



To: All members of Simpson and Ashland Parish Council

NOTICE OF THE ANNUAL PARISH AND ANNUAL COUNCIL MEETING

You are hereby invited to attend the Annual Meeting of Simpson and Ashland Council to be held on Monday 4 June 2018, 8.00 p.m. at Simpson Village Hall

Item	Agenda	Lead
Part one – Celebration to commence 8.00pm		
1.	Welcome and Celebration The Chair to welcome those present and update on the achievements of the year and going forward. (Paper 1) .	Cllr David Pye -Chair
2.	Simpson Survey To discuss the Simpson Survey results (Paper 2) .	Cllr Barnes/Cllr Ling
3.	Tea and Cakes	
Part two – Business to commence 9.00pm		
4.	Welcome, introductions and apologies Schedule 12 of the Local Government Act 1972 requires a record be kept of the members who cannot attend a meeting should tender apologies to the Clerk/RFO as this should also be recorded. Under Sections 85(1) of the Local Government Act 1972, members must decide whether the reason for the absence is acceptable.	Cllr David Pye -Chair
5.	To Elect/Appoint Chair for 2018/19	
6.	To Elect/Appoint Vice Chair for 2018/19	
7.	Declarations of Interest	Chair
8.	Public Forum	Chair
9.	To agree the minutes of the meeting held on 5 March 2018 (Paper 3)	Chair
10.	Matters arising from 5 March 2018	Chair/Clerk
11.	Note Delegated Decisions made since last meeting:	All
12.	Register of Interest Confirmation of any changes for 2018-19	All
13.	Groups To note update reports to be discussed at next meeting.	All
14.	Year end 2017-18 and Internal Audit Report: 14.1 Year End 2017-18 Income and Expenditure (Paper 4) 14.2 Approve 2017/18 Internal Audit report and agree actions (Paper 5 – separate attachment to follow) 14.3 Discuss and sign off 2017/18 Annual Internal Audit – part 1 of Annual Audit Return.	Cllr Pope/Clerk
15.	Finance and Annual Audit Return: 15.1 Agree and sign off 2017-18 Annual Audit Return 15.2 Note balance at end of May 2018 and sign off accounts as accurate (Paper 6) 15.3 Agree and sign off updated Financial Risk Assessment (Paper 7) 15.4 Progress on GDPR	
16.	Any other business 15.1 Any other business	
17.	Date of next meeting: Next full Parish Council meeting on Monday 2 July 2018 at 8.00pm, Simpson Village Hall	

- Paper 1: Executive summary of Simpson Survey 2018**
Paper 2: Simpson and Ashland Annual Report for 2017-18
Paper 3: 5 March 2018 minutes
Paper 4: 2017/18 Year End Income and Expenditure
Paper 5: 2017-18 Internal Audit Report (separate attachment to follow)
Paper 6: 2018/19 Income/ expenditure statement and summary at end of May 2018
Paper 7: Financial Risk Assessment Policy review

Paper 1



Simpson Research Project Into The Future Executive Summary

What we did:

Simpson and Ashland Parish Council appointed Community Action:MK to undertake research to enable it to gain a better understanding of what residents value about living in Simpson, what role the Council might play in helping to realise these ambitions, now and in the future, and the implications of that for the allocation of resources to support services, activities and partnerships for the benefit of the local community.

Between December 2017 and February 2018 information was gathered from a combination of questionnaires distributed to all 310 households in Simpson (with a 36% response rate), 3 focus groups and 10 in-depth interviews with individual residents.

What we found out:

People like living in Simpson

A large majority of those who responded were positive about life in Simpson: they appreciate the village culture, neighbourliness and community spirit; the open spaces in and around the village; and proximity to the city centre and other amenities. Over 90% said they feel safe living in Simpson. Local amenities and services that were considered important are: the bus service; the pub; the Village Hall; and the Tesco Express shop at Tinkers Bridge. Concerns most often expressed related to: the volume and speed of traffic through the village; the standard of maintenance of roads and footpaths; inappropriate parking; and litter. There was also a wish for a village shop.

Given these levels of satisfaction it is not surprising that over 90% of those responded said they would still like to be living in Simpson in 2025. There was recognition of the likely need for support and services to help them to remain independent, mobile, physically active and able to play a continued role in the community. The top three things on the list of likely needs are: help with gardening at 32% (32% of respondents); a good public transport/bus service (21%); help with general maintenance/odd jobs around the house (19%); and help to get around (19%).

Local Organisations working in Simpson

AA:MK were tasked with trying to understand how much local people feel involved in the decisions made by some of the organisations which operate in Simpson. 12% of the respondents said that they feel 'very involved' and a further 51% said they feel 'sometimes involved' in the decisions taken and plans made by the Parish Council. The sense of involvement in the decisions and plans of Milton Keynes Council, the Parks Trust, the police and GPs surgeries was significantly lower.

Engagement with local residents

During then-depth interviews CAMK identified barriers to engagement in local activities and events, including lack of time, and working long and often unsocial hours. A lack of confidence and perceived lack of knowledge or skills to mix with people from different backgrounds also prevented some residents from taking part in community events. Those with health issues, such as restricted mobility, found this affected their ability to participate.

Recommendations

Simpson and Ashland Parish Council should:

1. Consider undertaking a second wave of engagement which delves much more deeply into the approaches which the Parish can adopt to make engagement and participation easier and more appealing for people.
2. Continue the proactive approach to engagement with local residents and at the same time work with other agencies such as Milton Keynes Council and health services to understand how better to integrate communities into their service planning.
3. Work together with other service providers across both the public and private sectors and other parish councils to better face challenges and create economies of scale e.g. around transport and bus services.
4. Develop a strategic discussion with MKC transport service to create more joined up transport planning.
5. Develop a clear village vision which residents have ownership of which will pave the way for more people to take a proactive stance for how development ought to happen in Simpson.
6. Support or commission more joined-up activities to increase the variety of opportunities for all age groups. This would involve collaboration with owners of local community spaces to ensure they are available for delivery of local services.
7. Consider further investigation into other schemes providing practical support to an ageing or less mobile population. For example, a feasibility study into the mobile provision of health, social care and personal care services.
8. Consider developing a bespoke volunteering programme to help to address important aspects of civic life by a facilitated and managed volunteering infrastructure.

Conclusion

It is a real challenge to imagine an unknown future. However, given that the current makeup of Simpson residents is much older than that of many other parts of Milton Keynes, it is vital to start thinking about how the community, might evolve and how best provide the support that residents have indicated that they would like.

Simpson and Ashland Parish Council is displaying great leadership in preparing for the services that residents of Simpson will need in future. This research provides a foundation for developing the approach to how this could work. What is fundamental for a successful future is that resident participation must be at the heart of service planning as an ongoing and long term process.

Paper 2

Simpson and Ashland Annual Report 2018

separate attachment at meeting - see link below to report posted on website and Facebook

<http://www.simpsonandashland.co.uk/annual-parish-report.html>



Simpson and Ashland Parish Council
Minutes of Meeting held on 5 Mach 2018 at 8.00p.m., Simpson Village Hall

Present:	Cllrs Peter Barnes (Vice Chair), Robert Ling, David Pye (Chair), Cathy Pope, Sheila Thornton Sue Key (Clerk/RFO)	
Min. Ref.	Item	Action
	Apologies: Cllr Carole Baume	
1 & 2	<p>Welcome and Public Forum: Cllr Pye, Chair, welcomed Ward Cllr Peter McDonald to the meeting.</p> <p>Chair stated Cllr Harrington had resigned from Simpson and Ashland Parish Council (SAPC) as of 5 February 2018. All members of the PC thanked him for all his efforts and wished him well for the future.</p> <p>Cllr Pope reported that a resident had contacted to ask if it was possible to kayak in the lakes on Ashland. PC advised the resident needed to contact the Parks Trust, who manage the Lakes, in the first instance.</p>	
3	<p>Ashland Development Chair noted work on the completion of the Ashland Estate continues to progress. Ward Cllr McDonald reported that Milton Keynes Council (MKC) Adoption Officer had recently inspected works and was satisfied with progress.</p> <p>It was noted that SAPC will begin a further round of discussions with Ashland residents on the use of the S106 monies, once the estate was complete. The PC is currently waiting to hear back from MKC that the S106 money deadline has been further extended given the delay in completion of the estate. Once plans had been agreed for spending the S106 monies, there would potentially need to be detailed discussions with HCA, MKC and associated parties regarding the S106 allocations. It was noted that suggestions for spend had been raised and that the PC would provide costed plans for each of the suggestions so that residents were aware of the costs involved. These costs would include both any purchasing and installation costs but also ongoing maintenance costs required in perpetuity.</p> <p>Noted:</p> <p>i) PC agreed to carry out further consultation with Ashland residents in the months to come and PC need to consider how and in what format this will take.</p> <p>Actions:</p> <p>ii) Chair to continue to chase MKC for response regarding extension of S106 money spend timetable.</p>	<p>Noted</p> <p>Chair</p>
4	<p>CA:MK update – Simpson Project Cllr Barnes reported that the Simpson resident questionnaire deadline was extended and the final response rate was around 33%. It was noted that although Cllrs had door knocked areas where responses were perhaps likely to be lower, it looks like there had been little increase in response. Chair thanked everyone for their effort and noted that the response rate achieved was above the level that central government now set as an acceptable response to the surveys that it distributes.</p> <p>CA:MK colleagues are currently inputting data from the survey and will produce a draft report to the PC for early April 2018.</p>	

	<p>would escalate the issue to the Chief Executive of MKC if he did not have a response. Chair thanked Ward Cllr McDonald for help in this matter. 4 Peshurst Crescent - To date no further update on appeal.</p> <p>All other items covered in rest of agenda.</p> <p>Actions: i) Ward Cllr McDonald to keep PC updated on 211 Simpson query regarding the sale of designated open space without prior consultation.</p>	Cllr Baume/ Ward Cllr McDonald
11	<p>Delegated Decisions made since last meeting: To note the following decisions have been made under the scheme of delegated powers since the last meeting: Payments of four invoices under £500 – Purchase from Helping Hands for 4 extra-long litter pickers and 4 handihoops at £139.49 incl VAT. Purchase from Church Buying Group for 12 children’s chairs and 2 adjustable tables at £419.26 incl VAT. Work carried out on sink at Village Hall at £47.62. Work to storage tank at Village Hall at £78.00.</p> <p>The following expenditure has been approved. Advertising of Clerk vacancy on SLCC website for two weeks at £190 plus VAT. The invoice has not been received at present and could fall into 2018-19 expenditure.</p>	Noted
12	<p>Chair’s Report Report noted and accepted.</p> <p>Chair reported two applications for the Clerks vacancy had been received. However, due to personal circumstances one was withdrawn and SAPC decided to re-advertise the role. Clerk has confirmed she will continue in her role for the foreseeable future and review the situation in May 2018.</p> <p>Noted: i) PC to re-advertise SAPC Clerk advertisement.</p> <p>Actions: ii) PC to review wording for advert and Clerk asked to inform clerks network of continuing vacancy.</p>	Noted All
	Groups Reports:	
13.1	<p>Communications Group: Cllr Barnes stated latest newsletter printed and distribution had commenced. However, an issue had been raised and circulation had stopped for the time being. It is hoped that the issue can be resolved and distribution can continue. Chair thanked Cllr Barnes and all those who submitted articles for the parish newsletter.</p> <p>Actions: i) Cllr Barnes will keep PC updated.</p>	Cllr Barnes
13.2	<p>Open Spaces: Cllr Thornton reported there is a new Friends of Ouzel Valley Group, which she is a part of. They have already carried out one litter pick and have met with representatives from Parks Trust to discuss issues covering the play area on Simpson Drive and how to reduce dogs mess in the area. As a result Parks Trust have provided some signs which the volunteers will look at placing temporarily around the play area to see if this helps to reduce the dog mess. Discussions have also led to the Parks Trust reviewing the quality of the path near the bridge on the far side of the riverbank and they will monitor to look at improving its surface. In addition, the Parks Trust are looking at putting a new notice board in</p>	

	<p>the car park at Simpson Drive, as they recognise that the play area and the car park have become very busy. Another issue being discussed is the pedestrian access from the road off Simpson Drive into the car park and to the play area. SAPC is keen to investigate further with Parks Trust and MKC as to how the pedestrian access to the linear park can be further improved.</p> <p>Actions: i) Cllr Thornton to contact Nigel Spencer, Road Safety Officer at MKC initially to discuss the pedestrian access issue.</p>	Cllr Thornton
13.3	<p>Community and Engagement Group: PC noted this group will continue and that future work will focus on engagement with residents around the Simpson Survey and engagement with Ashland residents around the S106 money.</p>	
13.4	<p>TRAP: Paper 5 report noted and accepted.</p> <p>Cllr Ling to discuss with Cllr Thornton a number of issues she has raised and look into. Cllr Ling thanked Ward Cllr McDonald for the update on new contact details for the Canal and River Trust (CaRT). Noted Old Woughton have a volunteer working day on the canal coming up in the next couple of weeks and will try to attend.</p>	
13.5	<p>Simpson Village Hall Committee: Cllr Ling proposed that in light of discussions with the Toddlers group, all hall hire users should carry out a Health and Safety review at the start of each use. Cllrs provided some initial feedback and there followed a short discussion as to how the H&S form could be implemented and managed. Cllr Ling stated the village hall internal roof space would be laid out with flooring on Friday 9 March to enable better redistribution of storage to help with future use of the hall. With regard to the capital programme work, Cllr Ling reported three quotes had been obtained for the replacement of the external double set of fire exit doors and Cllrs agreed to the recommendations made by the Village Hall Committee. It was anticipated this work would be completed before the end of in this financial year. Noted work to kitchen door still to be progressed.</p> <p>Noted: i) PC approved new Health and Safety form for all users to complete. ii) PC approved appointing Premier Locksmiths to complete work on installing new external double set of fire exit doors.</p> <p>Actions: iii) Cllr Ling to order commencement of works to fire doors.</p>	<p>Noted Noted</p> <p>Cllr R Ling</p>
13.6	<p>Planning and Development (SAPD): Following update provided: 139 Simpson - for 4 new dwellings approved. Cllr Barnes reported clearance work has commenced. 390 Simpson - two storey extension approved. 12 Abbey Road, Simpson - two storey extension approved.</p> <p>See also item 10 5) update on 211 Simpson.</p>	
14	<p>Finance Report: a) Financial Report: 2017/18 up to end of Feb 2018:– Cllr Pope and Clerk had checked the period and presented a summary position update (Appendix 1 below and Paper 6 from the agenda) which the Cllrs noted including 10% variances against budget, expenses agreed under delegated powers. Noted committed expenditure as reported at 6 November 2017 meeting remains unchanged. Requested approval to transfer all of money in account 3, minus</p>	

	<p>£1k into account 1 before the end of the current financial year. Remaining money to be transferred end of May 2018.</p> <p>b) Regular committed payments 2018-19 – Cllr Pope and Clerk have submitted a list of regular payments for 2018-19 for approval.</p> <p>c) Preparation for 2017-18 Annual Audit Return:</p> <ul style="list-style-type: none"> - Audit of Asset Register – audited for 2017-18 and updated with new additions. Cllr Pope and Clerk submitted for approval for submission as part of the Annual Audit return. No work required. - Statement of Internal Control and Financial Regulations – Cllr Pope and Clerk had reviewed to ensure reflect current practices. Minor changes made covering use of delegated powers and reporting of finances. Cllr Pope and Clerk submitted for approval for submission as part of the Annual Audit return. <p>d) Precept 2018-19 – noted submission made in line with MKC timetable. Awaiting confirmation of approval which should be in the next couple of weeks.</p> <p>Noted:</p> <p>i) 2017/18 Income and Expenditure – PC agreed as an accurate statement up to end of February 2018 and approved variances.</p> <p>ii) Regular committed payments 2018-19 and transfer of funds from account 3 - PC approved list of regular payments and budget commitments and transfer of monies from account 3.</p> <p>iii) Audit of Asset Register – PC approved updated register.</p> <p>iv) Statement of Internal Control and Financial Regulations – PC approved minor changes to both documents.</p>	
15	<p>Clerks Report:</p> <p>a) Update on Clerk Vacancy – see item 12 above for update.</p> <p>b) Register of Interests – Clerk reported annual requirement to review cllrs register of interests. Clerk will be forwarding shortly and requested if this exercise could be completed before the May 2018 SAPC meeting.</p> <p>c) Annual Audit Return 2017/18 – Clerk reported new external auditor for this process. Clerk has e-mailed internal auditor to check still available. Financial Risk assessment and Standing Orders still to be reviewed and Annual Audit Return will need to be approved at May meeting.</p> <p>Actions:</p> <p>i) Register of Interests – Cllrs to review Register of Interests and submit to Clerk.</p> <p>ii) Annual Audit Return 2017/18 – to be submitted and approved at 14 May 2018 meeting.</p>	All Clerk
16	<p>Any Other Business</p> <p>a) Defibrillator – noted had been raised for consideration. PC agreed to proceed and approach Stephen Bates to lead on behalf of the community. For Simpson the most likely place to position would be on the external wall of the village hall. For Ashland, outside one of the shops but it may be best to wait until all works completed and review location then. PC agree more detail required regarding costs, possible grant provision, training of volunteers etc.</p> <p>b) Fish and Chip shop, Ashland – Cllr Pope reported interest from a third party to take over the shop.</p> <p>c) Grant Aid Policy – Cllr Thornton had reviewed policy and made minor amendments and submitted for approval.</p> <p>d) GDPR – comes into effect 25 May 2018. Chair hopes this will not be too onerous for the PC. Cllr Pope is attending a GDPR course on 11 April 2018 and will report back.</p> <p>Noted:</p> <p>i) Defibrillator – PC approved the idea dependent on presentation of more detail at a later meeting.</p>	Noted

	ii) Grant Aid Policy – PC approved amended policy. ACTION: iii) Defibrillator – Clerk to write to Stephen Bates to ask if he would gather relevant data and costings to present to a future meeting. iv) GDPR – Cllr Pope to update PC on GDPR at next meeting and implications for PC.	Noted Clerk Cllr Pope
17	There being no further business the meeting closed at 9.30pm Date and time of next meeting: Next informal Planning consultation meeting – Monday 9 April 2018, 8.00pm, Simpson Village Hall Annual Parish Council meeting on Monday 14 May 2018 at 8.00pm, Simpson Village Hall Part 1 from 8.00pm will be a celebration of the year Part 2 from 9.00pm will be Operational Business	

Paper 4

**SIMPSON AND ASHLAND PARISH COUNCIL
EXPENDITURE AND INCOME SUMMARY - 2017-18**

Parish Council Operational Account 1

	BUDGET 2017-18 £	ACTUAL 2017-18 TO-DATE £
Bank Balance at 1 April 2017	£20,437.09	
Balance submitted on Annual Return	£20,437.09	
INCOME for 2017/18		
Precept	£38,926.00	£38,926.00
MK Council Tax Support Grant	£1,142.43	£1,142.43
MKC Green Bin Food Recycling initiative		£94.80
VAT reclaimed		£733.52
Village Hall Hire Income		
Regular Users Income		£1,222.00
One off Users Income		£630.00
Re-imbursable Users Deposit		£50.00
misc		£925.12
SUB TOTAL FOR INCOME for 2017/18	£40,068.43	£43,723.87
Transfer of VAT to Account 2		
Transfer to set up Account 3		
Transfers In:		
Reimbursement from Account 3 of initial set up fund		£100.00
Reimbursement from A/c 3 Pollards payment (see misc line)		£67.68
Reimbursement from A/c 3 to reimburse Cleaners payment		£601.60
Transfer from Account 3. Closing down A/c3 initial transfer.		£8,193.54
Transfers Out:		
Transfer to A/c 3 of Hire fee for PC use of V Hall		£15.00
Transfer to A/c 3 Hire fee for MKC 8 June election paid to A/c 1		£150.00
Transfer to A/c 3 Hire fee 11 Sept paid into A/c 1		£30.00
Transfer to Interest Account		£35,034.21
TOTAL BANK BALANCE AND INCOME	£40,068.43	£37,894.57
EXPENDITURE - OPERATIONAL Parish Council only		
Administration, Stationary, Equipment and mileage	£750.00	£572.81
Audit (Internal and External)	£500.00	£390.00
Dog Bins - Cleaning	£1,800.00	£1,342.88
Insurances	£725.00	£667.87
Memberships/Subscriptions	£450.00	£413.76
Newsletter/Posters/Website	£2,500.00	£1,545.06

Venue Hire and costs	£150.00	£0.00
Clerks Salary costs (mileage under Admin costs)	£5,750.00	£5,510.84
Cleaners Salary costs (see Line 23 reimbursed from A/c 3)		£601.60
Training	£250.00	£95.68
Community Events/Activities (renamed from Groups)	£1,750.00	£2,079.75
Community Project works	£1,150.00	£6,388.80
Public meetings and events	£150.00	£52.00
Village Hall - major/general maintenance	£6,000.00	£1,825.00
Village Hall Business Rates	£1,700.00	
Contribution to Village Hall reserves	£2,000.00	
Contribution to Devolved services reserves	£9,170.00	
Contingency	£1,275.00	£0.00
Misc		£232.05
Village Hall		
Gas		£105.33
SUB TOTAL OPERATIONAL COSTS PC only	£36,070.00	£21,823.43
EXPENDITURE - COMMUNITY GRANTS		
Grants	£3,300.00	£287.92
SUB TOTAL PROJECT COSTS	£3,300.00	£287.92
INCOME		
TOTAL OPERATIONAL AND PROJECT EXPENDITURE	£39,370.00	£22,111.35
BANK BALANCE AT END OF EACH PERIOD		£15,783.22

Business Reserves Account 2

	BUDGET 2017-18	ACTUAL 2017-18 TO-DATE
	£	£
Bank Balance at 1 April 2017	£11,309.67	
Balance submitted on Annual Return	£11,309.67	
TOTAL BALANCE AT END OF EACH PERIOD		
INCOME for 2017/18		
Interest from 2nd Parish Council Account		£10.85
misc		£0.00
SUB TOTAL FOR INCOME for 2017/18	£0.00	£10.85
Transfer VAT reclaimed from Account 1		
Transfer In:		
Transfer from Account 1		£35,410.41
SUB TOTAL FOR TRANSFERS IN 2017/18		£35,410.41
EXPENDITURE -		
Payment of clerks salary		£376.20
TOTAL EXPENDITURE		£376.20
TOTAL BANK BALANCE	£0.00	£46,354.73

Village Hall Account 3

	BUDGET 2017-18	ACTUAL 2017-18 TO-DATE
	£	£
Bank Balance at 1 April 2017	£160.00	
TOTAL BALANCE AT END OF EACH PERIOD		£160.00
INCOME for 2017/18		
Transfer of Balance from Simpson Association re V Hall (See note re ringfencing 8 Jan 2018 minutes)		£6,803.01
Village Hall Hire Income		
Regular Users Income	£6,750.50	£5,485.00
One off Users Income	£1,500.00	£1,680.00
Refunds from EON		£11.97

Overpayment of Hall Hire		£90.00
Users Refundable Deposits		£150.00
misc		£0.00
SUB TOTAL FOR INCOME for 2017/18	£8,250.50	£14,219.98
Transfers In:		
Transfer from A/c 1 MKC fee for 8 June Hire		£150.00
Transfer from A/c 1 for 'pc Hire of Hall in May		£15.00
Transfer from A/c 1 Hire fee 11 Sept paid into A/c1 in error		£30.00
Transfers Out:		
Transfer to A/ 1 to start closing down A/c 3		£8,193.54
Transfer to A/ 1 of Original set up fund		£100.00
Transfer to A/c 1 of Pollard expenses paid out of A/c 1 in error		£67.68
TOTAL BANK BALANCE AND INCOME	£8,250.50	£6,213.76
EXPENDITURE - OPERATIONAL Village Hall only		
Cleaner Salary paid from A/c 1, monthly transfer to A/c 1)	£1,800.00	£2,041.12
Gas	£695.00	£521.19
Electricity	£375.00	£348.00
Anglia Water	£300.00	£487.00
Insurance (Paid by PC)	£0.00	£0.00
Fire Safety	£500.00	£797.98
Broadband	£240.00	£218.50
Maintenance	£1,200.00	£242.00
Supplies	£180.00	£274.73
Cleaning items	£60.00	£149.45
Reimbursement of cancelled Hire fees/Return of Deposits		£130.00
Sundries	£200.00	£3.79
SUB TOTAL OPERATIONAL COSTS Village Hall only	£5,550.00	£5,213.76
INCOME		
VILLAGE HALL Bank Balance at end of each period	£2,700.50	£1,000.00

SUMMARY RESERVES BALANCES	
Bank Balance at:	Year End
Account 1	£15,783.22
Account 2 (Interest)	£46,354.73
Account 3 (Simpson Parish Village Hall)	£1,000.00
Bank Balance at end of period	££63,137.95
Reserves Policy approved 6 March 2017	
Match Grant Funding:	
Earmarked reserves - £750 Repairs to Grand Union Towpath (moved to Gen Reserve uncommitted)	
General Reserve - Uncommitted	£1,250.00
General Reserve - R Freeman Donation	£500.00
General Reserve - to assist MK50 events in 2017-18	£225.00
General Reserve - monies received from Recycling initiative	£221.00
General Reserve - Community work	£2,300.00
General Reserve - Operational PC	£12,500.00
Earmarked Reserves - Devolved services	£13,270.00
Earmarked Reserves - Major and general repairs V Hall	£7,000.00
Earmarked Reserves - Election costs/Budget Referendum	£5,000.00
Parish Council Balance - uncommitted	£20,871.95

Internal Audit Report for Simpson & Ashland Parish Council (separate attachment)**Finance Report: Part A: Balance statements for all 3 Accounts:**

<u>PARISH COUNCIL AND VILLAGE HALL</u>	Actual 2017-18 £	Budget 2017-18 Budget £	Actual 2018-19 To date £	Committed 2018 £
Balance on Annual Return	£20,597.09		£15,783.22	£36,950.88
Income	£57,943.85	£60,100.00	£26,829.82	£33,250.00
Transfer In	£9,157.82			
Transfer Out	£44,568.23			
TOTAL BALANCE OF INCOME	£43,108.33		£42,613.04	£70,200.88
Operational Expenditure	£27,037.19	£55,235.50	£5,662.16	£11,509.90
Grant Expenditure	£287.92	£3,300.00		£0.00
TOTAL EXPENDITURE	£15,783.22	£58,553.50	£36,950.88	£58,690.98

<u>PARISH RESERVE ACCOUNT</u>	Actual 2017-2018 £	Actual 2018-19 To date £	Committed 2018 £
Balance on Annual Return	£11,309.67	£46,354.73	£46,356.76
Income	£10.85	£2.03	
Transfer In	£35,410.41		
Transfer Out			
TOTAL BALANCE OF INCOME/TRANSFERS	£46,730.93	£46,356.76	£46,356.76
Expenditure	376.20		
Bank Balance at end of each period	£46,354.73	£46,356.76	£46,356.76

<u>VILLAGE HALL ACCOUNT</u>	Actual 2018-19 To date £	Committed 2018 £
Balance on Annual Return	£1,000.00	£1,007.00
Income	£50.00	
Transfer In		
Transfer Out		£1,007.00
TOTAL BALANCE OF INCOME/TRANSFERS	£1,050.00	£0.00
Expenditure	£43.00	
Bank Balance at end of each period	£1,007.00	£0.00

Note: Village Hall account to be shut down and money transferred into Account 1.

<u>TOTAL BANK BALANCE</u>		Bank Balance at 24 May 2018	Projected at Year end 2018-19
		£84,314.64	£1065,054.74

Summary of transactions from April to end of May 2018
Expenditure

- Account 1 – 20 payments to Account 1 totalling £5,662.16. These included April Dog bin payment, Clerk and Cleaners salary payments for April and May, year end pension admin payments, last payment for Community Action:MK Simpson survey which was carried over from 2017-18, village hall utility payments, three refunds to hall hirers of deposits and one refund of an overpayment for hall hire and two outstanding payments from 2017-18 for craft posters for last autumn and clerk vacancy in SLCC. (as at 11 May 2018)
- Account 3 – 2 monthly DD payments for Broadband totalling £43. Awaiting transfer of this DD to Account 1. Once transfer completed Account 3 will be closed down and all monies moved to account 1.
- Expenditure agreed under delegated powers –
 - Payment of CVS year end admin of £60 fr 2017-18 Pension enrolment paid in 2018-19 accounts.
 - Payment of Business Worlds invoice for £81.60 Craft posters for October 2017 event.
 - Payment of final instalment of £3194.40 for Community Action:MK project out of 2018-19 accounts.
 - Payment of Internal Auditors invoice for 2017-18 Year end audit of £180.00
- 10% +/- variances:
 - Internal Auditors fee for 2017-18 was £180 compared to £150 last year. This was due to additional audit review at six months to review processes in place for village hall accounts.
 - Anglia water currently £163.19 against a budget of £450 (2017-18 year end was £487). Need to keep under review. Usage remains up from mid last year.
 - Gas currently £80.57. Higher than same month last year and if this level of usage continues each month, year end could be significantly over budget.
 - Community Projects work - £3,194.40 last payment for Simpson survey carried over from 2017-18 could result in this budget line going over at year end if other planned expenditure is undertaken.
 - Grants - no grant requests received to date. Budget is £3,300. Does this require a review.

Income –

- Account 1 income - £26,829.82. Includes first half of precept payment of £25,350.00, £28.82 refund from HMRC and £1451 Hall hire income.
- Account 2 Business Reserve account – interest earned equals £2.03.
- Account 3 Village Hall –income from users is £50.00. To be transferred into Account 1.
- Total Village Hall user income at 24 May is £1501 not allowing for refunds of deposits.

Reserves –

- Projecting at end of 2018-19 reserves will be at a level of £106,054.74. **If this remains at this level this will be twice as much as the precept and will require an explanation on the next Annual Audit Return.** (don't intend to keep this bold in but please note this)

Committed Expenditure for 2018-19 to date - as per 5 March 2018 meeting future meetings will received a summary overview of expenditure against budget explanations of any 10% +/- variances or any un-planned income/expenditure. See above.

Full details of expenditure will be posted on the website after each meeting.

The following is a list of regular payments to be made in 2018-19 for approval:

	Year Total	
Gas	£695.00	Direct Debit
Electricity	£348.00	Direct Debit
Broadband	£258.00	Direct Debit – based on new charge from Jan 2018
Water Rates	£450.00	Direct Debit – three to four instalments
Fire safety	£675.00	Usually two services
Employees salaries	£7,708.50	Monthly – BACs payment
Admin expenses	£600.00	Monthly
Dog Bins - cleaning	£1,342.88	Monthly – BACs payment
PC Insurance (inclu V Hall)	£725.00	Paid in February
Memberships/Subscriptions	£450.00	BMKALC/MKALC and SLCC
Newsletters/Posters/Website	£2,500.00	
Annual meeting Costs	£100.00	
Village Hall maintenance	£1,575.00	
Supplies/sundries/	£100.00	

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SIMPSON AND ASHLAND PARISH COUNCIL
Financial Risk Assessment

Adopted by a meeting of the Council held on Monday 2 November 2015
Revised and approved at Council meeting held on Monday 9 May 2016, Monday 6 March 2017
Revised and approved at Council meeting held on Monday 4 June 2018

Area	Risk	Likelihood (H/M/L)	Impact (H/M/L)	Control
Assets	Protection of physical assets	M	M	Council and Assets insured. Insurance cover reviewed annually with insurer by RFO and any additional items included as necessary Audit of assets carried out annually for Annual Audit Return and any repairs noted and reported to next relevant full council meeting for action. Village Hall property secured/locked where possible. Property insured, value increased annually by RPI.
	Maintenance of buildings	M	M	Planned programme of works in place. Fire extinguishers tests carried out regularly. Boiler servicing and PAT testing in place. Health and Safety policy in place.
Finance	Banking	L	H	Clerk designated RFO. No petty cash held. Cash not normally received, but, where it is, it is paid immediately into the bank account. Bank mandates in place and reviewed everytime there is a change of personnel listed in the mandate. 4 authorised signatories for the main bank account and village hall account. Clerk main contact for correspondence and bank statements.

				Cheques signed by 2 Councillors for main account and village hall account. BACS agreed at Council meeting. All BACS payments made by RFO with the exception of the RFO salary payments which are made by a specified Councillor. All payments reviewed monthly by RFO and appointed Councillor.
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Area	Risk	Likelihood (H/M/L)	Impact (H/M/L)	Control
Finance	Loss of monies through theft/dishonesty	L	H	Fidelity guarantee insurance to cover the loss of any monies through theft or dishonesty included on the Parish Council Insurance policy.
	Financial controls and records not adequate	L	H	Bank accounts reconciled monthly by RFO and appointed Cllr. List of payments and bank balances supplied to all Councillors bi-monthly. Financial expenditure and future committed expenditure agreed at bi-monthly meetings and noted in minutes. All controls in accordance with Financial Regulations and Statement of Internal Control and Effectiveness of Internal Control. Internal and external audit undertaken.
	<i>Payment of Invoices</i>	L	L	Future committed expenditure is provided at start of financial year and new commitments to next appropriate bi monthly meeting to agree for payment. Once agreed any on the list can be paid as soon as received. Most paid by BACS. Any new invoices not on committed expenditure list to be paid as soon after receipt as bi monthly meeting cycle allows. If within £500 delegated power for RFO and Chair to authorise. If over agreed by e-mail by a minimum of 4 Councillors. Where cheques requested 2 signatories required, cheque stub initialled. Review of all payments made monthly by RFO and appointed Cllr.
	Budgeting controls	L	H	Budget added to agenda during Q3. Budget recommendations prepared by Clerk and final budget agreed by full Council by January each year. Precept requested completed within timescales. Monthly tracking of spend against budget monitored by RFO. RFO and appointed Cllr will check prior to full council meeting.
	Employee salary process	L	H	Salaries reviewed annually with appraisal process and salary scales set down using NALC/SLCC recommendations. Clerk provides timesheets which are signed off by the Chair and Councillor with Finance Portfolio. Clerk's net pay, tax & NI are calculated by CVS. CVS inform of final figure. This is transferred to CVS by appointed Cllr and CVS make payment direct to Clerk. Village Hall cleaner timesheet signed off by village hall committee. Cleaner's net pay, tax & NI calculated by CVS. CVS inform of final figure. This is transferred to CVS by Clerk. CVS make payment direct to Clerk.

	Employee expenses process	L	H	Chair and Chair/Vice Chair and/or Councillor with Finance Portfolio authorises Clerk expenses. Councillor expenses to be authorised by Clerk and Chair/Vice Chair and/or Councillor with Finance Portfolio. All expenses itemised and receipts required. Expense forms treated as invoices and approved/reviewed for payment at council meeting.
	Contracts Allocation	L	L	Contracts reviewed as required and in accordance with latest Financial Regulation requirements. Where agreed necessary, 3 quotes will be sought and if needed, advertising will be on the website and in noticeboards.
Area	Risk	Likelihood (H/M/L)	Impact (H/M/L)	Control
Liability	Risk to third party, property or individuals	L	H	Insurance cover. Councillors and Clerk to regularly check parish assets. Any repairs to parish assets actioned as soon as possible. See below regarding Village Hall.
Liability	Legal Liability for Village Hall	M	M	Responsibility of Simpson Village Hall remains with Simpson and Ashland Parish Council. Village Hall Committee identifies any H&S issues. H&S certificates in place and checks carried out as required. Property secured/locked where possible. Property insured, value increased annually by RPI. Maintenance and repair undertaken by Village Hall Committee.
Employer Liability	Compliance with employment law	L	M	Clerk will be a member of SLCC with access to advice. Parish Council has access to MKC legal advice.
	Compliance with Inland revenue regulations	L	M	Internal and Government External audit. Advice available from Inland Revenue. VAT claims are made by the RFO annually after internal auditor has verified claimable VAT. Statement of Internal controls and Effectiveness of controls reviewed annually prior to submission of Annual Audit Return.
	Health & Safety of employees	L	M	Staff based at own home. Fire alarm in place and Fire extinguisher in home.
Employer Liability	Councilor risk of assault	L	H	Councillors and staff informed to walk away from conflict and consider own safety paramount.

	Succession Plans for staff	M	M	Councillor or neighbouring PC Clerk employed to cover in the short term for Clerk absence. For long term absence locum clerk will be appointed. Members from Village Hall committee and Parish Clerk to cover for Councillor with responsibility for daily operation for village hall in short term. Long term absence temporary cover would be considered.
Legal Liability	Decisions taken by the PC are within legal powers	L	M	Clerk to clarify legal position where necessary.
	Proper and timely recording of the minutes	L	L	Council meets bi-monthly. Minutes approved in the interim period and published on website.
	Proper document control	L	L	Computer under password control. Data backed up via hard drive(s) on a bi monthly basis and one copy is then located at a second site in case of fire.
	Data Protection Act adherence	L	M	Registered under DPA. Minimal personal data held.

Area	Risk	Likelihood (H/M/L)	Impact (H/M/L)	Control
Councillor Propriety	Councillor interests and gifts of hospitality	L	L	Register of interest forms completed and available on MKC website via link from Parish Council website. Interests declared, where necessary, at each meeting.

Signed

David Pye
David Pye , Chair

Date...4 June 2018

Signed

Catherine Pope
Catherine Pope, Cllr with Financial Portfolio

Date ...4 June 2018