

HARDWICK PARISH COUNCIL

I hereby give notice that as previously arranged, the Annual Meeting of the Parish Council will be held on Tuesday 23 May 2017 in the School at 7.00 pm

The Public and Press are cordially invited to be present. The order of business may be varied.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.



Gail Stoeher, Clerk 16/05/17

AGENDA

- 1. Election of Chairman and to receive the Chairman's declaration of acceptance of office, or, if not then received, to decide when it shall be received**
- 2. To elect a Vice-Chairman**
- 3. Annual Business**
 - 3.1 To appoint committees, working groups or any other officers which the Council deems necessary
 - 3.2 To appoint representatives on any other organisation or authority, which the Council deems necessary
 - 3.3 Annual Review Standing Orders, Financial Regulations, Risk Assessment and other policies review
- Open Public Session including reports from the County & District Councillors**
- 4. To approve apologies for absence**
- 5. Declaration of interests**
 - 5.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held
 - 5.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda
- 6. To approve the minutes of the last meeting**
- 7. Co-option to fill casual vacancy – to consider any applications received or how the vacancy may be filled**
- 8. To consider resolutions from the Annual Parish Meeting any applications for funding and the APM's recommendation**
 - 8.1 Resolution that "The meeting calls for Hardwick residents and their elected representatives to press candidates in the forthcoming general election to articulate their support for, and pledge to promote the delivery of, a GP surgery together with supporting primary healthcare services in Hardwick within the lifetime of the next parliament."
 - 8.2 Resolution that the Parish Council grants funding to the following -
 - 8.2.1 Hardwick Brownies £250
 - 8.2.2 Hardwick Play Parks £250
 - 8.2.3 Hardwick Baby and Toddler Group £250
 - 8.2.4 Hardwick Pre-school £250
- 9. Matters arising and carried forward from the last or previous meetings for discussion/decision**
 - 9.1 (5.1) Hardwick Play Parks
 - 9.1.1 Request that the Parish Council assist with grant applications to other funding bodies either by submitting a joint or a sole application
 - 9.1.2 Query as to what does the Council want doing with the extra fencing panels left on site by Kompan
 - 9.2 (5.3) St Neots Road development application – update on application and outcome of discussions about healthcare in the village^(SR)
 - 9.3 (5.4) New Community Centre – to consider setting up a working group and its membership and terms of reference
 - 9.4 (5.6) HSSC Guttering – to consider quotations if received
 - 9.5 (6.2) Resident – use of hard courts and equipment by School club and children for practice^(JH)
 - 9.6 (Jan 2017) Agency services options enquiry – consider advice received from CAPALC
- 10. To consider any correspondence / communications received**

* NB Some planning and tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

Hardwick Parish Council meets on the fourth Tuesday in each month except December when the meeting is on the third Tuesday. Meetings are held in the School but occasionally, when the School is closed they are held in the Pavilion. Please check the notice board for the venue which is shown on the agenda for each meeting.

- 10.1 Norman Gillan Consulting – Proposed communications mast near Hardwick
- 10.2 Hardwick Happenings request for financial support
- 11. To consider any planning applications and decision notices and tree works applications ***
 - 11.1 Planning applications
 - 11.1.1 S/1648/17/PN – 50 Hall Drive – Single storey side extension, two storey rear extension and conversion of garage to residential with minor internal alterations
 - 11.2 SCDC decision notices – to note
 - 11.3 Tree works applications
 - 11.3.1 S/1438/17/TC – 44 Main Street
- 11. Members reports and items for information only unless otherwise stated**
- 12. Finance, risk assessment and procedural matters**
 - 12.1 To consider any quotes for urgent work required because of risk and Clerk's use of delegated powers
 - 12.2 To receive play areas and skate park inspection reports
 - 12.3 To receive the financial report and approve the payment of bills
 - 12.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1st April 2016 and 31 March 2017)
 - 12.5 To consider the Internal Auditor's report
 - 12.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
 - 12.7 To approve the Annual Governance Statement by resolution
 - 12.8 To consider the Accounting Statements (Section 2 of the Annual Return)
 - 12.9 To approve the Accounting Statements by resolution
 - 12.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
- 13. Closure of meeting and items for the next agenda**

* NB Some planning and tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

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Mrs Gail Stoehr, Clerk to Hardwick Parish Council, 30 West Drive, Highfields Caldecote, Cambridge, CB23 7NY
 Tel: 01954 210241 Email: hardwickpc@lgs-services.co.uk

CLERK REPORT TO HARDWICK PARISH COUNCIL MEETING ON 23 MAY 2017

Annual business

The process and procedure is laid down in standing orders

1. Election of Chairman

- 1.1 To receive the Chairman's declaration of acceptance of office, or, if not then received, to decide when it shall be received.

The Chairman to invite nominations, which need to be proposed and seconded and voted on. The elected Chairman to sign the declaration of acceptance of office before the meeting continues.

2. To elect a Vice-Chairman

Again, please propose and second and vote on the nomination

3. Annual Business

- 3.1 To appoint committees, working groups or any other officers which the Council deems necessary

An extract from last year's minutes is below:

Planning Working Group – Cllrs Gill (Convenor), Joslin ~~and Stewart~~.

Tree Working Group – Cllrs Humphries (Convenor) and Gill

Play area inspections – Cllrs ~~Worland~~ Vacant, being covered by Cllr Humphries (St Mary's play area), Cllr Cracknell (skate park), Cllr Bhachu (Worcester Avenue and Grenadier Walk play areas), and Cllr Humphries (Egremont Road play area)

Newsletter – Cllr Humphries and Cllr Rose in his capacity as Chairman.

Notice board – Cllr Cracknell.

Hardwick Happenings – Peter Cornwell (Editor) and Howard Baker (advertising).

Website liaison – The Chairman.

Litter picker review – The Chairman.

Village Development Plan – Martin Cassey to lead the production of a Village Development Plan and Cllr Joslin to attend the meetings and report to the Parish Council.

Proposed Church Hall – The Chairman was appointed to speak with Chivers about the request to widen the track on to Council land.

Fact finders – Cllrs Rose and Gill were appointed to fact find and report to the Parish Council but not to make decisions.

- 3.2 To appoint representatives on any other organisation or authority, which the Council deems necessary

Parish Paths Partnership – Cllrs Joslin ~~and Worland~~.

Coalition of Parish Councils – to represent the Parish Council and report back to meetings – Cllrs Rose, Gill and Joslin.

Local liaison forum – to represent the Parish Council and report back to meetings – Cllrs Rose, Gill and Joslin.

Planning Forum - to represent the Parish Council and report back to meetings – Cllrs Rose, Gill and Joslin.

- 3.3 Annual Review Standing Orders, Financial Regulations, Risk Assessment and other policies review

Members should already have a copy of these. If another copy is required let the Clerk know.

Open public session including reports from the County and District Councillors

4. Apologies for absence – Cllr Gill

5. Declaration of interests – members should declare their interests state why they have an interest, the type of interest held and if they have a dispensation state this and the extent of their dispensation i.e. to either speak or speak and vote.

6. To approve the minutes of the last meeting (25 April) (attached)

7. To consider any applications to fill the casual vacancy – None received at the time of writing.

8. To consider resolutions from the Annual Parish Meeting, any applications for funding and the APM's recommendation

- 8.1 Resolution that "The meeting calls for Hardwick residents and their elected representatives to press candidates in the forthcoming general election to articulate their support for, and pledge to promote

the delivery of, a GP surgery together with supporting primary healthcare services in Hardwick within the lifetime of the next parliament.”

8.2 Resolution that the Parish Council grants funding to the following -

- 8.2.1 Hardwick Brownies - £250
- 8.2.2 Hardwick Play Parks - £250
- 8.2.3 Hardwick Baby and Toddler Group - £250
- 8.2.4 Hardwick Pre-school - £250

9. Matters arising and carried forward from the last or a previous meeting for discussion/decision

- 9.1.1 Request that the Parish Council assist with grant applications to other funding bodies either by submitting a joint or a sole application
- 9.1.2 Query as to what does the Council want doing with the extra fencing panels left on site by Kompan
- 9.2 (5.3) St Neots Road development application – update on application and outcome of discussions about healthcare in the village
Cllr Rose to report.
- 9.3 (5.4) New Community Centre – to consider setting up a working group and its membership and terms of reference
- 9.4 (5.6) HSSC Guttering – to consider quotations if received
Quotations will be brought to the meeting if received
- 9.5 (6.2) Resident – use of hard courts and equipment by School club and children for practice
Cllr Humphries to provide an update.
- 9.6 (Jan 2017) Agency services options enquiry – to note advice received from CAPALC
CCC and SCDC have been asked what services can be devolved to Parish Councils but have not as yet replied. An enquiry to CAPALC as to the legal position has had the following response:
“CAPALC Helpdesk Response
Devolution of Services to Parish Councils In theory any service can be devolved .
However there is a distinction between Mandatory and Discretionary services.

Mandatory services are those that councils are required by law to provide Discretionary services are those that councils can choose to provide or not provide

Principal Authority services are mostly Mandatory.

This means that the council must do them because they are under a duty to do so by law.

Some council services and functions are Discretionary.

These are services a council can choose to provide but does not have to.

Councils have a general power to charge for discretionary services provided they are not prohibited by other legislation and the council does not make a profit.

There are many factors to consider:

Certain services may work better if they are tailored to local needs and wishes.

Other services may work better when they are delivered on a larger scale.

Some services may require access to specialist equipment that needs to be deployed in a cost-effective way.

Some administrative functions can be shared to improve efficiency and reduce cost.

Decision-making might be more democratic if it is more local, as that allows the people most affected by the decision to have the greatest say.

If local decisions affect people in a much wider area, it might be more democratic for a wider range of people to be involved.

If you identify with a particular local or regional community then maybe that community should have the power to make decisions for themselves.

Some councils may not have the capacity to engage in service delivery.

Partnerships with other agencies may need to be made to enable service delivery at a local level.

Additional staffing, training, HR, management, accommodation and other issues may need to be factored in to parish council thinking when taking on service delivery.

Is that it is up to the parish council to engage with their community on the matter.

Unless through absolute need delegation of services down to parish councils should result in a service that:

- is more responsive
- better meets local needs
- delivers better quality
- has better outcomes for recipients of the service is more cost effective is more sustainable for the long term

To be effective, the way a devolved service is delivered at a local level, may have to change as by just taking on the service as it is delivered today may fail to achieve any of the above goals on improving service delivery.”

Regards
CAPALC Helpdesk

10. Correspondence

10.1 Norman Gillan Consulting – proposed communications mast for Hardwick

“Please find attached details of a proposed new communications tower proposed on land to the south-west of the village. It will bring improved voice coverage (2G) to the village but will also add 3G and 4G (high data) as well. This will be initially for the O2 network but O2 are in an infrastructure sharing arrangement with Vodafone and so it is expected that Vodafone will join at some point in the near future.”

Attached:

Pre-application letter from Harlequin Group

Location plan

Site plan

Red brick elevation

11.1 Planning applications

NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

11.1.1 S/1648/17/PN – 50 Hall Drive – Single storey side extension, two storey rear extension and conversion of garage to residential with minor internal alterations

11.1.2 S/1704/17/FL – 23 Laxton Avenue – Two storey side extension and single storey rear extension to dwelling

11.1.3 S/1692/17/FL – 8 Grace Crescent – Proposed single storey front infill and internal alterations

11.2 SCDC decision notices

11.2.1 S/0078/17/OL – Land to the north of 3 Worcester Avenue – Application for outline planning permission for a two storey detached dwelling with all matters reserved – Permission granted.

11.2.2 S/0629/17/FL – 303 St Neots Road – New three bedroom dwelling to rear of 303 St Neots Road to replace previously approved new dwelling – Permission granted.

11.2.3 S/1088/17/PN – The Hey, Main Street – Prior notification for proposed grain store – Prior approval not required.

11.3 Tree works applications

Tree works applications may now be viewed on the SCDC Planning Portal. NB Some tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current tree works application consultations on <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

None at the time of writing.

12. Members’ reports and items for information only unless otherwise stated

13. Finance and risk assessment and procedural matters

13.1 To consider any quotes for urgent work required because of risk and Clerk’s use of delegated powers

None at the time of writing.

- 13.2 To receive play areas and skate park inspection reports
- 13.3 To receive the financial report and approve the payment of bills – attached
- 13.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1st April 2016 and 31 March 2017) – Part 2 of the Accounts and Audit Regulations www.legislation.gov.uk/uksi/2015/234/pdfs/uksi_20150234_en.pdf
- 13.5 To consider the Internal Auditor's report
Attached.
- 13.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
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- 14. Closure of Meeting and items for the next agenda

Our ref: NG/WIG/CTIL/201303

The Chief Planning Officer
South Cambridgeshire Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

12th May 2017

Dear Sir/Madam,

**PRE-PLANNING APPLICATION CONSULTATION – PROPOSED NEW
COMMUNICATIONS TOWER AT AGRICULTURAL LAND SOUTH WEST OF
HARDWICK, CAMBRIDGESHIRE, CB23 7YE**

We write to you as Acquisition and Town Planning Agents working on behalf of the Wireless Infrastructure Group (WIG).

WIG has a requirement for the development of new telecommunications equipment at the above location on behalf of CTIL/O2. We are seeking, as part of the pre-application consultation process, the Local Planning Authority's views with regards to this installation.

As you may know the newly revised Code of Best Practice¹, which was published in November 2016, encourages a more informal approach to pre-application for this critical infrastructure, especially where the proposed development is minor in nature, such as the replacement pole being proposed here. It states “**LPAs should consider carefully if pre-application consultation fees and any associated formal process are appropriate, particularly for relatively minor upgrade or replacement sites**”. It is hoped therefore that you may be able to provide some feedback on this basis.

Telefónica UK Limited has entered into an agreement with Vodafone Limited pursuant to which the two companies plan to jointly operate and manage a single network grid across the UK. These arrangements will be overseen by Cornerstone Telecommunications Infrastructure Ltd (CTIL) which is a joint venture company owned by Telefónica UK Limited and Vodafone Limited.

This agreement allows both organisations to:

- pool their basic network infrastructure, while running two, independent, nationwide networks

¹ <http://mobileuk.org/codes-of-practice.html>

- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

Our intention is to progress a proposal that is both acceptable to your authority and meets the technical network requirements. This approach is in accordance with WIG's Best Practice Commitments to ensure consultation with Local Authorities and other appropriate key stakeholders.

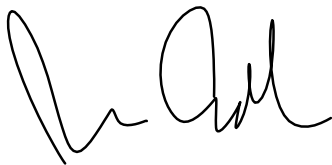
This letter therefore invites you, as the Local Planning Authority, to enter into pre-application discussions with regard to our preferred site option prior to a formal planning submission.

We look forward to receiving your comments on the preferred option identified above and shown on the attached plans. If you deem it to be beneficial we would also like to take this opportunity to extend an invitation to meet with you to discuss the proposal.

Finally, we would be interested in any local stakeholders or groups that you consider would like to know more about our proposals. As we have rated this site a 'green' on the industry 'traffic light rating' model for consultation we would normally only send correspondence to the Council as LPA, however bearing in mind the increased importance being given to high data communications and its supporting infrastructure, we intend to forward this correspondence to Ward Councillors and the Parish Council to let them know of the proposals - it should greatly improve mobile connectivity in this area.

We look forward to receiving your response within 14 days of the date of this letter.

Yours

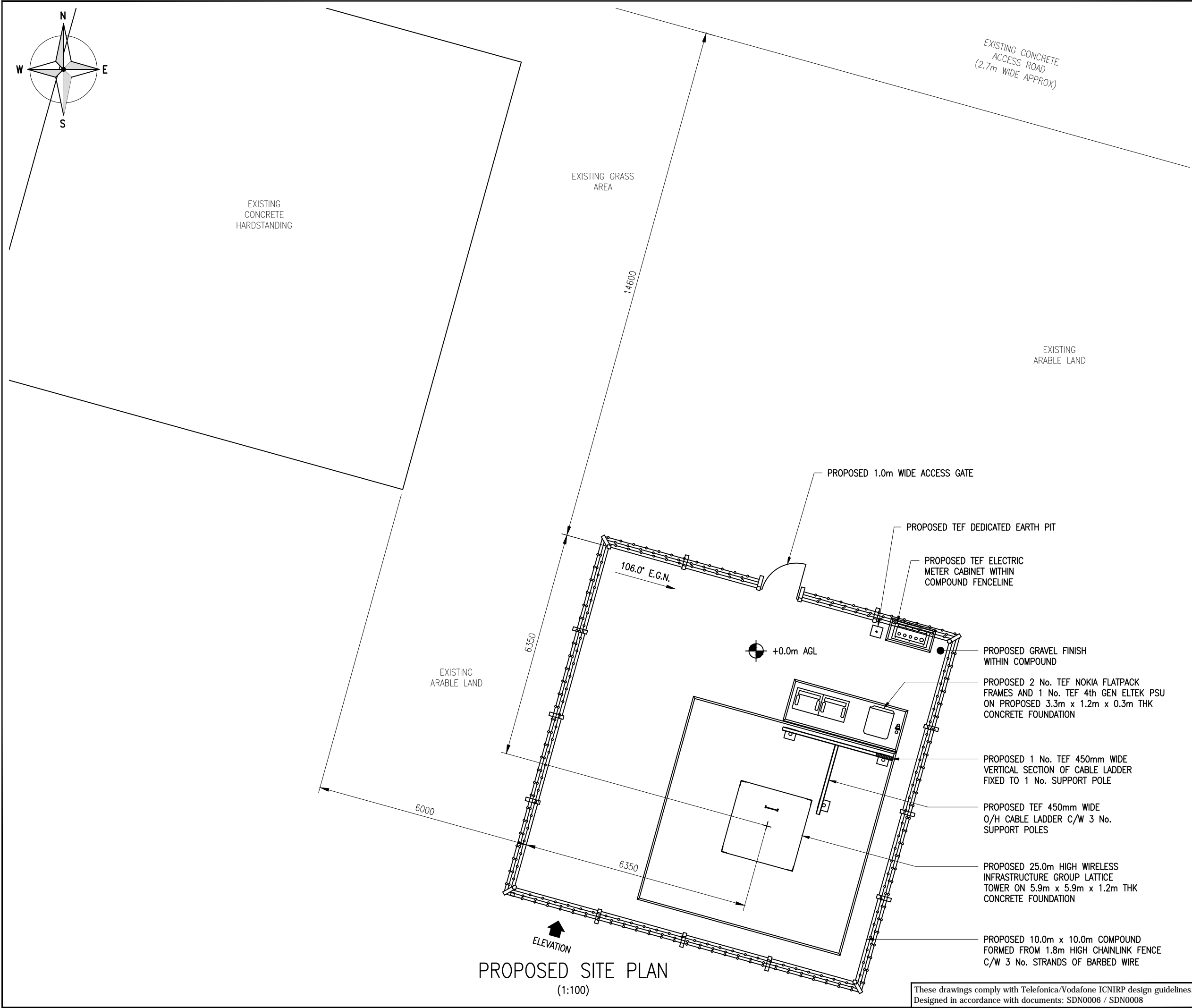


Norman Gillan MRTPI

m. 07393 604211

e. norman@gillan-consulting.com

On behalf of Harlequin Group and Wireless Infrastructure Group



PROPOSED SITE PLAN
(1:100)

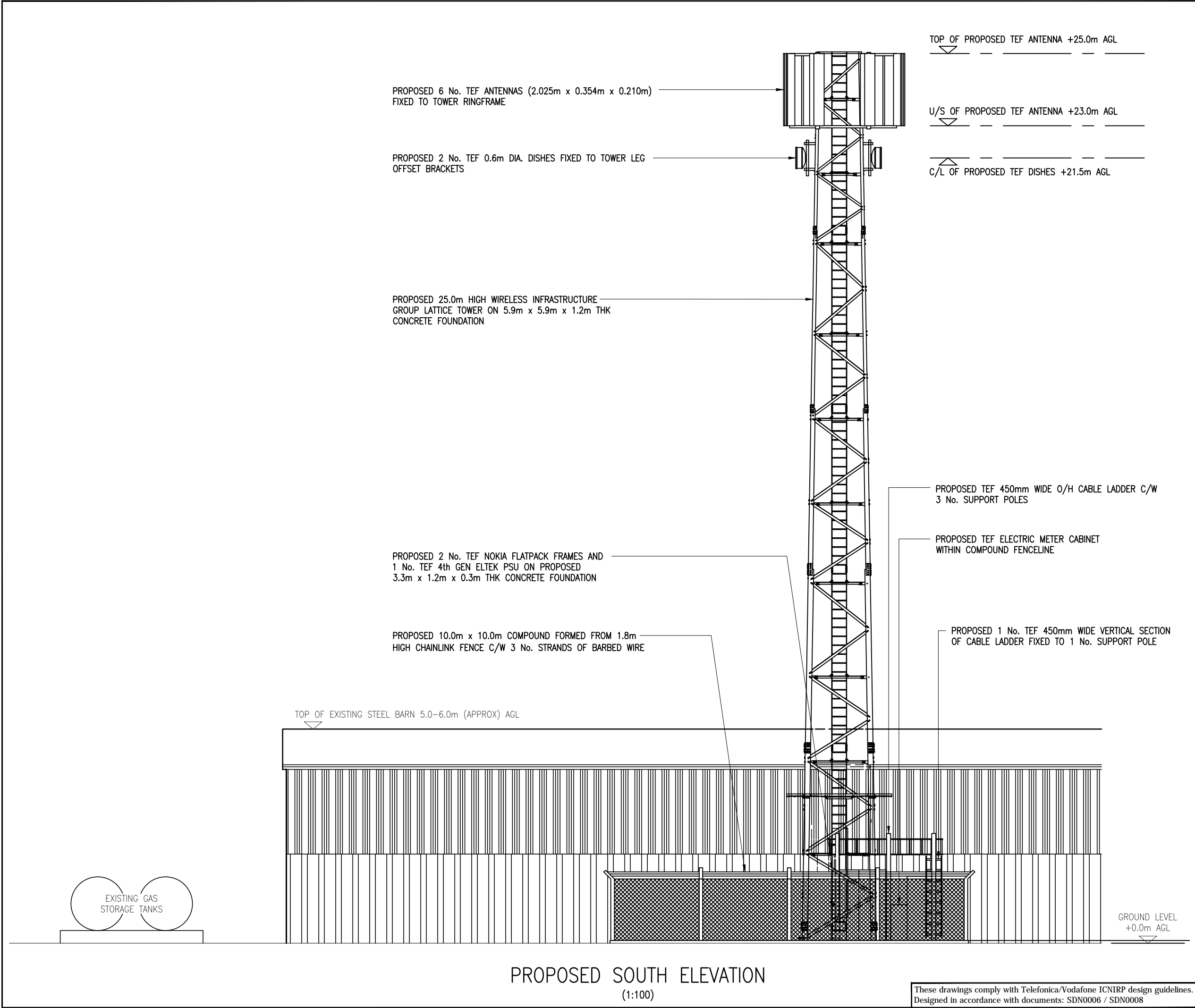
These drawings comply with Telefonica/Vodafone ICNIRP design guidelines.
Designed in accordance with documents: SDN0006 / SDN0008

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R.	E:536801	N: 258688
CONCESSION REQUIRED		NO
NOTES:		

D	SITE RELOCATED	RN	WP	02.05.17
C	ISSUED FOR CONSTRUCTION	ES	RN	11.01.17
B	SITE RELOCATED	DMC	RN	11.11.16
A	FIRST ISSUE	DMC	RN	13.10.16
REV	MODIFICATION	BY	CH	DATE

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Cell ID No		
CTIL	TEF	VF
201303	074663	—
Site Address / Contact Details		
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Drawing Title: PROPOSED SITE PLAN		
Purpose of issue: CONSTRUCTION		
Drawing Number: 200		
Surveyed By: CM		Original Sheet Size: A3
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N.G.R.

E:536801


N: 258688


CONCESSION REQUIRED

NO

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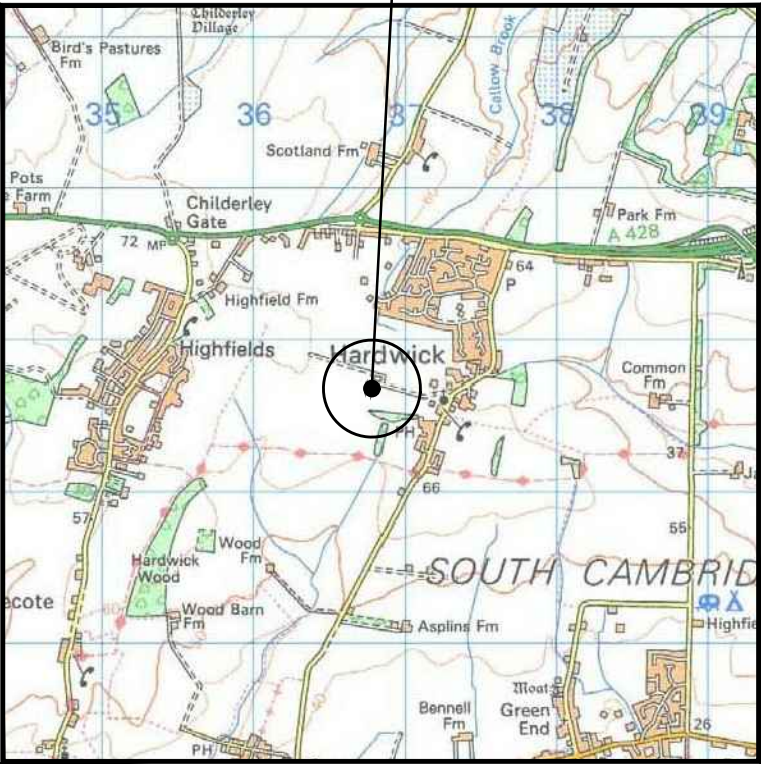




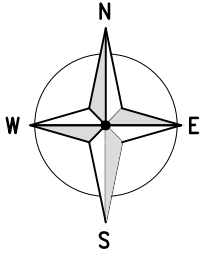
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Cell ID No			
CTIL	TEF	VF	
201303	074663	–	
Site Address / Contact Details			
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Drawing Title: PROPOSED SITE ELEVATION			
Purpose of issue: CONSTRUCTION			
Drawing Number: 300			
Surveyed By: CM		Original Sheet Size: A3	Issue:
Drawn: DMC	Date: 13.10.16	Checked: RN	Date: 13.10.16

These drawings comply with Telefonica/Vodafone ICNIRP design guidelines.
Designed in accordance with documents: SDN0006 / SDN0008

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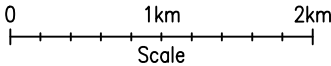
SITE LOCATION



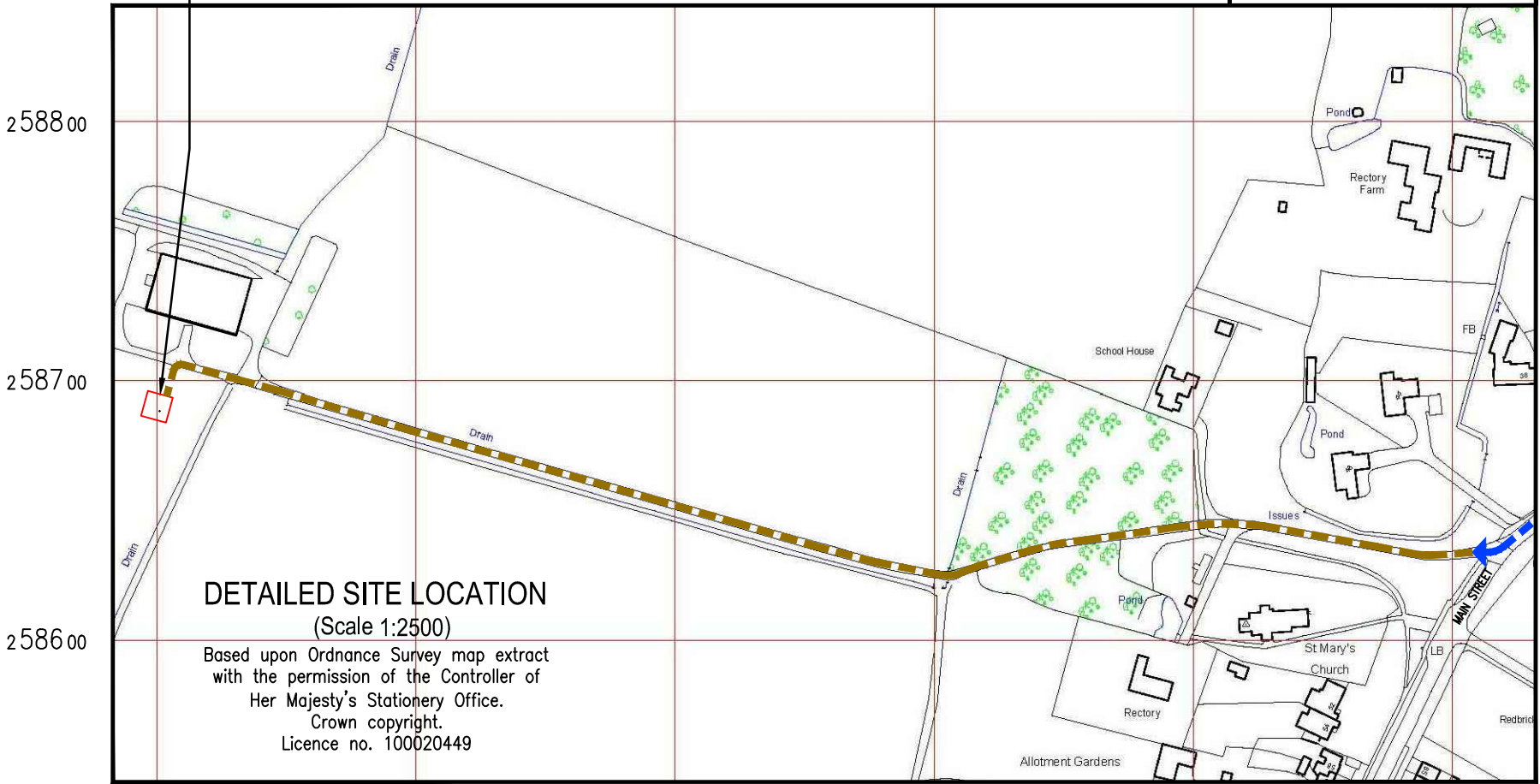
SITE PHOTOGRAPH

SITE LOCATION
(Scale 1:50000)

Ordnance Survey map extract
based upon Landranger map series
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Licence No. 0100023487
Crown copyright.

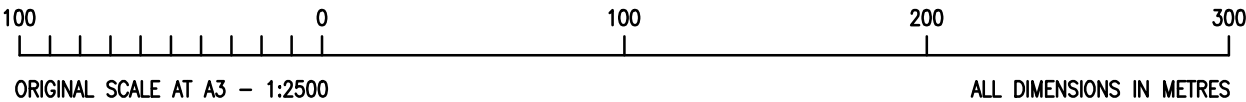


SITE LOCATION



DETAILED SITE LOCATION
(Scale 1:2500)

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ORIGINAL SCALE AT A3 - 1:2500

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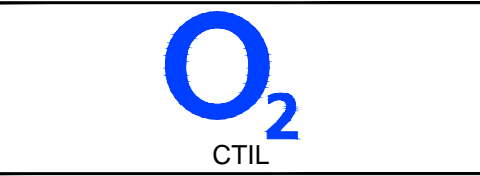
N.G.R. E:536801 N: 258688

CONCESSION REQUIRED NO

DIRECTIONS TO SITE:
TRAVELLING WEST FROM CAMBRIDGE ON THE
A1303/MADINGLEY ROAD, AT THE ROUNDABOUT TAKE THE
1ST EXIT TO ST NEOTS ROAD. AFTER 1.4 MILES TAKE
THE LEFT TURN TO CAMBRIDGE ROAD. AFTER 1.2 MILES
TAKE THE RIGHT TURN IN TO THE FARM, IT PASSES
THROUGH A CHILDRENS PLAY AREA. AT THE CAR PARK
THERE IS A FIELD GATE NEXT TO THE ENTRANCE. SITE
IS ALONG THIS FARM ROAD NEXT TO THE BARN ON
ENTRANCE.

NOTES:

REV	MODIFICATION	BY	CH	DATE
D	SITE RELOCATED	RN	WP	02.05.17
C	ISSUED FOR CONSTRUCTION	ES	RN	11.01.17
B	SITE RELOCATED	DMC	RN	11.11.16
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201303	074663	-	

Site Address / Contact Details
LAND AT RED BRICK FARM
MAIN STREET
HARDWICK
CAMBRIDGESHIRE
CB23 7YE

Drawing Title: SITE LOCATION MAPS			
Purpose of issue: CONSTRUCTION			
Drawing Number: 100			
Surveyed By: CM		Original Sheet Size: A3	
Drawn: DMC	Date: 13.10.16	Checked: RN	Date: 13.10.16
			Issue: D

23 Egremont Road
Hardwick
Cambridge
Cambs
CB23 7XR

jeffandanne23@gmail.com

Mrs Gail Stoehr
Clerk to Hardwick Parish Council
30 West Drive
Highfields Caldecote
Cambridge
Cambs
CB23 7NY

11 May 2017

Dear Gail

The Hardwick Happenings Team has made good progress in increasing advertising revenue and collecting unpaid dues and should end the year on 30 September 2017 with a small surplus. This of course is partly due to the £2400 contribution made by Hardwick Parish Council (HPC) to Hardwick Happenings in November 2016. The surplus however, will not be sufficient to cover the printing cost for the October 2017 issue. Although there should be a significant income from renewed advertising by October, as an insurance I would like to apply for the additional £2400, which I understand to be available from HPC. This should ensure that the support required for Hardwick Happenings from HPC in 2018 is considerably reduced.

Please find enclosed a Small Grants Scheme Application Form, along with copies of the Hardwick Happenings constitution and our most recent bank statement.

Yours sincerely



Dr Jeff Jones
(Treasurer to Hardwick Happenings)

HARDWICK PARISH COUNCIL

Small Grant Scheme Application Form

DETAILS OF GRANT APPLIED FOR :		
1	What do you want to use the grant for?	Publication of Hardwick Happenings
2	Who will benefit from the work or activity?	The Community of Hardwick
3	How much is required to pay for this?	c. £6000
4	How much would you like the Council to provide?	£2400
5	If there is a difference - if so how will you raise the difference?	Advertising Revenue
DETAILS OF GROUP OR ORGANISATION :		
6	Name of organisation or group applying for a grant	Hardwick Happenings
7	Are you a new group in the process of being formed? Yes or No	No
8	If No - when was the group or organisation established?	1 Oct 2016
9	If No - is the group or organisation a Registered Charity? Yes or No	No
10	If yes please tell us the registration number	
11	Do you have a bank account? Yes or No	Yes
12	If Yes - please provide the name of the Bank where you have an account	Lloyds Bank
13	If Yes - please provide the Account Name	43522968
14	If Yes - please supply a copy of your latest bank statement	✓
15	Do you have published accounts? Yes or No	No
16	If you have - please supply a copy of your latest accounts	
17	Do you have a constitution? Yes or No	Yes
18	If you have - please supply a copy of your constitution	✓
19	What are the objectives of the group or organisation?	To provide a village magazine eight times per annum

This grant aid application should be signed by two members of your Organisation's Committee, one of whom must be the Chairman, Secretary or Treasurer.

We confirm that the information given in this application is accurate and that the Organisation undertakes to inform Council of any changes in the Organisation's circumstances that would affect this application.
We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed.....

Position.....

Date..... 11.5.17

Signed.....

Position..... Treasurer

Date..... 11.5.17

The signing and submission of the Grant Aid form constitutes acceptance of the above by the group or organisation applying for a grant

**Computer Support
Network & PC**



canalbs ltd.

35 Westfield Rd.,
Manea, Nr. March,
Cams. PE15 0LS
Tel: 01-354-680319
Email: admin@canalbs.co.uk

**Independent Internal Audit & Training Service
for Parish and Town Councils**

1st May 2017

Hardwick Parish Council
C/o 30 West Drive
Highfields
Caldecote
Cambridge CB23 7NY

Dear Sirs

I have completed an Independent Internal Audit check for the financial year end March 2017. In the time contracted to me, it is not possible to check every document and so the examples given below are not a comprehensive list. I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts. Please note that I have undertaken this internal audit and signed Section 4 of the Annual Return Form before the Council has met to approve and adopt the year end accounts and sign their sections of the Annual Return Form.

Observations and recommendations:

DECLARING INTERESTS

Although most councillors are declaring the nature of their interest (i.e. next door neighbour etc) it is prudent for councillors to ensure that when the relevant item is reached that the action taken is clearly minuted (i.e. left the debate and did not vote). As this is the only written evidence – should there be a complaint – that they have done so.

If they have declared an interest and have no dispensation they should ensure that when the item is reached they leave the room and that it has been correctly minuted they have done so.

If a Councillor has a dispensation on an issue they must still declare their interests and dispensation to speak and/or not vote at the appropriate item on the agenda.

Examples:

Councillor Humphries

Register of Interest needs to be updated

Declared she is employed by the primary school

26th July meeting considered written report by guide and scout hut committee Councillor Humphries didn't declare interest.

In September meeting she did declare an interest as a Scout Leader

Item 7.1 Grace Crescent Development proposal for community rooms at school.

She did not declare an interest in the School as her employer did not leave the debate and voted.

Dispensation granted as Scout Leader 19th April 2017 But still needs to declare interest and dispensation of any relevant item

Councillor . Cllr Stephen Rose

Members interest form has failed to declare he is a Trustee of the Village Hall and Social Club. He has been granted a dispensation in September 2016 because he is a Trustee of the Village Hall and Social Club. He has failed to declare an interest on agenda items at several meetings when the Trustees views on the S106 money is discussed by the Council.

AGENDAS AND MINUTES

April 2016 meeting Item 5.1

When the decision was made to donate £1583.60 to St Mary's Church to cover their insurance premium – it was not understood that this was not a lawful decision under Section 8 of the Local Government Act 1984. The matter has now been clarified by national legal interpretation.

February 28th 2017 meeting item 5.1.3

It is somewhat disturbing to read in the minutes that the Council “resolved that the Parish Council accept a community bus for use by the community and that “Councillor Cracknell should look further into the matter”. Before accepting this offer detailed consideration should have been given to such issues as:

- What risk assessment has been undertaken?
- Where is the business plan to ensure that sufficient funds are in place to manage this asset particularly in regard to detailed ongoing running costs, parking provision, booking system, driver qualification and CRB issues?

I understand that the outstanding loan to the Cricket Club has been repaid and that the Football Club are now up to date with settling their fees.

However the issue with regard to the Council proposal to gift a strip of land to the Church Hall which has been officially valued at £4,500 plus costs has still not been resolved. In view of the confirmed ruling regarding Section 8 of the Local Government Act 1984 which expressly prohibits funding church property this matter must be urgently revisited and resolved.

It is important for the Council to remember to treat each asset as a separate issue when looking at repair and renewal. Therefore a separate quote should be sought for each project listing exactly which individual asset is the object of the work..

- *Example*
January 2017 it was resolved that Mr Callus already had an order for works to a bench outside the church, 3 further benches were to be added without any confirmation to ensure that the cost for each of these would be the same as the original quote.
If the Clerk had not the foresight to limit the cost of the additional benches to no more than the original quote, when issuing instructions to the contractor, Mr Callus has indicated that the true cost of all the work was over £400.00 more and could have been charged. I understand that even so the Council decided to dispute the cost of the reduced invoice because the benches were not all the same size. This would not have been necessary if the correct procedure had been undertaken at the time of order,
The work involved was not an insignificant amount and it is the Council's duty to ensure that best value is sought at all times.

HARDWICK HAPPENINGS MAGAZINE

I have spent some time investigating the issues arising from the apparent transfer of the production of the the Hardwick Happenings Magazine. The donation of £2,400 to offset the loss between production costs and anticipated advertising revenue until the end of the year has been correctly allocated to Section 142 of the Local Government Act 1972. The amount of the donation was reduced once the Council considered the advice from the Clerk and other authorities that only a percentage of costs could be given (which were based on the April issue) and was deemed to be in the region of no more than 66% to cover costs of production to September 2017.

Of most concern is the confusion about if and when the responsibility for producing this magazine and receiving advertising revenue was passed to the independent group now apparently running this publication business.

1. At what date did the Council formally resolve to pass responsibility to this new independent group?
2. It was reported by Councillor Rose at the October 2016 meeting that the group were now at the stage that they could take over banking arrangements. However Editor Peter Cornwell reported that he had already banked income of £1,000.
3. When did they resolve to pass over any money held by the Council for advertising revenue to the new bank account which was apparently opened and receiving advertising revenue at the same time as the parish council held revenue which was reported to the Council meeting on 25th October?
4. In November 2016 in an email from the editor stated “we are not the owners of the magazine” Some body has to take financial and management risk responsibility – so who is it?
5. The Hadwick Happenings Constitution is dated March 2016.
6. The parish council at the time of handing over responsibility for the production of this magazine should have produced closing reconciled accounts which were properly minuted in a Council meeting .
7. There should be official opening accounts and balance sheet being produced and published by the new business –but by whom and from what official start date?
8. There seems to be some suggestion within the email sent by the editor in November 2016 “Any future profits will be ploughed back into the magazine, subsequent to there being a realistic safety net” As there has already been a large shortfall in the advertising revenue for this financial year, it suggests that any business plan the group may have produced is perhaps already unrealistic and it would be very unwise for the parish council to consider underwriting any unspecified future loss without having full control of the publication. If indeed they have the mandatory right to do so.

I trust that the Parish Council have been satisfied with the level of service we have provided and that they will consider appointing Canalbs Ltd to undertake the Independent Internal Audit for the next financial year.. Our charge will remain at £39.00 per hour for the next financial year, and, in line with Inland Revenue our mileage rate will stay at 45p per mile.

Yours faithfully

Jacquie Wilson (Mrs)
Director

Canalbs Ltd Independent Internal Audit Checks

Hardwick Parish Council year end 2017

CHECKING PURCHASES

Question to check	Yes/No	What needs to be reported?
What spot check purchase was chosen?		Tree survey
Was the proposal on the agenda?	Yes	
Were three clear days notice given?	Yes	
Did councillors make legal decision?	Yes	
Evidence they check statutory power?	Yes	
Was provision made in the Budget?	Yes	
Did they conform to Standing Orders?	Yes	
Did they conform to Financial Regs?	Yes	
Was order placed with agreed supplier?	yes	Peter Oakes
Were the goods delivered?	yes	
Was the invoice for the correct amount?		£3045 plus VAT 525
Was cheque for correct amount?	yes	
Was it signed by minimum of 2 councillors?		
Are they the signatories on mandate?	yes	
Has the cheque cleared through the bank?	yes	
Account reconciled?	yes	
Reclaimed the VAT?	yes	

CHECKING EMPLOYMENT

Question to check	Yes/No	What needs to be reported?
Is the council registered with HMRC?	Yes	
Are all staff paid above minimum wage?	Yes	
Are salaries paid in line with council approval?	Yes	
Is PAYE payroll operated correctly?	Yes	
How are other payments to staff approved?	Yes	
Are Annual Returns made to HMRC?	Yes	
Is the clerk an employee?	Yes	
Do all employees have a contract?	Yes	
Do all employees have a job description?	Yes	
Is there a staff appraisal process?	Yes	
Is there a written staff grievance procedure?	Yes	
Has Council introduced Pension Plan?	yes	

CHECKING AGENDAS

Question to check	Yes/No	What needs to be reported?
Are councillors summoned to meetings?	yes	
Are the public & press invited?	yes	
Are three clear days given?	yes	
Are they signed by Clerk/Proper Officer?	yes	
Is an approved copy kept signed by chairman?	yes	
Is there a contact address?	yes	
Annual Meeting of Parish Council in May?	Yes	24 th May 2016
Is the 1 st item on Annual Meeting the election of the Chair?	Yes	
Was the Annual Parish Meeting held between 1 st March and 1 st June?	?	
Do they have "Any Other Business"?	No	
Do they have "Matters Arising"?	yes	

Canalbs Ltd Independent Internal Audit Checks

CHECKING MINUTES

Question to check	Yes/No	What needs to be reported?
Is there an official signed Minute Book? *	Yes	
Are each set initialled and signed?	Yes	
Is there sequential numbering in ringbinder?	Yes	
Are decisions being made under AOB?		None found in spot check
Are decisions being made in Matters Arising?	yes	But sufficient notification given
Does decision making comply with Standing Orders?	Yes	
Are Minutes verbatim reports?		Adequate
Evidence of declaration of interests?	yes	
Evidence of public participation?		None found in spot check
Evidence of council approval of all payments?	yes	
Evidence that planning applications are considered in public meetings?	yes	
Evidence of a S.137 decision?	yes	

CHECKING ETHICAL FRAMEWORK

Question to check	Yes/No	What needs to be reported?
Are there current Declaration of Acceptance of Office Forms for each councillor as members?	yes	
Has the Chairman signed as Chair?	yes	
Is the Register of Interests Book up-to-date?	yes	
Is there evidence it is regularly monitored?	yes	
Is there evidence that councillors are declaring interests at meetings?	yes	
When declaring “prejudicial” interests are councillors leaving the meeting?		
Dispensation Grant Policy	yes	

CHECKING CONTRACTORS

Question to check	Yes/No	What needs to be reported?
Evidence they seek Best Value	Yes	
Evidence they check that the proposed contractor has their own		
Public Liability Insurance	Yes	
Relevant qualification to undertake job	Yes	
Certificates – if required	Yes	
Own equipment regularly checked	Yes	
Observes H & S at work regulations	yes	
Councillors not being paid to undertake work for the council?		None found in spot check

Canalbs Ltd Independent Internal Audit Checks

CHECKING LEGISLATION REQUIREMENTS

A

Question to check	Yes/No	What needs to be reported?
Has Council formally written and adopted the following:		
Asset Register *	yes	
Risk Management Policy *	yes	
Freedom of Information Publication Scheme	yes	
Data Protection Register	yes	
Standing Orders	yes	
Financial Regulations	yes	Adopted new model
Disability Access Policy	yes	
Fire Certification for buildings	N/a	
Staff Grievance Procedure	yes	
Council Complaints Procedure	yes	
Ethical Framework July 2014	yes	
Archive Policy	yes	

B

Question to check	Yes/No	What needs to be reported?
Is there evidence in the Minutes that these are regularly monitored and updated when required?		Would like to see review date on front of each policy
Asset Register *	yes	
Risk Management Policy *	yes	
Freedom of Information Publication Scheme	yes	
Data Protection Register	yes	
Standing Orders	yes	
Financial Regulations	yes	
Disability Access Policy	Yes	
Fire Certification for buildings	N/a	
Grievance Procedure	Yes	
Archive Policy *	Yes	
Dispensation Policy	yes	

CHECKING INSURANCE

Question to check	Yes/No	What needs to be reported?
Do they have current insurance policy?		Zurich Municipal to 30.9.17
Public Liability	Yes	£12m
Fidelity Guarantee	Yes	£250,000
Employer's Liability	Yes	£10m
Cover for all assets on register *	yes	
Any other insurance requirements		

Canalbs Ltd Independent Internal Audit Checks

CHECKING VAT

Question to check	Yes/No	What needs to be reported?
Is the council registered to charge VAT?	No	
If yes – are they charging it?		
Are VAT claim forms being completed?	Yes	
If so – at what intervals?		Annually
Is there evidence that they understand what can be reclaimed?		
For non-business activity?	Yes	
Business activity?	Yes	
Apportioned reclaims?	Yes	
Not claiming on 3 rd party purchases?		None found in spot check

CHECKING BUDGETS AND BUDGETARY CONTROL

Question to check	Yes/No	What needs to be reported?
What was the year's precept request?		£47,580
Precept request justified with Budget ?	Yes	
Is it approved by the whole council?	Yes	
Precept request sent on time to District?	Yes	
Does it comply with Dist.Coun. notification?	Yes	
Has it been paid into correct bank account?	Yes	
Is a formal budget prepared?	Yes	
Does it reflect sufficient detail of assets?	Yes	
Is it approved by the whole council?	Yes	
Is Section 137 set and within limits?	Yes	
Level of General Reserves?		£97097
Level of Earmarked Reserves?		£40,389
Is there evidence in minutes that these are still "live" projects?	yes	
Evidence of Budgetary Control Statements?	yes	

CHECKING BOOK-KEEPING & BANK

Question to check	Yes/No	What needs to be reported?
S.137		
Is it recorded correctly in Cash Book?	yes	
Is annual expenditure within limits?	yes	
Is each bank account regularly reconciled?	yes	
Cash Book		
Is it up to date and correct?	yes	
Are all payments supported by Invoices/receipts Authorised Minuted	Yes Yes yes	See attached report
Income Is it properly recorded & analysed? Is it promptly banked? Have fees been charged at correct rate?	Yes Yes yes	

Canalbs Ltd Independent Internal Audit Checks

CHECKING RISK MANAGEMENT & ASSET CONTROL *

Question to check	Yes/No	What needs to be reported?
Scan Minutes for unusual financial activity		None found in spot check
Review Asset Register & compare with insurance schedule		Seems adequate
Check security for Cash Valuables Documents – Covenants – Deeds - etc Official Minute Books	None None Ok Ok	
Risk Assessment:		
Do checks compare to Risk Mgmt Policy	Yes	
Is there a robust monitoring process?	Yes	Delegated to one councillor
What is system for action on reports?	yes	Delegated to one councillor
What system picks up failure in assessment process?	Yes	Clerk

CHECKING YEAR END FIGURES & RETURN

Question to check	Yes/No	What needs to be reported?
Do Year End Accounts agree with Cash Book?	yes	
Does Bank Reconciliation agree with Accounts	yes	
Evidence in Minutes of council approval of end of year accounts?	No	Due at next council meeting
Has Section 1 of Annual Return been completed in accordance with Accounts?	No	Due at next council meeting
Has Section 2 of Annual Return been completed and correctly considered?	No	Due at next council meeting
Evidence in Minutes of council approval of Of Statement of Assurance on Annual Return	no	Due at next council meeting
Evidence in Minutes of council receiving IIA report	yes	
Evidence in Minutes of council receiving report from External Auditor	yes	
Will the completed Annual Return be posted on the noticeboard?	yes	
Do they understand the correct public inspection period which has to be given?	yes	

Canalbs Ltd Independent Internal Audit Checks

CHECKING ALLOTMENTS

Question to check	Yes/No	What needs to be reported?
Do they own allotments?	no	
Do they have adequate records of tenants?		
Do they have public liability insurance?		
How do they collect rental – cash policy?		
Have they got maintenance budget?		

CHECKING - ARE THEY A BURIAL AUTHORITY

Question to check	Yes/No	What needs to be reported?
Are they a burial authority?	no	
If yes:		
Do they have public liability insurance?		
Do they have written Risk Management Policy?		
Do they have burial records?		
Do they have up-to-date plan of site?		
Have they got maintenance provision in budget?		
If no:		
Are they responsible for Closed Churchyard?		
Do they have public liability insurance?		
Do they have written Risk Management Policy?		

CHECKING PLAYGROUND MANAGEMENT

Question to check	Yes/No	What needs to be reported?
Do they own playground?	yes	
Is it professionally inspected annually?	yes	Playsafety ltd
Do they have public liability insurance?	yes	
Do they have written risk management policy?	yes	
Have they got maintenance budget?	yes	

CHECKING GENERAL POWER OF COMPETENCE

Question to check	Yes/No	What needs to be reported?
Are they using the General Power of Competence?	no	
Is there a formal resolution in the Minutes for current Council term? (full council)		
Is there evidence that Council has regard to Principal Authority's Community Strategy Policy?		
Do projects achieve the promotion or improvement of economic, social or environmental well-being?		
Eligibility:		
At least two thirds of council stood for election?		
80% of current members attended training?		
Have a correctly qualified Clerk? CiLCA module 7		
Published Statement of Intent to Community Engagement?		
Is there evidence they have told their community they have using this power?		

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

HARDWICK 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 2017, that:

	Agreed		'Yes' 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
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

*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 2016/17 for

Enter name of
smaller authority here:

HARDWICK PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	159617	139645	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. 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	51649	47580	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	15351	11271	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	3670	4470	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	83302	52746	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	139645	141280	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	175805	137487	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 long term investments and assets	612078	613294	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
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. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 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:



Date

25/04/17

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

HARDWICK PARISH COUNCIL

This smaller authority'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 2017.

Internal audit has been carried out in accordance with this smaller authority'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 this smaller authority.

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. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates 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 this smaller authority's 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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

NO PETTY CASH TRANSACTIONS

Name of person who carried out the internal audit

PRINT JACQUE WILSON

Signature of person who carried out the internal audit

SIGNATURE J. Wilson

Date

06/04/17

*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).

HARDWICK PARISH COUNCIL CASH BOOK RECONCILIATION **FY 2017**

Reconciliation from cash book

balance b/f	£175,805.24	O/S	-8777.97
receipts	65611.04	CURRENT AC	25944.40
payments (inc o/s at bank)	-103929.49	DEPOSIT AC	546.44
		CCB AC	91773.92
		BOND	28000.00
balance c/f	137486.79	C/F	137486.79

B/F Bank & cash	175805.24	Payments	103929.49
Receipts	65611.04	C/F	137486.79
	<u>241416.28</u>		<u>241416.28</u>

LG 80a
25/04/17

RECONCILIATION BETWEEN BOX 7 & BOX 8 IN SECTION 2
HARDWICK PARISH COUNCIL FY2017

INCOME & EXPENDITURE ACCOUNTS

BOX 7: BALANCES BROUGHT FORWARD

141280.28

DEBTORS

HMRC	11658.06
HARDWICK HARRIERS	250.00
HARDWICK HARRIERS	250.00
HARDWICK CC	250.00
HARDWICK FC	250.00

RECEIPTS IN ADVANCE 0.00

TOTAL DEDUCTIONS 12658.06

CREDITORS

TOWN AND COUNTRY TREE SURG.	800.00
GROUNDS BY ROUNDS	257.56
HERTS AND CAMBS GROUND MAINT.	280.00
R CASSEY	40.00
LGS SERVICES	1,072.52
KOMPAN	6,414.49

PAYMENTS IN ADVANCE 0.00

TOTAL ADDITIONS 8864.57

BOX 8: TOTAL CASH AND SHORT TERM INVESTMENTS 137486.79

(680) 25/04/17

**HARDWICK PARISH COUNCIL
BALANCES AT 31 MARCH 2017**

INCOME & EXPENDITURE ACCOUNTS

2015/2016

2016/2017

		Assets	
62544.92		Lloyds Current	25944.40
546.44		Lloyds Deposit	546.44
90459.06		Cambs & Counties 60 Day	91773.92
28000.00		Bond	28000.00
-5745.18		Outstanding at bank	-8777.97
175805.24			137486.79
		Debtors	
4416.23		HMRC (VAT)	11658.06
1250.00		Other	1000.00
		Payments in advance	
5666.23			12658.06
181471.47	Total Assets		150144.85
-41826.44	Creditors		-8864.57
0.00	Income in advance		0.00
139645.03	Total Assets less Liabilities		141280.28
0.00	Long term liabilities		0.00
0.00	Provision for doubtful debts		0.00
139645.03	Net Assets		141280.28
159616.61	Balance at 1 April B/F	139645.03	
67000.24	ADD: Total Income	58851.20	
-86971.82	DEDUCT: Total Expenditure	-57215.95	
139645.03		141280.28	

I&E Reserves

	Cahills Corner Improvments	474.55
863.63	S106 Lark Rise POS contribution (received 28/01)	863.63
520.13	S106 Lark Rise Community space contribution (received 28/01)	520.13
5764.58	S106 Land adj 3 Lark Rise POS contribution	4947.02
0.00	S106 Land adj 3 Lark Rise Community Space contribution	817.56
0.00	S106 Land Adj 311 St Neots Road POS contribution	4936.04
0.00	S106 Land Adj 311 St Neots Road community space contribution	815.75
0.00	Bus Shelter Grant	0.00
825.00	P3 Scheme	269.02
24000.00	Scout Hut	27000.00
83.25	PARC fund	83.25
-1200.00	Cricket Club Loan	-800.00
240.22	Transport consultant	240.22
222.26	CC Yellow lines installation	222.26
-5397.37	General Fund	97097.36
113723.33	YE Creditor / Debtor fund	3793.49
139645.03	Total	141280.28

6002 25/54/17

Hardwick P C
Income & Expenditure Account for year ending 31 March 2017

2015/2016		2016/2017
	Income	
51649.00	PRECEPT	47580.00
2331.20	ADVERTISING	323.60
5200.00	RECREATION GROUND	3750.00
1643.51	INTEREST	1612.70
0.00	SPECIAL PROJECTS/ GRANTS/INSURANCE	0.00
11.95	GENERAL ADMIN/MISC	-566.89
400.00	MISC RESERVES	400.00
5764.58	S106	5751.79
<u>67000.24</u>	Total Income	<u>58851.20</u>
	Expenditure	
3670.29	SALARIES	4470.30
5698.55	ADVERTISING	5055.60
4967.96	GENERAL ADMIN	4688.21
11049.96	ADMIN SUPPORT	13232.97
24478.76	ASSETS & LAND MAINT	26403.79
2370.33	SPECIAL PROJECTS	-187.95
2673.89	S137	3471.60
32062.08	RESERVES	81.43
<u>86971.82</u>	Total Expenditure	<u>57215.95</u>
<u>-19971.58</u>	Excess (Deficit) of Income over Expenditure for the year	<u>1635.25</u>

LG
25/04/17

Hardwick Assets Register FY2017

	Location	FY2016	FY2017
RED ELEPHANT ROCKER	EGREMONT ROAD PLAY AREA	339.26	339.26
BLUE MOTORBIKE ROCKE	EGREMONT ROAD PLAY AREA	339.26	339.26
SEE-SAW	EGREMONT ROAD PLAY AREA	674.60	674.60
LORRY CLIMBING FRAME	EGREMONT ROAD PLAY AREA	2706.27	2706.27
SLIDE	EGREMONT ROAD PLAY AREA	2706.27	2706.27
SWINGS	EGREMONT ROAD PLAY AREA	2706.27	2706.27
BENCH	EGREMONT ROAD PLAY AREA	700.00	700.00
BENCH	EGREMONT ROAD PLAY AREA	700.00	700.00
YELLOW BIN	EGREMONT ROAD PLAY AREA	250.00	250.00
IGLOO CLIMBING FRAME	EGREMONT ROAD PLAY AREA	2900.00	2900.00
WOODEN FENCE	EGREMONT ROAD PLAY AREA	4902.80	4902.80
NO DOGS SIGN	EGREMONT ROAD PLAY AREA	100.00	100.00
PC CONTACT SIGN	EGREMONT ROAD PLAY AREA	100.00	100.00
All weather pitch	EGREMONT RD AT REAR OF PAVILION	20000.00	20000.00
PAVILION	EGREMONT RD	420000.00	420000.00
PAVILION CONTENTS	EGREMONT RD	2182.91	2182.91
RAILINGS	IN FRONT OF PAVILION / CAR PARK	9000.00	9000.00
BIN	REC AT REAR OF PAVILION	400.00	400.00
CCTV SIGN	PAVILION CAR PARK RAILINGS	400.00	400.00
BIN	REC IN FRONT OF PAVILION	450.00	450.00
BENCH	REC IN FRONT OF PAVILION	300.00	300.00
BENCH	REC IN FRONT OF PAVILION	300.00	300.00
BIN	REC IN FRONT OF PAVILION	450.00	450.00
BOOT CLEANER/SCRAPER	REC IN FRONT OF PAVILION	150.00	150.00
CCTV SIGN	ON CCTV POLE NEAR PAVILION MAIN DOOR	150.00	150.00
BIN	IN FRONT OF PAVILION / NEAR MAIN DOOR	450.00	450.00
DOG BIN	REC LIMES RD SIDE / NE CORNER	170.00	170.00
NO GOLF SIGN	REC LIMES RD SIDE / NE CORNER	100.00	100.00
BIN	REC LIMES RD SIDE / N MIDDLE	450.00	450.00
BENCH	REC LIMES RD SIDE / N MIDDLE	300.00	300.00
NO GOLF SIGN	REC LIMES RD SIDE / N MIDDLE	100.00	100.00
BIN	REC LIMES RD SIDE / NW CORNER	450.00	450.00
BENCH	REC LIMES RD SIDE / NW CORNER	300.00	300.00
DOG BIN	REC LIMES RD SIDE / NW CORNER	170.00	170.00
CCTV SIGN	ON RAILINGS NEAR EGREMONT RD LAYBY	150.00	150.00
NO GOLF SIGN	NEAR EGREMONT RD LAYBY	100.00	100.00
NO VEHICLES SIGN	NEAR EGREMONT RD LAYBY	200.00	200.00
DOG BIN	NEAR EGREMONT RD LAYBY	170.00	170.00
BIN	NEAR EGREMONT RD LAYBY	250.00	250.00
DOG FOULING SIGN	REC SW CORNER	50.00	50.00
DOG BIN	REC SW CORNER	170.00	170.00
NO GOLF SIGN	REC SW CORNER / ABOVE DOG BIN	100.00	100.00
CCTV RECORDER	PAVILION OFFICE	3151.28	3151.28
CCTV MONITOR	PAVILION OFFICE (inc above)		
SAFE	PAVILION OFFICE	500.00	500.00
CCTV (all outdoor cameras)	NEAR SKATE PARK	3151.28	3151.28

6/1/2017

BENCH	SKATE PARK		
HALF PIPE	SKATE PARK	13937.33	13937.33
BIN	REAR OF HALF PIPE	450.00	450.00
SKATE SIGN	REAR OF HALF PIPE	500.00	500.00
NO RAMPS SIGN	REAR OF HALF PIPE	50.00	50.00
SIGN	NEAR QUARTER PIPE	50.00	50.00
QUARTER PIPE	SKATE PARK	10300.00	10300.00
RAMP	SKATE PARK	10300.00	10300.00
FUN BOX	SKATE PARK	13937.33	13937.33
LIGHTS	ON REC OVERLOOKING SKATE PARK		
LIGHTS	REAR OF HALF PIPE		
LIGHT	NEAR QUARTER PIPE		
SKATE SIGN	ON QUARTER PIPE	100.00	100.00
SWINGS	WORCESTER AVE PLAY AREA	2283.66	2283.66
CLIMBING BARS	WORCESTER AVE PLAY AREA	2090.58	2090.58
BIN	WORCESTER AVE PLAY AREA	450.00	450.00
NO DOGS SIGN	WORCESTER AVE PLAY AREA	100.00	100.00
PC CONTACT SIGN	WORCESTER AVE PLAY AREA	100.00	100.00
NO BALL GAMES SIGN	ELLISON LANE POS	100.00	100.00
PUMP	ELLISON LANE POS	1000.00	1000.00
PUBLIC NOTICE BOARD	ELLISON LANE POS	500.00	500.00
BENCH	GRENADIER WALK PLAY AREA	300.00	300.00
BIN	GRENADIER WALK PLAY AREA	450.00	450.00
PC CONTACT SIGN	GRENADIER WALK PLAY AREA	100.00	100.00
NO BALL GAMES SIGN	GRENADIER WALK PLAY AREA	150.00	150.00
NO DOGS SIGN	GRENADIER WALK PLAY AREA	50.00	50.00
SEE-SAW	GRENADIER WALK PLAY AREA	1045.28	1045.28
SWING	GRENADIER WALK PLAY AREA	4181.19	4181.19
BIN	GRENADIER WALK PLAY AREA	150.00	150.00
BIKE RACK	GRENADIER WALK PLAY AREA		
PUBLIC NOTICE BOARD	ELISON LN / LIMES RD JUNCTION	300.00	300.00
DOG BIN	CAMBRIDGE RD NEAR SCHOOL	170.00	170.00
BIN	CAMBRIDGE RD NEAR SCHOOL	300.00	300.00
BENCH	CAMBRIDGE RD NEAR SCHOOL	300.00	300.00
PUBLIC NOTICE BOARD	CAMBRIDGE RD NR SHOP	300.00	300.00
VILLAGE MAP	CAMBRIDGE RD NR SHOP	400.00	400.00
PC NOTICE BOARD	CAMBRIDGE RD NR SHOP	500.00	500.00
SMARTWATER SIGNS		36.00	36.00
BUS SHELTER	ST NEOTS RD NEAR DSA	3000.00	3000.00
DOG BIN	ST NEOTS ROAD OUTSIDE NUMBER 77	170.00	170.00
BIN	ST NEOTS RD / CAMBRIDGE RD JUNCTION	300.00	300.00
BENCH	ST NEOTS RD / CAMBRIDGE RD JUNCTION	500.00	500.00
BUS SHELTER	ST NEOTS RD / CAMBRIDGE RD JUNCTION		
BUS SHELTER	ST NEOTS RD / CAMBRIDGE RD JUNCTION	4221.00	4221.00
DOG BIN	O/S ASHCROFT VETS	170.00	170.00
DOG BIN	ST NEOTS RD NEAR WORCESTER AVE PATH	170.00	170.00

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BUS SHELTER	ST NEOTS ROAD NR CSC/PETPACKS	2397.99	2397.99
BIN	NEXT TO CSC/PETPACKS BUS SHELTER	300.00	300.00
VILLAGE MAP	ST NEOTS RD WEST	400.00	400.00
BUS SHELTER	ST NEOTS RD WEST	2397.99	2397.99
CYCLE RACKS	NEXT TO ST NEOTS RD WEST BUS SHELTER	440.00	440.00
BIN	NEXT TO BUS SHELTER AT ST NEOTS RD /CAMBRIDGE RD		395.00
BIN	AT LAYBY ON ST NEOTS RD EAST OF CAMBRIDGE RD		395.00
BIN	NEXT TO BUS SHELTER ON ST NEOTS RD OPP DSA		395.00

Main Street

Public Notice Board	Main Street junction with Portway Rd	300.00	300.00
Bus Shelter	Main Street junction with Portway Rd	3000.00	3000.00
Bench	Main Street In front of Church	700.00	700.00
Bin	Main Street In front of Church	450.00	450.00
Village Sign	Main Street In front of Church	3000.00	3000.00
Millenium Sign	Main Street In front of Church	400.00	400.00
PUMP	Main Street In front of Church	1000.00	1000.00
DITCH GRILL	DITCH	200.00	200.00
DOG BIN	Main Street In front of Church	170.00	170.00
PHONE BOX	Main Street		1.00

Church Play Area

BENCH	CHURCH PLAY AREA	300.00	300.00
NO KITE SIGN	CHURCH PLAY AREA	70.00	70.00
BIN	CHURCH PLAY AREA	450.00	450.00
COW ROCKER	CHURCH PLAY AREA	1109.00	1109.00
TRACTOR ROCKER	CHURCH PLAY AREA	1109.00	1109.00
SPINNING BOWL	CHURCH PLAY AREA	1500.00	1500.00
EMBANKMENT SLIDE	CHURCH PLAY AREA	1672.46	1672.46
SPINNER 4 SEAT	CHURCH PLAY AREA	1379.00	1379.00
BUTTERFLY ROCKER	CHURCH PLAY AREA	1109.00	1109.00
SWINGS	CHURCH PLAY AREA	4181.19	4181.19
BENCH	CHURCH PLAY AREA	711.00	711.00
BENCH	CHURCH PLAY AREA	711.00	711.00
CHILDREN PLAYING SIGN	CHURCH PLAY AREA	50.00	50.00

NO BALL GAMES SIGN	LAXTON AVE POS	150.00	150.00
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SALT SPREADER X2		106.06	106.06
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HIVIS JACKETS	WITH PAT PORTLOCK		30.00
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MISC SURFACING		5411.85	5411.85
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SAFETY SURFACING	ALL AREAS	20000.00	20000.00
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TOTAL		612078.10	613294.10
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Assets are valued at historic value

16 Dec 2310417

	Approved Budget 2017	Amount to Date 31 March 17	Percentage of Budget Spent	Amount Remaining	Approved Budget 2018
Payments					
Advertising	6,600.00	5,746.60	87%	853.40	3200
Insurance	1,800.00	1,863.50	104%	-63.50	1900
Salaries, pension & PAYE	4,200.00	4,470.30	106%	-270.30	5133
Admin support	11,700.00	13,178.80	113%	-1,478.80	11700
Ground maintenance, grasscutting & trees	17,500.00	18,683.98	107%	-1,183.98	13000
Admin (Affiliation fees, Gen. supplies)	2,600.00	2,424.77	93%	175.23	2600
Repairs & Assets maintenance	7,000.00	9,050.35	129%	-2,050.35	8000
Street lights	1,450.00		0%	1,450.00	1550
Audit & acct	480.00	442.65	92%	37.35	480
S137	5,000.00	3,471.60	69%	1,528.40	5000
Special projects	5,000.00	1.00	0%	4,999.00	
Agency services (P3)		0.00		0.00	
Unallocated/Contingency	0.00			0.00	2,000.00
Total payments	£63,330.00	£59,333.55	94%	3,996.45	£54,563.00
Receipts					
Income pitches	750.00	£500.00	67%		750
Advertising	3,000.00	323.60	11%		0
Bank Interest	1,500.00	1,612.70	108%		1600
Assets maintenance		10.61			10
Precept	47,580.00	47,580.00	100%		42453
Special Projects		0.00			
Pavilion rent	3,500.00	3,500.00	100%		3750
Misc		-£577.50			
Release from Reserves	7,000.00		0%		6000
Total receipts	£63,330.00	£52,949.41			£54,563.00
Reserves	B/F	Receipts	Payments	C/F	
S106 Taylor Woodrow (Cahills Corner Improvements)	29148.07		29148.07	0.00	
Cahills Corner Improvements	1614.77		1140.22	474.55	
S106 Lark Rise POS contribution (received 28/01/14)	863.63			863.63	
S106 Lark Rise Community space contribution (received 28/01/14)	520.13			520.13	
S106 Land adj 3 Lark Rise POS contribution	4947.02			4947.02	
S106 Land adj 3 Lark Rise Community Space contribution	817.56			817.56	
S106 Land Adj 311 St Neots Road POS contribution (received 12/04/16)	0.00	4936.04		4936.04	
S106 Land Adj 311 St Neots Road community space contribution (received 12/04/16)	0.00	815.75		815.75	
Bus Shelter Grant	0.00			0.00	
P3 Scheme	825.00		555.98	269.02	
Scout Hut	24000.00			27000.00	
PARC fund	83.25			83.25	
Cricket Club Loan	-1200.00	£400.00		-800.00	
Transport consultant	240.22			240.22	
CC Yellow lines installation	222.26			222.26	
General Fund	75404.88			97097.36	
Total	£137,486.79	£6,151.79	£30,844.27	£137,486.79	
Receipts		£59,101.20			
Payments			£90,177.82		

65802 25/05/17

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

May-17

Summary of previous month

Balance brought forward **£133,404.40**

Adjusts/transfs/inc during period

CHQ 2566 ADJUSTMENT -51.51

Expenditure approved at last meeting/between meetings

RIDGEONS BENCH MATERIALS -118.81

Misc credits

SCDC PRECEPT 21226.50

NS&I INTEREST 23.78

Total Adjustments

21079.96

Balance revised after adjustments

£154,484.36

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Current Account	34,164.00	41005.80	-6,841.80
Business Account	546.44	546.44	
Cambridge Counties Bank	91,773.92	91,773.92	
Bonds	28,000.00	28,000.00	
Total	154,484.36	161,326.16	-6,841.80

Expenditure for approval

£

KOMPAN	PLAY AREA FENCE	7697.38	
PLAYSAFETY LTD	ROSPA INSPECTION	399.00	
HERTS AND CAMBS GROUND MAINT.	GRASSCUTTING	336.00	
CAMBS CRICKET LTD	VERTIDRAIN	400.00	
CANALBS	INTERNAL AUDIT	273.85	
RIDGEONS	BENCH STAIN	19.31	
	SALARY	170.10	
	SALARY	90.36	
LGS SERVICES	ADMIN SUPPORT	1293.85	
NEST	PENSION	162.23	DD

Total expenditure

10842.08

Balance c/f

£143,642.28

Notes:

Late invoices will be brought to the meeting