



DUSTON PARISH COUNCIL

Parish Office
Duston Community Centre
Pendle Road
NORTHAMPTON
NN5 6DT

Tel: 01604 583626
Email: office@duston-pc.gov.uk
Web: www.duston-pc.gov.uk
Twitter: @Duston_PC
Facebook: @DustonPC

FULL COUNCIL

31st May 2019

Dear Councillor,

You are hereby summoned to a meeting of Duston Parish Council in Duston Community Centre, Pendle Road, Duston, NN5 6DT on **Thursday 6th June 6:30pm** when the following business will be transacted.

AGENDA

- 12. To receive apologies for absence**
- 13. To receive and approve the minutes of the meeting held on Thursday 11th April 2019 - (APPENDIX A)**
- 14. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).**
- 15. Public participation session (Persons wishing to address Council may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).**
- 16. Police Report**
 - To receive a report from the Police during the last period (APPENDIX B To Follow).

17. Planning Committee Update

- To receive a report in the form of the minutes of the last Planning Committee and note the decisions made (APPENDIX C).

18. Minutes of the Finance & General Purposes Committee 28th March 2019

- To approve the minutes of the last Finance & General Purposes Committee (APPENDIX D).

19. Minutes of the Engagement & Environment Committee 16th May 2019

- To approve the minutes of the last Engagement & Environment Committee (APPENDIX E)

20. Bank Reconciliations

- To approve bank reconciliations for March 2019 (APPENDIX F).

21. Invoices for Approval

- To approve invoices for March 2019 (APPENDIX G).

22. Grants

- To consider the Grants for the following (APPENDIX H)
 - a. Duston Players
 - b. Duston & Upton Church
 - c. Boys Brigade

23. Amendments to Standing Orders, Financial Regulations and Disciplinary Grievance Policy

- To amend the existing documents to reflect previously agreed changes to the committee structure (APPENDIX I).

24. Internal Audit Report

- To approve the Report of the Internal Auditor for 2018/19 (APPENDIX J)

25. Annual Return, Governance Statement & End of Year Accounts

- a. To approve the Annual Return and Governance Statement 2018/19 (APPENDIX K)
- b. To approve the End of Year Accounts 2018/19 (APPENDIX K)

26. Asset Register

- To approve the Asset Register 2018/19 (APPENDIX L)

27. Parish Council Website

- To discuss the Parish Council Website

28. Estate Management Fees Working Party

- To consider establishing a Working Party to report back to Council on the issue of estate management fees.

29. Councillor Surgeries

- To consider establishing surgeries for Duston Parish Councillors.

30. S106 Duston Library

- To discuss S106 monies allocated to Duston Library.

31. Councillor Communications

- To discuss councillor communications.

32. Commemorative Benches

- To consider the purchase and installation of additional commemorative benches for the parish.

33. EXCLUSION OF PRESS AND PUBLIC

It is recommended that in view of the confidential nature of the following item, which relates to the business matters of other individuals and organisations, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972.

34. Change of Terms for usage of rooms at Duston Community Centre

- To agree a change of terms for the usage of the Cotswold Room, Green Room, Committee Room 1, Admin Room, Stage Door Room and Stage Door Lobby at Duston Community Centre.

Justin Gleich

Signed on original

Clerk to Duston Parish Council



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FULL COUNCIL

MINUTES 11th APRIL 2019

CHAIRMAN: Councillor J Caswell, in the Chair

PRESENT: Cllrs Anderson, Ingram, Bottwood, Pepper, Huffadine-Smith, Clarke, Pape, Maitland, Enright-King

IN ATTENDANCE:

Justin Gleich – Parish Clerk,
Gary Youens – Deputy Parish Clerk

94.To receive apologies for absence

Cllr Golby, Cllr Patel

95.To receive and approve the minutes of the meeting held on 28th February 2019 -

It was RESOLVED that:

- Approve the minutes of the previous meeting and the Chairman authorised to sign the same (APPENDIX A).

96. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

None

97. Public Participation Session

None

98. Police Report

It was RESOLVED:

- To note the Police Reports for the last two months (APPENDIX B)

99. Planning Committee Update

It was RESOLVED:

- To note the report from the Planning Committee and the decisions made (APPENDIX C).

100. Finance and General Purposes Committee Update

It was RESOLVED:

- To note the report from the Finance and General Purposes Committee and the decisions made (APPENDIX D).

101. Engagement and Environment Committee Update

It was RESOLVED:

- To note the report from the Engagement and Environment Committee and the decisions made (APPENDIX E).

102. Report of the Internal Control Councillor

It was RESOLVED:

- To approve the report Internal Controls Councillor (APPENDIX F).

103. Parks, Open Spaces and Allotments

It was RESOLVED:

- To retain the current use of the parks and open spaces if transferred by Northampton Borough Council to Duston Parish Council (APPENDIX G).

104. Adoption of Public Open Space on Next Phase of the Timken Estate

It was RESOLVED:

- To adopt all the Public Open Space on the Planning Application N/2018/1207 (APPENDIX H)

105. Archive Policy

It was RESOLVED:

- To adopt the draft Archives Policy (APPENDIX I)

106. Review of Polling Places

It was RESOLVED:

- a) Council agree that current polling places were adequate, but that new arrangements would need to be made if the Parish Council's submission to the recent Community Governance Review were successful.
- b) That the Clerk responds to the consultation on behalf of Duston Parish Council.

of the report, the report should be submitted to the relevant authority.

The report should be submitted to the relevant authority.

APPENDIX 3

The report should be submitted to the relevant authority.

The report should be submitted to the relevant authority.

APPENDIX 4



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PLANNING COMMITTEE

MINUTES 25th APRIL 2019

CHAIRMAN OF COMMITTEE: Cllr Ingram, in the Chair

PRESENT: Cllrs Huffadine-Smith, Maitland, Pape, Pepper.

IN ATTENDANCE:

Gary Youens – Deputy Parish Clerk

51. To receive apologies for absence

52. To receive and approve the minutes of the meeting held on 28th March 2019 -

It was RESOLVED:

- The minutes of the previous meeting were approved and the Chairman authorised to sign the same (APPENDIX A).

53. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

None

54. Public participation session

None

55. Planning applications

55(a)

N/2019/0421, 25 Beechwood Road, Northampton, NN5 6JT

Single storey rear extension, loft conversion with rear and side dormers and detached garage

It was RESOLVED:

Comment.

Duston Parish Council expresses concern over loss of parking due to the additional floor space.

55(b)

N/2019/0361, 15 Ashwood Road, Northampton, NN5 6JR

Single storey rear extension

It was RESOLVED:

Duston Parish Council has no objection or comment on this application.

55(c)

N/2019/0452, 61 Rawley Crescent, Northampton, NN5 6PU

New detached garage with extended driveway

It was RESOLVED:

Objection.

This application goes against what is stated in the Duston Neighbourhood Plan "H4 Smaller infill sites" (page 31):

i - In respect to backland and tandem development in gardens of existing properties, the need to avoid adverse impact on the amenity of neighbouring properties through; loss of privacy, daylight, visual intrusion by a building or structure, car parking, removal of mature vegetation or landscaping and additional traffic resulting from the development.

This proposal is out of keeping with other garages in the local area and is not in keeping with the street scene. The proposal for the garage and driveway is to be on a tight bend raising safety concerns.

55(d)

N/2019/0369, 18 Eastfield Road, Duston, Northampton, Northamptonshire, NN5 6TQ
Creation of new parking area outside of property, including dropped kerb, removal of part of grassed area and repositioning of footpath

It was RESOLVED:

Duston Parish Council has no comment or objection on this application.



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FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES 28th March 2019

CHAIRMAN OF COMMITTEE: Councillor Bottwood, in the Chair

PRESENT: Cllrs Anderson, Pepper, Maitland, Ingram, Pape, Caswell

IN ATTENDANCE:

Gary Youens – Deputy Parish Clerk

55.To receive apologies for absence

Cllrs Huffadine-Smith, Clarke

56.To receive and approve the minutes of the meeting held on 21st February 2019 -

It was RESOLVED:

- The minutes of the previous meeting were approved and the Chairman authorised to sign the same (APPENDIX A).

57.To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

None

58. Public participation session

None

59. Bank reconciliations

It was RESOLVED:

- To approve the Bank Reconciliation (APPENDIX B)

60. Invoices for approval

It was RESOLVED:

- To approve the invoices for payment (APPENDIX C)

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ENGAGEMENT AND ENVIRONMENT COMMITTEE

MINUTES 16th May 2019

CHAIRMAN OF COMMITTEE: Councillor Golby, in the Chair

PRESENT: Cllrs Huffadine-Smith, Maitland, Anderson, Ingram, Pape, Enright-King, Caswell.

IN ATTENDANCE:

Justin Gleich – Parish Clerk,
Gary Youens – Deputy Parish Clerk
Cllr Ken Clarke
Cllr Alan Bottwood

60. To receive apologies for absence

61. To receive and approve the minutes of the meeting held on 11th April 2019 -

It was RESOLVED:

- Approve the minutes of the previous meeting and the Chairman authorised to sign the same (APPENDIX A).

62. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

None

63. Public Participation Session

None

64. Mendip Road Park Play Equipment

It was RESOLVED:

- To accept the recommendations in the report (APPENDIX B)
- To approve expenditure of £18,384.70 (excluding VAT) for the purchase and renovation of play equipment at Mendip Road Park.

65. Flag Poles

It was RESOLVED:

1. To purchase and install a flag pole at St Luke's Centre.
2. To purchase and install a flag pole at Duston Community Centre.

Duston Parish Council

Bank reconciliation report for finance committee

2018/19

Current account

Month ended	Opening balance	Money received in	Transfer from savings account	Money paid out supplier etc	Salaries HMRC/Pension	Public works loan	Closing balance	Comments
Apr-18	68,306.49	32,645.38	50,000.00	25,812.36	27,605.43		97,534.08	Salaries includes councillors allowances from March pd April
May-18	97,534.08	15,095.82	50,000.00	29,120.41	23,582.50	8,610.00	101,316.99	
Jun-18	101,316.99	12,312.60		26,385.22	24,287.85	51,726.15	11,230.37	
Jul-18	11,230.37	35,177.26	80,000.00	25,832.84	21,312.51		79,262.28	HMRC payment delayed
Aug-18	79,262.28	19,242.23		17,150.15	29,626.73		51,727.69	HMRC payment from July in addition
Sep-18	51,727.63	11,918.11	40,000.00	32,568.44	25,116.03		45,961.27	Suppliers includes chq to insurance co £11,553
Oct-18	45,961.27	29,725.66	50,000.00	10,265.62	36,136.10		79,285.21	HMRC/LGSS 2 months paid due to timing of BACS. Suppliers lowers as cheques raised 1.11.18
Nov-18	79,285.21	16,082.54		51,724.64	13,525.03		30,118.08	HMRC paid in previous month due to timing. Suppliers payments higher as 2 cheque runs raised
Dec-18	30,118.08	12,231.95	50,000.00	19,645.46	23,941.82	51,726.15	2,963.40	Trf from savings £50,000 early Jan to top up current. Van purchased. Main supplier cheque run in January.
Jan-19	2,963.40	39,246.08	50,000.00	29,236.57	23,979.87		33,066.24	Receipts includes £15,644.73 VAT refund. Two supplier chq runs in Jan 9/1 and 28/1
Feb-19	33,066.24	22,274.21	50,000.00	19,425.77	24,717.39		61,197.29	
Mar-19	61,197.29	22,081.81	20,000.00	15,884.22	17,127.55		70,267.33	HMRC and LGSS pensions payment delayed (April)

Duston Parish Council

Bank reconciliation report for finance committee

2018/19

Savings account

Month ended	Opening balance	Precept	Interest	Transfer to current account	Closing balance	Comments
Apr-18	467,725.48	233,600.00		50,000.00	651,325.48	
May-18	651,325.48			50,000.00	601,325.48	
Jun-18	601,325.48		272.27		601,597.75	
Jul-18	601,597.75			80,000.00	521,597.75	
Aug-18	521,597.75		324.22	40,000.00	481,921.97	
Sep-18	481,921.97	233,600.00		50,000.00	665,521.97	
Oct-18	665,521.97				665,521.97	
Nov-18	665,521.97				665,521.97	
Dec-18	665,521.97		434.93	50,000.00	615,956.90	
Jan-19	615,956.90			50,000.00	565,956.90	
Feb-19	565,956.90			50,000.00	515,956.90	
Mar-19	515,956.90		431.93	20,000.00	496,388.83	

Bank Reconciliation Statement as at: 31/03/2019 for Cash Book 1 Current A/c 03573680

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	31/03/2019	3	75,004.07
			<u>75,004.07</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
29/11/2018 103089	Northamptonshire Highways	300.00	
07/02/2019 103194	Complete Ground Management	1,391.00	
07/03/2019 103219	Duston Horticultural Associati	34.50	
22/03/2019 103225	Northants CALC	150.00	
22/03/2019 103226	Bee Tee Alarms Ltd	110.40	
22/03/2019 103227	DA Heating Ltd	480.00	
22/03/2019 103228	ISE Fire Products & Services L	316.50	
22/03/2019 103229	1ST REACTION SECURITY LIM	33.00	
22/03/2019 103230	ESPO	436.09	
29/03/2019 103231	K & J Hird Ltd	72.00	
29/03/2019 103232	BACA Safety & Workwear	240.80	
29/03/2019 103233	Travis Perkins Trading Co Ltd	11.95	
29/03/2019 103235	STAFF SALARIES	360.00	
29/03/2019 103236	STAFF SALARIES	360.00	
29/03/2019 103237	STAFF SALARIES	360.00	
29/03/2019 103238	STAFF SALARIES	360.00	
29/03/2019 103239	STAFF SALARIES	270.00	
29/03/2019 103240	STAFF SALARIES	360.00	
29/03/2019 103234	STAFF SALARIES	760.00	
			<u>6,406.24</u>
			68,597.83
<u>Receipts not Banked/Cleared (Plus)</u>			
31/03/2019		10.00	
31/03/2019		36.00	
31/03/2019		1,200.00	
31/03/2019		423.50	
			<u>1,669.50</u>
			70,267.33
			Balance per Cash Book is :-
			70,267.33
			Difference is :-
			0.00

councillors
allowances.

MRS PHILLIPPA PAGE
 DUSTON PARISH COUNCIL
 DUSTON COMMUNITY CENTRE
 PENDLE ROAD
 NORTHAMPTON
 NN5 6DT

Your Business Current Account

At a glance

29 Mar - 04 Apr 2019

Date	Description	Money out £	Money in £	Balance £
29 Mar	Start Balance			71,855.67
	Giro Direct Credit From L Eborall Ref: Smile-Lifesty 3573		52.00	71,907.67
	Giro Direct Credit From Beb Consultancy UK Ref: Invoice 3526		2,780.40	74,688.07
	Giro Direct Credit From Northanishc NHS FT Ref: .		70.00	74,758.07
	Giro Direct Credit From Nccouncil Finance Ref: 1110001597		246.00	75,004.07
1 Apr	DD Direct Debit to Nbc Nndr Rates Ref: 217450725	342.00		74,662.07
	DD Direct Debit to Sse Gas Ref: 359586141	2,922.85		71,739.22
	DD Direct Debit to TV Licence MBP Ref: 3785257662	12.83		71,726.39
	DD Direct Debit to Southern Electric Ref: 908165141	3,281.90		68,444.49
	Giro Direct Credit From S Paget Ref: SW Rent		130.00	68,574.49
	Giro Direct Credit From Worldpay 2703 Ref: 09658267		36.00	68,610.49
	<input type="checkbox"/> Direct Credit From EK-L TA T/As SW F Ref: Inv 3582 March		140.00	68,750.49
2 Apr	DD Direct Debit to Vodafone Ltd Ref: 690818276-00001	19.45		68,731.04
	Giro Direct Credit From NHS Retirement Fel Ref: Invoice No 3562		78.00	68,809.04

Start balance	£71,855.67
Money out	£7,868.61
▶ Commission charges	£68.61
▶ Interest paid	£0.00
Money in	£15,169.63
▶ Loyalty Reward	£13.73
End balance	£79,156.69

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Continued

Bank Reconciliation Statement as at: 31/03/2019 for Cash Book 2 Business Saver A/c 63253058

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	31/03/2019	3	496,388.83
			<u>496,388.83</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>496,388.83</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>496,388.83</u>
		Balance per Cash Book is :-	496,388.83
		Difference is :-	0.00

MRS PHILLIPPA PAGE
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Your Business Premium Account

At a glance

Date	Description	Money out £	Money in £	Balance £
2 Mar	Start Balance			515,956.90
4 Mar	% Interest Earned Gross For The Period 3 Dec 2018 - 3 Mar 2019		431.93	516,388.83
7 Mar	to Account 03573680 at 20-61-51 Internet Banking	20,000.00		496,388.83
3 Apr	Balance carried forward			496,388.83
	Total Payments/Receipts	20,000.00	431.93	

02 Mar - 03 Apr 2019

Start balance	£515,956.90
Money out	£20,000.00
Money in	£431.93
▶ Gross interest earned £431.93	
End balance	£496,388.83

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Bank Reconciliation Statement as at: 31/03/2019 for Cash Book 5 Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2019	3	224.35
			<u>224.35</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			224.35
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			224.35
		Balance per Cash Book is :-	224.35
		Difference is :-	0.00

1.4.19	Float	
	20	100.00
	10	80.00
	5	20.00
	2	
	1	8.00
	0.5	
	0.2	8.00
	0.1	2.20
	0.05	4.05
	0.02	0.02
	0.01	2.08
		<u>224.35</u> IN TIN 1.4.19

224.35 TOTAL RECEIPTS & TIN as at 1.4.19
 0.00

Reconciliation to RBS

In tin b'wd 28.2.19	195.08	
Cash received (trf from bankings sheets)		
Trf in from cash takings	70.00	
Trf from community float	20.00	
	<u>285.08</u>	
Cash paid out in month	<u>60.73</u>	
= Cash in tin 31.3.19	224.35	0.00
Balance per RBS 31.3.19	224.35	

Petty cash expenses paid

Ref	Description	£
PC Mar 1	Top up Facilities Float	46.94
PC Mar 2	Alison coffees bloom seminar, fertiliser	12.29
PC Mar 3	Alison Train, EMIB etc	1.50
		<u>60.73</u>

Bank Reconciliation Statement as at: 31/03/2019 for Cash Book 7 Hospitality Float

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Hospitality Float	31/03/2019	3	75.00
			<u>75.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			75.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			75.00
		Balance per Cash Book is :-	75.00
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/03/2019 for Cash Book 8 Facilities float

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	31/03/2019	3	131.81
			<u>131.81</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			131.81
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			131.81
		Balance per Cash Book is :-	131.81
		Difference is :-	0.00

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 12

Ledger No 1 for Month No 12

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
18/03/2019	FUEL18/3/19		ALLSTAR	ALL001	45.00	9.00	54.00	4145	212	45.00	FUEL18/3/19/Allstar
04/03/2019	9073990569		ANGLIAN WATER	ANGL01	4,707.03	0.00	4,707.03	4207	101	4,707.03	Anglian Water 6/12-4/3/19
31/03/2019	AVIVAMAR		AVIVA	AVIVA001	83.28	0.00	83.28	4000	101	45.42	AVIVAMAR19/AVIVA
19/03/2019	CHGMAR19		BARCLAYS	B0001	68.61	0.00	68.61	4006	101	37.86	AVIVAMAR19/AVIVA
05/03/2019	721322		BACA	BACA01	86.83	17.37	104.20	4125	201	68.61	CHGMAR19/Barclays
27/03/2019	722625		BACA	BACA01	200.67	40.13	240.80	4227	101	86.83	BACA safety shoes etc
27/03/2019	7597		BARNETT LAND	BARN01	220.00	44.00	264.00	4227	101	200.67	BACA
27/03/2019	7598		BARNETT LAND	BARN01	40.00	8.00	48.00	4226	211	220.00	Barnett - landscape maint
01/03/2019	INV-5503		BDP PUBLICATIONS	BDP001	420.00	0.00	420.00	4226	211	40.00	7598/Barnett Landscapes Ltd
07/01/2019	249044		BEE TEE ALARMS	BEET01	92.00	18.40	110.40	4110	204	420.00	B&D In and Around Duston
22/03/2019	250381		BEE TEE ALARMS	BEET01	1,266.08	253.21	1,519.29	4226	101	92.00	Bee Tee Alarm call out
20/03/2019	0531405		BOOKERS	BOOKERS01	379.37	53.18	432.55	4226	101	1,266.08	Beetee Alarms1/4/19-31/3/20
28/03/2019	0329343		BOOKERS	BOOKERS01	35.97	0.00	35.97	4133	101	379.37	0531405/Bookers Cash & Carry
22/02/2019	VI/141357B		CATHEDRAL	CATH01	1.24	0.25	1.49	4226	101	1.24	0329343/Bookers Cash & Carry
14/03/2019	VI/141357		CATHEDRAL	CATH01	343.20	68.64	411.84	4226	101	35.97	VI/141357B/Cathedral adj
29/03/2019	5396		COMPLETE GROUND MAN.	CGM001	1,159.17	231.83	1,391.00	4226	211	1,159.17	VI/141357MAR/Cathedral Leasin
10/03/2019	2469		DA HEATING LTD	DA001	400.00	80.00	480.00	4225	101	400.00	Complete GM - grounds maint
01/03/2019	INV-		DBFB	DBFB	45.00	9.00	54.00	4120	201	45.00	DA Heating new pump
01/02/2019	118016		DBFB	DBFB	238.47	47.69	286.16	4120	201	238.47	INV-X6923717/Database for Busi
01/03/2019	1118218		DBFB	DBFB	238.69	47.73	286.42	4120	201	238.69	118016/Database for Business L
28/02/2019	DHAC		DUSTON HORTICULTURAL	DHA001	-1.00	0.00	-1.00	4127	213	-1.00	1118218/Database for Business
09/03/2019	IN19411281		EDENRED	EDENRED	360.15	3.43	363.58	4000	201	360.15	DHAC/Duston Horticultural Asso
11/03/2019	EMB		EAST MIDLANDS BLOOM	EMIB	50.00	0.00	50.00	4128	215	50.00	IN194112814/EDENRED
06/03/2019	3400		GD SAFETY SYSTEMS	GD001	105.00	0.00	105.00	4055	201	105.00	EMB/East Midlands in Bloom
31/03/2019	5655		NATALIE GREEN & CO.	GREE001	1,795.00	359.00	2,154.00	4050	201	1,795.00	3400/GD SAFETY SYSTEMS
06/03/2019	PC/0943		HADLANDS	HADL001	671.00	134.20	805.20	4055	102	671.00	N Green accountancy, pension
19/03/2019	INV-0952		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	30.00	Hadland Unit 3 St Lukes finder

Ledger No 1 for Month No 12 Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
31/03/2019	HMRCMAR1		HMRC	HMRC01	5,809.83	0.00	5,809.83	4150	102	30.00	K&J Hird windows
								4005	201	290.47	HMRCMAR19/HMRC PAYE & NI
								4005	101	768.50	HMRCMAR19/HMRC PAYE & NI
								4005	102	533.29	HMRCMAR19/HMRC PAYE & NI
								4000	201	913.34	HMRCMAR19/HMRC PAYE & NI
								4000	101	1,461.28	HMRCMAR19/HMRC PAYE & NI
								4000	102	1,022.95	HMRCMAR19/HMRC PAYE & NI
								4041	202	820.00	HMRCMAR19/HMRC PAYE & NI
06/03/2019	35775		ISE FIRE PRODUCTS	ISEFIRE01	263.75	52.75	316.50	4226	102	263.75	ISE Fire service equip
31/03/2019	LGSSMAR1		NCC - PENSION	LPGS	5,043.44	0.00	5,043.44	4006	201	897.90	LGSSMAR19/Employers & School A
								4006	101	1,865.20	LGSSMAR19/Employers & School A
								4006	102	1,320.16	LGSSMAR19/Employers & School A
								4000	201	210.52	LGSSMAR19/Employers & School A
								4000	101	422.89	LGSSMAR19/Employers & School A
								4000	102	326.77	LGSSMAR19/Employers & School A
20/02/2019	217543326/		NBC	NBC01	1,276.60	0.00	1,276.60	4200	102	1,276.60	NBC rates office 5 19/20
06/03/2019	7384		NCALC	NCALC01	150.00	0.00	150.00	4019	201	150.00	NCALC Streetlight workshop
31/03/2019	DEC-MAR18		PERSONNEL ADVICE	PAS01	360.00	0.00	360.00	4056	201	360.00	DEC-MAR18/Personnel advice
31/03/2019	5848A		PRINT & COPY SHOP	PRINT	244.80	0.00	244.80	4115	201	244.80	Print & Copy chq cancelled
20/03/2019	SM19990		RBS	RBS01	787.00	157.40	944.40	4101	201	787.00	RBS Omega software & support
20/03/2019	SM19991		RBS	RBS01	285.00	57.00	342.00	4101	101	142.50	RBS Bookings software
								4101	102	142.50	RBS Bookings software
31/03/2019	COUNCILLO		SALARIES	SALARIES01	2,830.00	0.00	2,830.00	4041	202	2,830.00	Councillors allowances
31/03/2019	SALARIESM		SALARIES	SALARIES01	13,454.27	0.00	13,454.27	4000	201	2,441.13	SALARIESMAR19/STAFF SALARIES
								4000	101	6,560.39	SALARIESMAR19/STAFF SALARIES
								4000	102	4,452.75	SALARIESMAR19/STAFF SALARIES
20/02/2019	K6002		SUPER COOL CENTRAL	SCC01	130.00	26.00	156.00	4226	101	130.00	K6002/Super Cool Central maint
31/03/2019	0001326389		SRCL LTD	SRCL	65.00	13.00	78.00	4226	101	65.00	0001326389/SRCL Ltd
08/03/2019	422/2019		SILLY SOAPY	SS001	170.00	0.00	170.00	4128	215	170.00	Silly Soapy the Lady DFD

Ledger No 1 for Month No 12 **Supplier A/c Order**

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
06/03/2019	921715335/		SOUTHERN ELECTRIC	SSE01	1,221.96	244.39	1,466.35	4206	101	1,221.96	SSE 1.2.19-28.2.19
15/03/2019	231641116/		SOUTHERN ELECTRIC	SSE01	2,734.92	546.98	3,281.90	4206	102	2,734.92	SSE St Lukes elec 5.12.18-13.3
15/03/2019	281641215/		SOUTHERN ELECTRIC	SSE01	2,435.71	487.14	2,922.85	4205	102	2,435.71	SSE St Lukes Gas 5/12 - 13/3
31/03/2019	STJOHNS		ST JOHN AMBULANCE	STJ01	165.60	0.00	165.60	4019	201	165.60	STJOHNS/St John Ambulance
04/03/2019	9216BAY91		TRAVIS PERKINS	TRAVIS01	72.82	14.56	87.38	4227	101	72.82	Travis, push button lock/cord
27/03/2019	9216BBC63		TRAVIS PERKINS	TRAVIS01	9.96	1.99	11.95	4227	101	9.96	9216BBC637/Travis Perkins Trad
01/03/2019	TVMAR19		TV LICENSING	TV001	12.83	0.00	12.83	4062	101	12.83	TVMAR19/TV Licensing
31/03/2019	RCO110588		VEOLIA	V0002	324.98	65.00	389.98	4155	101	240.42	RCO1105887/Veolia ES (UK) Ltd
22/03/2019	B4-		VODAFONE	VODA01	16.20	3.25	19.45	4121	101	84.56	RCO1105887/Veolia ES (UK) Ltd
31/03/2019	55520793		WORLDPAY	WORLD001	23.09	4.00	27.09	4137	201	8.10	B4-345680280/Vodafone
										8.10	B4-345680280/Vodafone
										23.09	55520793/Worldpay (UK) Ltd
					50,998.52	3,110.52	54,109.04				50,998.52

Duston Parish Council Grant Application Form

1. ABOUT YOU:

This section should be completed by all applicants.

Name of Organisation/Individual requesting grant:

DUSTON PLAYERS

(If funding is approved the cheque will be made payable to the above)

Address – where organisation/individual is based:

Contact Name:	PAUL ENRIGHT-KING
Position:	COMMITTEE CHAIR
Address:	18 WINDERSIDE WAY
Postcode:	NNS 6DU
Email:	Wodini@virginmedia.com
Daytime Phone:	07814 01116
Website:	WWW.dustonplayers.org.uk

These contact details will be used for all correspondence relating to any grant.

2. ABOUT YOUR ORGANISATION:

This section need only be completed when organisations are applying

Is it a registered charity?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If "yes", please provide the number		

Is it a charitable company limited by guarantee?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If "yes", please provide the number		

Provide a brief outline of what your organisation does.

DUSTON PLAYERS PROVIDES COMMUNITY THEATRE AS IT HAS DONE FOR 75 YEARS. WE PRODUCE TWO PRODUCTIONS PER YEAR FOR THE BENEFIT OF LOCAL PEOPLE AND FOR THOSE TRAVELLING FROM FURTHER AFIELD.

When was the organisation formed?

ABOUT 1945



Duston Parish Council Grant Application Form

Has the organisation/applicant received any previous grant or loan from a local authority, grant making trust or other funding body e.g. a Lottery Board? Please give details:

Date	Amount (£)	Project/Purpose

3. THE ACTIVITY FOR WHICH FUNDING IS BEING SOUGHT:

Please give a brief description of the activities for which the grant is sought:

TO PURCHASE TWO SPOTLIGHTS FOR USE IN THEATRICAL PRODUCTIONS IT IS INTENDED THAT THESE WILL ENHANCE THE ATMOSPHERE OF VARIOUS SCENES THAT WILL BE PERFORMED. SPOTLIGHTS HAVE SHARP EDGES AND THE SAME EFFECT CANNOT BE ACHIEVED WITH THE PRESENT LIGHTING SCHEMES.

<p>Please give details of who will benefit from what you do, and an idea of the area served or details of services to a wider community: (estimate numbers and age range if relevant).</p>	<p>COMMUNITY THEATRE IS ABOUT ENGAGING THE RELEVANT AUDIENCE AND GIVING THEM AN ENHANCED ESCAPIST EXPERIENCE. WE BELIEVE THAT OUR PRODUCTIONS ARE NOT JUST ADEQUATE, BUT THAT THEY ARE VERY GOOD. THIS IS BASED ON FEEDBACK WE HAVE PREVIOUSLY RECEIVED. WE WISH TO ENCOURAGE MORE PEOPLE OF VARIOUS AGES TO WATCH AND JOIN US. WE DO NOT FEEL IT NECESSARY TO CREATE</p>
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<p>Are there other organisations serving a similar purpose in the same area? If so, please give brief details of them, what the main differences are and what links, if any, you have with them:</p>	<p>BIG BUDGET PRODUCTIONS, AS WE RELY MAINLY ON THE SKILL OF OUR ACTORS, HOWEVER, WE BELIEVE THIS SMALL ENHANCEMENT WILL BE MOST BENEFICIAL. WE ARE AWARE OF HARTSTONE ROAD PLAYERS WHO PUT ON THE OCCASIONAL FUN PRODUCTION AT ST ANDREW'S CHURCH. WE HAVE NO FORMAL LINKS WITH THEM.</p>
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<p>How do you know there is a need for the work for which a grant is being requested?</p>	<p>AS ABOVE. TO ENHANCE AUDIENCE EXPERIENCES.</p>
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**Duston Parish Council
Grant Application Form**

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<p>Please tell us how you will make a difference – what are the benefits of your activity?</p>	<p>THE GREAT FLEXIBILITY OF OUR LIGHTING CAPABILITIES WILL ALLOW US TO CREATE A BETTER EXPERIENCE FOR OUR CUSTOMERS.</p>
--	--

<p>Please explain how you will monitor and evaluate your project/activities and know you are achieving these benefits?</p>	<p>WE HOPE TO CONTINUE GATHER POSITIVE FEEDBACK FOR OUR ENDEAVOURS. WHILST IT MIGHT BE DIFFICULT TO MEASURE THE IMPACT OF THESE SPENDING, BOTH OUR COMMITTEE AND OUR TECHNICAL CREW, BASED ON THEIR EXPERIENCE BELIEVE THAT THEY WILL BENEFIT PRODUCTIONS OVERALL INDEED THEY ARE A STANDARD FEATURE OF A STANDARD THEATRICAL LIGHTING RIG.</p>
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4. FINANCIAL DETAILS:

<p>How much money are you requesting from Duston Parish Council?</p>	<p>£ 849.52</p>
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Please provide a breakdown of the total estimated costs. Please itemise costs e.g. cost of equipment, publicity, running costs, premises etc **and provide evidence** by way of quotes

Item	Total Cost £	Funding from DPC £	Funding from other sources £
SOUND 4 JUNIOR ^{X2} Zoom PROJECTOR	628.20	628.20	NIL
BULB X2 FOR ABOVE	21.00	21.00	NIL
ISA PINS, Hook CLAMP, SAFETY ^{X2} BAND	39.00	39.00	NIL
SUSPENSION KIT X2	2.48	2.48	NIL
POSTAGE	17.25	17.25	NIL
Total	£ 849.52	£ 849.52	£ NIL



Duston Parish Council Grant Application Form

5. FUNDING SOURCES:

How do you propose to cover the cost of the project? (Please give details of fund raising and of any grants or loads received or applied for, including the sum which you have requested from this application).

DPC Grant (this application)	£ 849952
Northampton Borough Council Grant	£ NIL
Northampton County Council Grant	£ NIL
Other Grants (please specify)	£ NIL
Existing Funds	£ NIL
Fund Raising	£ NIL
Other (please specify)	£ NIL
TOTAL	£ NIL

6. SUPPORTING INFORMATION

A range of supporting information helps the Council to assess your application in detail. Please therefore enclose a copy of each of the following:

Latest available Annual report	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Latest available Statement of Accounts	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Where one or more of the above is omitted, please explain why:

This form is intended to assist with your application for grant aid. Please feel free to enclose additional information which could be of benefit when your application is assessed.



Duston Parish Council Grant Application Form

7. DECLARATION:

"I believe the information given both within this form and the supporting material provided is correct. I understand that, if successful, I will be required to confirm that any grant monies have been spent only in accordance with the activities outlined within this application by submitting a full report to the Council.

In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

If this application is successful, the organisation will abide by the monitoring arrangement specified by the Council".

Signed	<i>PC Capt - King</i>
Name (please print)	PAUL ENLIGHT-KING
Position	CHAIR, DUSTON PLAYERS
Date	15 Apr 19

Please return your completed form to the address below:

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

DUSTON PLAYERS

INCOME AND EXPENDITURE ACCOUNT 2017-2018

at 30/6/18	<u>2017-2018</u>		<u>2016-2017</u>	
INCOME	£	£	£	£
Productions:				
Ticket Sales: 'Blackadder's Christmas Carol'	3,379.00		2,945.35	
Ticket Sales: 'Inspector Drake'	946.00	4,325.00	1,159.62	4,104.97
Programme advertising		90.00		0.00
Programme Sales		192.50		163.00
Photograph & DVD sales		0.00		39.00
Raffle		406.10		412.31
Non Production:				
Sundry events	0.00		0.00	
Membership Subscriptions	582.00		584.00	
Grants	0.00		0.00	
Donations	0.00		0.00	
Archive DVD Sales	0.00		47.00	
Interest: Nat West	1.31		0.40	
Anniversary Dinner	0.00		900.00	
Charity Collections	0.00	583.31	0.00	1,531.40
Total Income 2016-17		5,596.91		6,250.68

EXPENDITURE

Productions:				
DCA: Room hire	2,576.00		2,548.00	
Producers' expenses	192.00		239.34	
Business Manager's Expenses	0.00		19.21	
Play scripts	74.00		125.00	
Royalties	736.20		192.00	
Set build	88.84		147.80	
Stage properties	24.00		7.00	
Costumes	368.71		259.94	
Make-up materials	0.00		0.00	
Lighting Hire	0.00		0.00	
Printing	267.97		228.86	
Photographs	15.00		15.00	
		4,342.72		3,782.15
Non Production:				
Insurance	232.36		217.99	
Gifts	0.00		0.00	
Charity Donations [see note {a}]	50.00		0.00	
Anniversary Dinner	0.00		965.90	
Newsletter	0.00		0.00	
Sundry events [see note {c}]	21.00		2.92	
Website	0.00		40.79	
NODA Membership [see note {b}]	72.00		0.00	
Stage Equipment	229.99		115.63	
Sundry expenditure [see note {c}]	103.20	708.55	24.00	1,367.23
Total Expenditure 2016-17		5,051.27		5,149.38

EXCESS INCOME OVER EXPENDITURE

545.64

1,101.30

BALANCE SHEET

Balance brought forward	5,126.88	4,025.58
Excess Income over Expenditure	545.64	1,101.30
Balance carried forward	5,672.52	5,126.88

J F Myhill, Treasurer

1. THE BUREAU OF THE ARMY

AND THE BUREAU OF THE NAVY

OF THE WAR DEPARTMENT

(Note: This table is extremely faint and illegible due to low contrast and scan quality. It appears to be a multi-column document, possibly a list or a ledger, with a header section at the top and several rows of data below. The columns are not clearly defined.)

This document contains information that is classified as UNCLASSIFIED. It was derived from a source that is classified as UNCLASSIFIED.

(Note: This section contains the main body of text, which is almost entirely illegible due to fading and blurring. It appears to be a list of items or a detailed report, but the specific details cannot be discerned.)

ANNUAL GENERAL MEETING - July 2018

TREASURER'S REPORT

I'm pleased to report another good year for the group financially - a surplus of around £600 which although a little down on last year is still excellent news, with our resources at their highest level since 2006, which was the first time we performed a Blackadder, shortly after which a fire at the Community Centre put our activities on hold, after which we struggled for some years to build up audiences again. Financially at least we have regained the peak we reached 12 years ago.

However, it is unfortunate to note that had we also had a fire after Blackadder's Christmas Carol we would now have a higher balance than we did in 2006, as we would not have incurred the £600+ loss we made on our second production this season. It is almost baffling to understand how we could have such large and enthusiastic audiences for one production and for little of that good will to carry over into at least reasonable audience numbers for Inspector Drake - not a reflection on the quality of the production, but something the committee will have to think more about in terms of how to avoid such losses going forward. Costs were relatively low, but audience numbers were so small we were fighting a losing battle. One hope is that moving our second production next season to June may avoid the fixture clash we had this year and potentially increase the available ticket buyers.

Our income is around £650 lower than last year, although the figures are distorted by us not having a Christmas dinner this year and having an anniversary dinner last year. Ticket sales are up by around £200 overall, with raffle income holding steady. Expenditure on the other hand only decreased by about £100, despite the effects of the Anniversary dinner applying to expenses as well. This is partly due to much higher royalties (up over £500) as last year one and half of our shows were self-written and therefore royalty free, compared to paying full rates for all this year's shows. We have also spent over £300 in non production expenses for a new dedicated laptop to run our sound and lighting effects and on reusable branded banners and display stands, as seen at Duston Fun Day.

Overall another good year from a financial point of view, but we will hope to see even better next year.

John Myhill
July 2018

RESOLUTIONS

The Board of Directors has the honor to report to you on the activities of the Corporation during the year ended December 31, 2011. The Corporation has achieved significant milestones in the past year, including the successful completion of the merger with ABC Company, which has resulted in a stronger financial position and enhanced operational efficiency. The Board is pleased to report that the Corporation has maintained its commitment to transparency and accountability throughout the year.

The Board of Directors has reviewed the financial statements of the Corporation for the year ended December 31, 2011, and has approved the same for release to the shareholders. The financial statements show that the Corporation has achieved a net income of \$1,234,567, representing an increase of 15% over the previous year. The Board also notes that the Corporation has successfully reduced its debt levels and improved its liquidity position. The Board is confident that the Corporation is well-positioned to continue its growth and success in the future.

The Board of Directors has also reviewed the Corporation's environmental, social, and governance (ESG) performance for the year ended December 31, 2011. The Corporation has made significant progress in reducing its carbon footprint and improving its social and governance practices. The Board is pleased to report that the Corporation has achieved a 10% reduction in its carbon emissions and has implemented a number of new initiatives to improve its social and governance practices. The Board is committed to continuing to improve the Corporation's ESG performance in the future.

The Board of Directors has also reviewed the Corporation's compensation policies and practices for the year ended December 31, 2011. The Board is pleased to report that the Corporation has implemented a number of new initiatives to improve its compensation policies and practices, including the implementation of a new executive compensation policy and the establishment of a new compensation committee. The Board is committed to ensuring that the Corporation's compensation policies and practices are fair, transparent, and aligned with its long-term goals.

Very truly yours,
[Signature]

Quotation

 Paul Enright-King
 Whemside Way
 NORTHAMPTON
 NN5 6DU

Quotation: 528843/JDU/Rev 003

Document Date: 08/04/2019

Customer Account: ENRI02
 Paul Enright-King

Despatch: Not Applicable

Delivery Address

 Paul Enright-King, Whemside Way, NORTHAMPTON,
 NN5 6DU

ENRI02

Page 1 of 1

Item	Description	Qty	Price	Value
515-3037	ETC 7062A1209 Source 4 Junior Zoom Profile 575Watt Lantern with a 25/50deg Beam Angle finished in Black. This Lantern is Supplied with a Colour Frame but NOT supplied with a Plug, Lamp, Hook Clamp, Safety Bond or Suspension Kit	2	314.10	628.20
511-6519	GE 88477 HPL575 Lamp suitable for 240Volt operation - 575Watts with a G9.5 Ceramic Base. Suitable for a Source 4 & Junior Lantern	2	10.50	21.00
857-8996	Assembled Ready To Go with a 15A Plug, Hook Clamp & Safety Bond	2	19.50	39.00
522-6184	M10 Thread Black Lantern Suspension Kit consisting of a Black M10 x 40mm Set Screw, Hex Nut, 1 x Spring Washer & 3 x Flat Washers	2	1.24	2.48
900-0605	Carriage Charge - Next Day	1	17.25	17.25

Total Ex-VAT	707.93
VAT GB 793.8836 61	141.59
Total £	849.52

Terms: Quotation Valid for 14 days

Please note that all transactions are subject to our terms of trading. Details of these are available upon request and from our website.

We take your privacy seriously. A copy of our Privacy Policy can be found on our website.

<https://www.stage-electrics.co.uk/about-us/terms-conditions/privacy-policy>



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Duston Parish Council Grant Application Form

1. ABOUT YOU:

This section should be completed by all applicants.

Name of Organisation/Individual requesting grant:

DUSTON AND UPTON PCC

(If funding is approved the cheque will be made payable to the above)

Address – where organisation/individual is based:

Contact Name:	REVD MANDY MARRIOTT
Position:	TEAM RECTOR
Address:	3 MAIN ROAD DUSTON
Postcode:	NW5 6JB
Email:	aj.marrriott123@gmail.com
Daytime Phone:	01604 752591
Website:	www.dustonanduptonparish.org.uk

These contact details will be used for all correspondence relating to any grant.

2. ABOUT YOUR ORGANISATION:

This section need only be completed when organisations are applying

* Under the Diocese of Peterborough

Is it a registered charity?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "yes", please provide the number	250569	

Is it a charitable company limited by guarantee?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If "yes", please provide the number		

Provide a brief outline of what your organisation does.

We are the local Anglican church providing opportunities for worship and offering care and service to the local community.

When was the organisation formed?	The Church has been in existence for hundreds of years.
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Duston Parish Council Grant Application Form

Has the organisation/applicant received any previous grant or loan from a local authority, grant making trust or other funding body e.g. a Lottery Board? Please give details:

Date	Amount (£)	Project/Purpose
NOVEMBER 2018	£250.00	TOWARDS NEW BELL CLAPPER
MARCH 2019	£621.00	WELLBEING CAFE

3. THE ACTIVITY FOR WHICH FUNDING IS BEING SOUGHT:

Please give a brief description of the activities for which the grant is sought:

TRIP TO CASTLE ASHBY ON MAY BANK HOLIDAY FOR THOSE ATTENDING THE WELLBEING CAFE.

Please give details of who will benefit from what you do, and an idea of the area served or details of services to a wider community: (estimate numbers and age range if relevant).

The trip provided an outing for those who are on their own, or who find mobility difficult, and those who struggle to get out and about especially on a Bank Holiday.

Are there other organisations serving a similar purpose in the same area? If so, please give brief details of them, what the main differences are and what links, if any, you have with them:

How do you know there is a need for the work for which a grant is being requested?

The comments from those who went on the trip confirmed the importance for these people

of being able to have a 'day out' which they otherwise would not have had. It certainly contributed to their wellbeing.



**Duston Parish Council
Grant Application Form**

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<p>Please tell us how you will make a difference – what are the benefits of your activity?</p> <p><i>The trip provided an opportunity for companionship and bringing a little brightness into people's lives.</i></p>	
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<p>Please explain how you will monitor and evaluate your project/activities and know you are achieving these benefits?</p>	<p><i>Those who went on the trip felt uplifted, and it brought a sense of joy and wellbeing into their lives.</i></p>
--	---

4. FINANCIAL DETAILS:

<p>How much money are you requesting from Duston Parish Council?</p>	<p align="center"><i>£141.00</i></p>
--	--------------------------------------

Please provide a breakdown of the total estimated costs. Please itemise costs e.g. cost of equipment, publicity, running costs, premises etc **and provide evidence** by way of quotes

Item	Total Cost £	Funding from DPC £	Funding from other sources £
<i>Picnics</i>	<i>£81.00</i>	<i>£40.50</i>	<i>£40.50</i>
<i>Taxis</i>	<i>£201.00</i>	<i>£100.50</i>	<i>£100.50</i>
Total	£282.00	£141.00	£141.00



Duston Parish Council Grant Application Form

5. FUNDING SOURCES:

How do you propose to cover the cost of the project? (Please give details of fund raising and of any grants or loads received or applied for, including the sum which you have requested from this application).

DPC Grant (this application)	£ 141.00
Northampton Borough Council Grant	£
Northampton County Council Grant	£
Other Grants (please specify)	£
Existing Funds	£ 141.00
Fund Raising	£
Other (please specify)	£
TOTAL	£ 282.00

6. SUPPORTING INFORMATION

A range of supporting information helps the Council to assess your application in detail. Please therefore enclose a copy of each of the following:

Latest available Annual report	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Latest available Statement of Accounts	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Where one or more of the above is omitted, please explain why:

Report available on request

This form is intended to assist with your application for grant aid. Please feel free to enclose additional information which could be of benefit when your application is assessed.



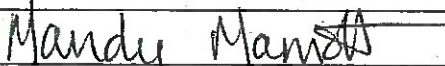
Duston Parish Council Grant Application Form

7. DECLARATION:

"I believe the information given both within this form and the supporting material provided is correct. I understand that, if successful, I will be required to confirm that any grant monies have been spent only in accordance with the activities outlined within this application by submitting a full report to the Council.

In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

If this application is successful, the organisation will abide by the monitoring arrangement specified by the Council".

Signed	
Name (please print)	REVD MANDY MARRIOTT
Position	TEAM RECTOR DUSTON AND UPTON PARISH
Date	31/5/2019

Please return your completed form to the address below:

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

The Parish of Duston with Upton

End of Year Financial Statements

Year ending 31/12/2018

Financial Review of End of Year Financial Statements 31st December 2018

The 2018 financial review for the Parish of Duston and Upton is presented in the 'End of Year Financial Statements' as detailed below. Bank accounts and funds have continued to be rationalised and reduced in number.

1. Looking ahead

The Parish Share continues to increase and the figure for 2019 is £115,052. In 2017 we managed to pay £60,000 and in 2018 we paid £63,000 using £3000 from reserves (with the Diocese having to support the difference). This was a 5% increase, but we need to continue to make substantial year on year increases in this payment.

The PCC still supports a strategy for growth, which will include the Church becoming self-sustaining and able to have two full-time Vicars. We will need to continue to focus on growing the numbers in church and continuing to increase our planned giving income over the coming years.

Statement of Accounting Practice

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations of 2006 using Receipts and Payments basis. Receipts and Payments include income when it is received and expenditure when it is paid. The simplified basis is allowed provided that the gross income for the year is less than £250,000. Duston and Upton is currently well within that figure.

The General Fund and Designated Funds represent the funds of the PCC that are not subject to any binding restrictions regarding their use and are available for the general purposes of the PCC. The restricted funds can only be used for the specific purpose for which they are given.

The accounts include monetary transactions and a note of the assets and liabilities for which the PCC can be held responsible. They do not include the accounts of the other church groups that owe affiliation to another body, nor those that are informal gatherings of church members.

The Statement of Assets and Liabilities does not provide values for:

- Land and buildings held on behalf of the PCC
- Major items of movable church furnishings and equipment held by the churchwardens on special trust for the PCC.

The Statement of Assets and Liabilities includes the following assets:

- Closing bank balances and investments held
- A note of any material amounts owing to the PCC at 31st December 2018.

The following Liabilities should be included in the Statement of Assets and Liabilities:

- Any balance on loans to the PCC
- A note of any material amounts owed by the PCC for goods or services where the supply has been received by 31st December 2018

but there were none.

2. Non-Monetary Assets

- Church furnishings and equipment which are shown on the church or PCC inventory and vested in the churchwardens.

The following charitable donations were also made during the course of the year:

Christian Aid	£181.67
Marie Curie	£ 41.83
Cynthia Spencer	£ 41.83
Shoe box appeal	£ 64.00
Childrens Society	£521.86
Total	<hr/> £851.19

There continues to be a smaller number of areas that will need to be looked at as prompted by our Independent Examiner. These will need to be reviewed and acted upon at full PCC and at the Finance committee meetings coming up.

Jemma Watts
PCC Treasurer
15/03/2019

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Norman James Critchlow

Date:

15th March 2019

Name:

NORMAN JAMES CRITCHLOW

Relevant professional qualification(s) or body (if any):

F.C.A

Address:

4 GALANE CLOSE
NORTHAMPTON
NN4 9YR

Receipts and Payments Account

		Total funds	Prior year funds
Blackburn - Pauline Blackburn Bequest (Designated)			
Income and endowments			
Donations and legacies			
0701 - Legacies			
		£872.03	£0.00
	<i>Total Donations and legacies</i>	£872.03	£0.00
Excess of Income and endowments over Expenditure			
		£872.03	£0.00
Transfers to/(from)			
		(£872.03)	£0.00
Brought forward balance			
		£0.00	£0.00
	Carried forward balance	£0.00	£0.00

Childwork - Children's Worker Fund (Restricted)

Expenditure			
Expenditure on charitable activities			
2002 - Childrens Worker Costs			
		£0.00	£6,760.00
	<i>Total Expenditure on charitable activities</i>	£0.00	£6,760.00
Excess of Income and endowments over Expenditure			
		£0.00	(£6,760.00)
Transfers to/(from)			
		£0.00	£844.00
Brought forward balance			
		£0.00	£5,916.00
	Carried forward balance	£0.00	£0.00

Mission - Mission Fund (Designated)

Expenditure			
Expenditure on charitable activities			
2340 - Upkeep of services			
		£0.00	£252.00
	<i>Total Expenditure on charitable activities</i>	£0.00	£252.00
Excess of Income and endowments over Expenditure			
		£0.00	(£252.00)
Transfers to/(from)			
		£0.00	(£844.00)
Brought forward balance			
		£1,523.86	£2,619.86
	Carried forward balance	£1,523.86	£1,523.86

Opendoor - Open Door (Designated)

Transfers to/(from)		(£157.56)	£0.00
Brought forward balance		£157.56	£157.56
Carried forward balance		£0.00	£157.56

ParishHall - Parish Hall Fund (Designated)

Income and endowments

Other trading activities			
1240 - Church hall lettings			
		£0.00	£1,965.50
Total Other trading activities		£0.00	£1,965.50

Expenditure

Expenditure on charitable activities			
2050 - Salary of parish administrator			
		£0.00	£5,304.00
Total Expenditure on charitable activities		£0.00	£5,304.00

Excess of Income and endowments over Expenditure		£0.00	(£3,338.50)
Transfers to/(from)		£0.00	£3,338.50
Brought forward balance		£0.00	£0.00
Carried forward balance		£0.00	£0.00

Reserve - Capital Reserve Fund (Designated)

Transfers to/(from)		(£3,000.00)	£0.00
Brought forward balance		£9,000.00	£9,000.00
Carried forward balance		£6,000.00	£9,000.00

Robertson - James Robertson Bequest (Restricted)

Brought forward balance		£500.00	£500.00
Carried forward balance		£500.00	£500.00

StFRefurb - St Francis Refurbishment Fund (Designated)

Income and endowments

Donations and legacies

0110 - Gift Aid - Envelopes	£856.00	£0.00
0111 - Envelopes	£0.00	£1,856.42
0550 - One-off Donations	£5,801.16	£2,862.60
0601 - Tax recoverable on Gift Aid	£747.54	£1,509.16
0702 - Gifts in Memory	£101.60	£710.25
08A1 - One off grants	£19.83	£0.00

Total Donations and legacies £7,526.13 £6,938.43

Other trading activities

0910 - Fundraising

£2,321.08 £3,373.47

Total Other trading activities £2,321.08 £3,373.47

Investments

1020 - Bank and building society interest

£0.91 £7.30

Total Investments £0.91 £7.30

Expenditure

Expenditure on charitable activities

2330 - Church maintenance	£772.13	£17,460.72
2340 - Upkeep of services	£800.15	£136.87
2360 - Stationery and office supplies	£0.00	£566.24
2701 - Church repairs - structural	£2,291.86	£720.00

Total Expenditure on charitable activities £3,864.14 £18,883.83

Excess of Income and endowments over Expenditure

£5,983.98 (£8,564.63)

Brought forward balance

£14,471.42 £23,036.05

Carried forward balance £20,455.40 £14,471.42

StLBeltow - St Luke's Belltower Fund (Designated)

Income and endowments

Donations and legacies

0550 - One-off Donations

£746.00 £0.00

Total Donations and legacies £746.00 £0.00

Expenditure

Expenditure on charitable activities

2330 - Church maintenance

£145.00 £162.00

Total Expenditure on charitable activities £145.00 £162.00

Excess of Income and endowments over Expenditure

£601.00 (£162.00)

Transfers to/(from)

£0.00 £62.00

Brought forward balance

£0.00 £100.00

Carried forward balance £601.00 £0.00

StLChyard - St Luke's Churchyard Fund (Designated)

Transfers to/(from)	£0.00	(£76.00)
Brought forward balance	£0.00	£76.00
Carried forward balance	£0.00	£0.00

StLFlower - St Luke's Flower Fund (Designated)

Income and endowments

Donations and legacies

0550 - One-off Donations

	£127.35	£20.00
<i>Total Donations and legacies</i>	<i>£127.35</i>	<i>£20.00</i>

Expenditure

Expenditure on charitable activities

2340 - Upkeep of services

	£8.36	£12.00
<i>Total Expenditure on charitable activities</i>	<i>£8.36</i>	<i>£12.00</i>

Excess of Income and endowments over Expenditure

Transfers to/(from)

Brought forward balance

	£118.99	£8.00
	£0.00	(£94.79)
	£8.36	£95.15
Carried forward balance	£127.35	£8.36

StLRestor - St Luke's Restoration Fund (Designated)

Income and endowments

Donations and legacies

0550 - One-off Donations

£83.00 £113.00

0601 - Tax recoverable on Gift Aid

£0.00 £1,000.00

0701 - Legacies

£0.00 £4,444.74

Total Donations and legacies

£83.00 £5,557.74

Other trading activities

0910 - Fundraising

£136.50 £152.00

Total Other trading activities

£136.50 £152.00

Investments

1020 - Bank and building society interest

£110.73 £63.28

Total Investments

£110.73 £63.28

Expenditure

Raising funds

1730 - Costs of fetes & special events

£0.00 £216.30

Total Raising funds

£0.00 £216.30

Expenditure on charitable activities

2330 - Church maintenance

£9,211.66 £15,052.60

2350 - Upkeep of churchyard

£0.00 £1,989.60

Total Expenditure on charitable activities

£9,211.66 £17,042.20

Excess of Income and endowments over Expenditure

(£8,881.43) (£11,485.48)

Transfers to/(from)

£872.03 £0.00

Brought forward balance

£28,485.15 £39,970.63

Carried forward balance

£20,475.75 £28,485.15

UptonChyar - Upton Churchyard Maintenance Fund (Designated)

Transfers to/(from)

£0.00 (£69.52)

Brought forward balance

£0.00 £69.52

Carried forward balance

£0.00 £0.00

YandC - Youth and Childrens Fund (Restricted)

Expenditure

Expenditure on charitable activities

2010 - Children and Youth work

£167.06 £0.00

Total Expenditure on charitable activities

£167.06 £0.00

Excess of Income and endowments over Expenditure

(£167.06) £0.00

Transfers to/(from)

£157.56 £0.00

Brought forward balance

£1,606.80 £1,606.80

Carried forward balance

£1,597.30 £1,606.80

General - General fund (Unrestricted)

Income and endowments

Donations and legacies

0100 - Planned Giving via Peterborough	£30,160.20	£30,669.20
0101 - Planned Giving	£2,820.00	£2,860.00
0110 - Gift Aid - Envelopes	£8,332.53	£8,969.68
0301 - Cash collections (Plate)	£7,377.26	£6,299.44
0410 - Votive Candle box	£204.04	£188.59
0550 - One-off Donations	£4,109.45	£5,385.51
0601 - Tax recoverable on Gift Aid	£12,666.84	£14,028.71
08A1 - One off grants	£40.00	£0.00
<i>Total Donations and legacies</i>	<u>£65,710.32</u>	<u>£68,401.13</u>

Income from charitable activities

1101 - PCC Fees from Weddings and Funerals	£7,012.07	£9,332.80
<i>Total Income from charitable activities</i>	<u>£7,012.07</u>	<u>£9,332.80</u>

Other trading activities

0910 - Fundraising	£3,647.96	£3,791.87
1240 - Church hall lettings	£1,374.50	£0.00
1250 - Magazine income	£667.50	£574.78
<i>Total Other trading activities</i>	<u>£5,689.96</u>	<u>£4,366.65</u>

Investments

1001 - Dividends	£0.00	£100.18
1020 - Bank and building society interest	£235.53	£123.14
<i>Total Investments</i>	<u>£235.53</u>	<u>£223.32</u>

Other income

1310 - Insurance claims	£130.00	£340.83
<i>Total Other income</i>	<u>£130.00</u>	<u>£340.83</u>

Expenditure

Raising funds

1730 - Costs of fetes & special events	£250.00	£320.87
<i>Total Raising funds</i>	<u>£250.00</u>	<u>£320.87</u>

Expenditure on charitable activities

1870 - Secular charities	£100.00	£0.00
1901 - Parish Share	£63,000.00	£60,000.00
2001 - Assistant staff costs	£0.00	£1,353.28
2010 - Children and Youth work	£40.46	£0.00
2050 - Salary of parish administrator	£5,850.00	£0.00
2101 - Working expenses of Clergy	£1,296.18	£1,624.44
2201 - Training, mission, nurture, discipleship	£227.00	£128.00
2301 - Church running - insurances	£2,490.73	£2,563.23
2310 - Church office - telephone and broadband	£425.04	£491.40
2315 - Organist Fees	£0.00	£510.40
2320 - Organ / piano tuning	£187.92	£0.00
2330 - Church maintenance	£473.40	£2,589.49
2331 - Cleaner and supplies	£854.29	£1,121.81
2340 - Upkeep of services	£2,303.41	£2,386.75
2350 - Upkeep of churchyard	£1,918.00	£1,320.00
2360 - Stationery and office supplies	£907.35	£962.92
2401 - Church running - electric	£2,142.43	£2,795.68
2410 - Church running - gas	£2,141.64	£3,152.96
2420 - Church running - water	£1,011.86	£1,532.24
2430 - Church running - oil	£1,011.86	£1,278.90
2601 - Governance costs examination/audit fee	£0.00	£279.00
<i>Total Expenditure on charitable activities</i>	<u>£86,381.57</u>	<u>£84,090.50</u>

Other expenditure

2312 - 2016 Diocesan Fees	£0.00	£3,717.91
2316 - Verger fees	£0.00	£181.00

2317 - Bellringers Fees	£0.00	£240.00
2318 - Choir fees for Weddings and Funerals	£0.00	£260.00
2600 - Bank & HMRC Charges	£66.40	£112.50
<i>Total Other expenditure</i>	<u>£66.40</u>	<u>£4,511.41</u>
Excess of Income and endowments over Expenditure	(£7,920.09)	(£6,258.05)
Transfers to/(from)	£3,000.00	(£3,160.19)
Brought forward balance	£7,961.45	£17,379.69
Carried forward balance	<u>£3,041.36</u>	<u>£7,961.45</u>

Statement of assets and liabilities

	This year	Last year
Cash at bank and in hand		
Barclays Bank current account		
Mission Fund (Designated)	£1,523.86	£1,523.86
Open Door (Designated)	£0.00	£157.56
St Francis Refurbishment Fund (Designated)	£19,862.06	£5,081.84
St Luke's Belltower Fund (Designated)	£601.00	£0.00
St Luke's Flower Fund (Designated)	£127.35	£0.00
St Luke's Restoration Fund (Designated)	£872.03	£2,647.49
Youth and Childrens Fund (Restricted)	£1,597.30	£1,606.80
General fund (Unrestricted)	£3,032.90	£7,908.36
Agency collection (Restricted)	£1,096.32	£393.92
	<u>£28,712.82</u>	<u>£19,319.83</u>
Nationwide deposit account St F		
St Francis Refurbishment Fund (Designated)	£0.00	£8,796.24
	<u>£0.00</u>	<u>£8,796.24</u>
Nationwide deposit account St L		
St Luke's Restoration Fund (Designated)	£0.00	£4,016.04
	<u>£0.00</u>	<u>£4,016.04</u>
CCLA (CBF) St Francis 1D Deposit account		
St Francis Refurbishment Fund (Designated)	£593.34	£593.34
	<u>£593.34</u>	<u>£593.34</u>
CCLA (CBF) St Luke 1D Deposit account		
St Luke's Restoration Fund (Designated)	£19,603.72	£21,821.62
	<u>£19,603.72</u>	<u>£21,821.62</u>
CCLA (CBF) 4D Deposit account		
Capital Reserve Fund (Designated)	£6,000.00	£9,000.00
James Robertson Bequest (Restricted)	£500.00	£500.00
	<u>£6,500.00</u>	<u>£9,500.00</u>
Cash in hand		
St Luke's Flower Fund (Designated)	£0.00	£8.36
General fund (Unrestricted)	£0.00	£44.63
	<u>£0.00</u>	<u>£52.99</u>
	£55,409.88	£64,100.06
Agency accounts		
Agency collections		
General fund (Unrestricted)	£8.46	£8.46
Agency collection (Restricted)	(£1,096.32)	(£393.92)
	<u>(£1,087.86)</u>	<u>(£385.46)</u>
	(£1,087.86)	(£385.46)
	£54,322.02	£63,714.60



Duston Parish Council
Grant Application Form

1. ABOUT YOU:

This section should be completed by all applicants.

Name of Organisation/Individual requesting grant:

11th Northampton Boys Brigade

(If funding is approved the cheque will be made payable to the above)

Address – where organisation/individual is based:

Contact Name:	Ashley Elliott
Position:	Volunteer Officer
Address:	32 Kiltie Street, UPTON, Northampton
Postcode:	NN5 4FR
Email:	ash-elliott@hotmail.co.uk
Daytime Phone:	07411 768487
Website:	www.11thnorthamptonboys-brigade.org.uk

These contact details will be used for all correspondence relating to any grant.

2. ABOUT YOUR ORGANISATION:

This section need only be completed when organisations are applying

Is it a registered charity?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "yes", please provide the number	1159499	

Is it a charitable company limited by guarantee?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If "yes", please provide the number		

Provide a brief outline of what your organisation does.

The 11th Northampton Boys Brigade is based at the heart of Duston village and has been working with young people for over 90 years becoming a registered charity in 2014. We offer a unique opportunity for 5-18 year olds to enjoy themselves whilst developing as a person. We offer a variety of activities from craft and team games to international visits to Jamaica.

When was the organisation formed?	December 2014.
Charity Status.	



Duston Parish Council Grant Application Form

Has the organisation/applicant received any previous grant or loan from a local authority, grant making trust or other funding body e.g. a Lottery Board? Please give details:

Date	Amount (£)	Project/Purpose
2018	£400	canvass - NCC
2018	£1441.20	Sports Equipment - CO-OP.
2018	£820.18	Beverlycard Match Funding
2018	£500.00	life saving course - Northamptonshire BB Trust

3. THE ACTIVITY FOR WHICH FUNDING IS BEING SOUGHT:

Please give a brief description of the activities for which the grant is sought:

↳ Please see accounts for Donations Turb Jamaica visit Beverlycard Match Funding BB Trust Living Foundation Trust URC Grant.

Support with funding for equipment for our annual 12 day summer camp.

Please give details of who will benefit from what you do, and an idea of the area served or details of services to a wider community: (estimate numbers and age range if relevant).

Company Section
10-18 year olds.
15-25 members.

contact me if more info required.

Are there other organisations serving a similar purpose in the same area? If so, please give brief details of them, what the main differences are and what links, if any, you have with them:

Scouts .
Attend a static camp at own camp sites.

Boys Bridge
Take all equipment and set up own camp site.

How do you know there is a need for the work for which a grant is being requested?

with a reduced age or young people attending becoming difficult to lift heavy equipment required.



**Duston Parish Council
Grant Application Form**

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<p>Please tell us how you will make a difference – what are the benefits of your activity?</p>	<p><i>Boys Brigade camp offers our young people 12 Days away from home with friends, taking part in a structured programme of activities as well as free time. It develops skills and a degree of independence as well as creating life-long memories.</i></p>
--	--

<p>Please explain how you will monitor and evaluate your project/activities and know you are achieving these benefits?</p>	<p><i>It takes a lot of heavy equipment to set up and take down camp and this needs to be loaded and unloaded on an articulated lorry. we would like to purchase a loading ramp so that the equipment can be wheeled on and off the lorry, both improving safety and making the operation run more smoothly and quickly.</i></p>
--	--

4. FINANCIAL DETAILS:

<p>How much money are you requesting from Duston Parish Council?</p>	<p align="center"><i>£900.00</i></p>
--	--------------------------------------

Please provide a breakdown of the total estimated costs. Please itemise costs e.g. cost of equipment, publicity, running costs, premises etc and provide evidence by way of quotes

Item	Total Cost £	Funding from DPC £	Funding from other sources £
<i>Heavy Duty Truck Ramp</i>	<i>£1,056.00</i>	<i>£900</i>	<i>£156.00</i>
Total	£1,056.00	£900	£156.00



Duston Parish Council Grant Application Form

5. FUNDING SOURCES:

How do you propose to cover the cost of the project? (Please give details of fund raising and of any grants or loads received or applied for, including the sum which you have requested from this application).

DPC Grant (this application)	£ 900.00
Northampton Borough Council Grant	£
Northampton County Council Grant	£
Other Grants (please specify)	£
Existing Funds	£
Fund Raising	£ 156.00
Other (please specify)	£
TOTAL	£

6. SUPPORTING INFORMATION

A range of supporting information helps the Council to assess your application in detail. Please therefore enclose a copy of each of the following:

Latest available Annual report	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Latest available Statement of Accounts	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Review DVD on website

Where one or more of the above is omitted, please explain why:

This form is intended to assist with your application for grant aid. Please feel free to enclose additional information which could be of benefit when your application is assessed.




Duston Parish Council Grant Application Form

7. DECLARATION:

"I believe the information given both within this form and the supporting material provided is correct. I understand that, if successful, I will be required to confirm that any grant monies have been spent only in accordance with the activities outlined within this application by submitting a full report to the Council.

In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

If this application is successful, the organisation will abide by the monitoring arrangement specified by the Council".

Signed	
Name (please print)	ASHLEY ELLIOTT
Position	Volunteer Officer
Date	20/05/2019

Please return your completed form to the address below:


Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

The Boys' Brigade
11th Northampton Company

Accounts for the year 1 September 2017 to 31 August 2018

The attached accounts relate to the day-to-day financial affairs of the Company.

A current account at *Barclays Bank*, together with a *Nationwide Building Society* account, is used by the Company for the relevant financial affairs.

Signed  Date 28/9/18.
Shaun Morris Treasurer

Accountant's Certificate

I have examined the attached Balance Sheets and Income and Expenditure Accounts.

I confirm that they have been prepared from the books and records of the Company, and are in accordance therewith.

Signed S.J. Wetherall Date 9 January 2019
S J Wetherall FCA
Chartered Accountant

**The Boys' Brigade
11th Northampton Company**

Company Account for the year 1 September 2017 - 31 August 2018

In account 1 September 2017	£2,901.98
Income	£28,182.50
Expenditure 2016 / 2017	£125.70
2017 / 2018	£26,093.03
	£4,865.75

In account 31 August 2018 £4,865.75

(NB: the account includes the Bible Class and Canteen Funds)

Building Society Account

In account 1 September 2017	1,511.19
Payments in	0.00
Interest added December 2017	0.76
June 2018	0.75
Expenditure	0.00
	1,512.70

In Building Society account 31 August 2018 1,512.70

Cash in hand	1 September 2017	£125.00 (includes £25.00 Canteen float)
Cash in hand	31 August 2018	£166.43 (includes £66.43 Canteen float)

Income 1st September 2017 - 31st August 2018

Members' Subscriptions	£23394.00		
Company Section	£870.00	Income From Events	£854.94
Junior Section	£488.00	Display Tickets	£631.36
Anchors	£1036.00	Display Collection	£223.58
		Bible Class Fund	£0.00
Efforts and Fundraising	£2761.90	Uniform	£403.02
Craft Fairs	£1482.79	Other Income	£1234.75
Garden Party	£465.72	DOPWA Gift Aid	£93.75
Christmas Bazaar	£649.89	DOPWA Carol Signing	£375.00
Junior / Anchors performance	£83.50	Seniors weekend	£135.00
St Crispins Fair	£80.00	Panto	£195.00
		Alton Towers	£200.00
Donations and Gifts	£3161.38	Bank Query Unknown credit	£236.00
NCC Grant – Canvas	£400.00	Canteen	£246.40
Co-op (CAF payments)	£1441.20		
£4£ matched funds	£820.18		
Battalion – life saving	£500.00		
Jamaica Trip	£17594.86	Total Income	£28651.25
Donations	£2440.00	DOPWA not banked	£468.75
Sponsored Bike ride	£1525.43	Banked Income	£28182.50
Craft Fair	£464.95		
Bag Pack	£802.79		
£4£ Matched funding	£1223.00		
Auction	£2463.01		
Duston Day	£224.68		
Payments from Boys	£4061.00		
Battalion Trust	£700.00		
Laing Foundation Trust	£1500.00		
URC Grant	£1000.00		
DURC	£1170.00		

Expenses 1st September 2017 - 31st August 2018

Equipment for activities	£593.10						
Garden Party		£22.04	Entry Fees and Training	£483.00		Bible Class	£38.64
Craft Fair		£2.24	Football		£85.00	Flowers / gifts	£38.64
Display		£90.51	Waltham Walk		£96.00		
Camp		£175.16	Hollowell		£252.00	Other Expenses	£620.00
Tool station		£12.12	Minibus Expenses	£1200.03		Alton Towers	£200.00
Anchor's		£70.01	Insurance		£882.28	Panto	£195.00
Company		£91.12	Fuel		£102.75	Northants BB	£135.00
Junior		£129.90	Tax		£165.00	Donation Macmillan	£50.00
			MOT		£50.00	A Elliott	£40.00
Canteen	£343.80		Admin	£1954.83		Uniform & Badges	£999.20
Capitation		£1373.68	TFR to Hall		£1500.00	Jamaica Trip	£16041.80
Insurance		£361.20	TFR to Camp		£400.00		
			Website		£23.94		
Trophies and Engraving	£98.75		Display Postage		£10.89		
			NBC Raffle License		£20.00		
Event Expenses / Hire	£1985.00						
Swimming		£864.00					
Display Hall		£1073.00					
Npton Kayak		£48.00					
Total Expenditure							£26093.03

The Boys' Brigade 11th Northampton Company

Bible Class Fund as at 31 August 2018

	<u>2017-18</u>	<u>2016-17</u>	<u>2015-16</u>	<u>2014-15</u>	<u>2013-14</u>
Collections at Bible Class	0.00	9.00	28.90	108.61	135.38
Flowers/Gifts Donations	38.64	47.00	87.79	211.54	168.47
Less Expenses				
Air Ambulance					50.00
Thomas' Fund					50.00
Total Expenditure	38.64	47.00	87.79	211.54	268.47
Profit/Deficit for the year	(-38.64)	(-38.00)	(-58.89)	(-102.93)	(-133.09)
Balance carried forward	<u>104.06</u>	<u>142.70</u>	<u>180.70</u>	<u>239.60</u>	<u>342.53</u>

The Boys' Brigade 11th Northampton Company

Canteen Fund as at 31 August 2018

	<u>2017-18</u>	<u>2016-17</u>	<u>2015-16</u>
Income banked			
Canteen Cash in hand	246.40	423.00	440.00
Canteen vouchers issued – prizes	66.43	25.00	153.10
	14.00	12.00	77.50
Total Income	326.83	460.00	670.60
Expenditure			
	343.80	394.06	668.92
Variance	-16.97	65.94	1.68

Excludes cost of stock remaining

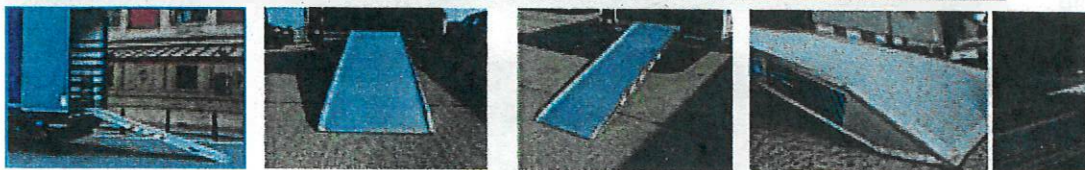
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Heavy Duty Truck Ramp 1000mm wide x 1000kg Capacity

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Width (mm)	1000
Max. Load Height (mm)	780 - 1500

Weight (kg) 48 - 99
Capacity (kg) 1000

Product Enquiry

£880.00 excl. tax

£1,056.00 incl. tax

Built to Order

SKU TRP-Truck1000

Length Options (mm) 4000mm

2600mm 3000mm 3600mm 4000mm 4400mm 5000mm

- 1 +

Add to Basket

Load Height
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Buy With
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Excellent product & fast delivery.

Great service

Great service, great product and arrived on

Description

Details

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TRP Truck Ramp Features include:

- Rest on connection: to fit just rest on your truck and start loading (hook connection also available)
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- Edges on each side of the ramp to prevent accidentally wheeling off (ramps without edges also available)
- Lengths from 2600mm to 5000mm available
- Bespoke truck ramps built to any length or width

Heavy Duty Truck Ramp 1000mm wide

2600mm

- Length (mm): 2600
- Height of Raised Edges (mm): 23
- Max Load Height (mm): 780
- External Width (mm): 1000
- Internal Width (mm): 940
- Weight per ramp (kg): 48
- Capacity (kg): 1000
- Ramp Profile Height (mm):80

3000mm

- Length (mm): 3000
- Height of Raised Edges (mm): 23
- Max Load Height (mm): 900
- External Width (mm): 1000
- Internal Width (mm): 940
- Weight per ramp (kg): 55
- Capacity (kg): 1000
- Ramp Profile Height (mm):100

3600mm

- Length (mm): 3600

- Height of Raised Edges (mm): 36
- Max Load Height (mm): 1050
- External Width (mm): 1000
- Internal Width (mm): 940
- Weight per ramp (kg): 66
- Capacity (kg): 1000
- Ramp Profile Height (mm): 115

4000mm

- Length (mm): 4000
- Height of Raised Edges (mm): 36
- Max Load Height (mm): 1200
- External Width (mm): 1000
- Internal Width (mm): 940
- Weight per ramp (kg): 78
- Capacity (kg): 1000
- Ramp Profile Height (mm): 125

4400mm

- Length (mm): 4400
- Height of Raised Edges (mm): 36
- Max Load Height (mm): 1300
- External Width (mm): 1000
- Internal Width (mm): 940
- Weight per ramp (kg): 88
- Capacity (kg): 1000
- Ramp Profile Height (mm): 125

5000mm

- Length (mm): 5000
- Height of Raised Edges (mm): 32
- Max Load Height (mm): 1500
- External Width (mm): 1000
- Internal Width (mm): 940
- Weight per ramp (kg): 99
- Capacity (kg): 1000
- Ramp Profile Height (mm): 140



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DUSTON PARISH COUNCIL

Committee: Full Council
 Date: Thursday 6th June 2019
 Agenda Item: 23. Amendments to Standing Orders, Financial Regulations and Disciplinary and Grievance Policy.

1. Purpose

On 16th May 2019 Council resolved to abolish the Engagement and Environment and Finance and General Purposes committees, and to instead retain the decision making responsibilities of those bodies within Full Council.

As a result of this decision and to reflect the change in governance arrangements, specific amendments must be made to the documents/policy listed above.

These documents have previously been reviewed and approved by Council within the last six months, therefore Council is not being asked to make further amendments to these documents beyond those highlighted below in red:

a) Financial Regulations

1.9. *The Responsible Financial Officer (RFO);*

- *acts under the policy direction of the council;*
- *administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;*
- *determines on behalf of the council its accounting records and accounting control systems;*
- *ensures the accounting control systems are observed;*
- *maintains the accounting records of the council up to date in accordance with proper practices;*
- *assists the council to secure economy, efficiency and effectiveness in the use of its resources; and*

- produces financial management information as required by the council ~~or Finance and General Purposes Committee.~~

3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by ~~the Finance & General Purposes committee and~~ the council.

4.4. The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and ~~the Chairman of the Council Chairman of Finance and General Purposes Committee.~~ The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.8. The RFO shall regularly provide ~~council Finance and General Purposes Committee~~ with a statement of Income and Expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.

5.2. The RFO shall prepare a schedule of payments requiring approval, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the ~~council Finance and General Purposes Committee.~~ ~~The council committee~~ shall review the schedule for compliance and, having satisfied itself shall approve payment by a resolution of the ~~council Finance and General Purposes Committee.~~ A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was approved. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available ~~council meeting Finance and General Purposes Committee.~~

5.5. The Clerk / RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify

that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the ~~council Finance and General Purposes Committee~~;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of ~~the council Finance and General Purposes Committee~~; or

c) fund transfers within the councils banking arrangements up to the sum of £75,000, provided that a list of such payments shall be submitted to the next appropriate meeting of ~~the council Finance and General Purposes Committee~~.

5.6. For each financial year the Clerk / RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which ~~council Finance and General Purposes Committee~~ may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the ~~council Finance and General Purposes Committee~~.

5.8. In respect of grants the ~~council Finance and General Purposes Committee~~ shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £15,000 shall before payment, be subject to ratification by resolution of the council.

6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of ~~council Finance and General Purposes Committee~~.

6.6 Payments made by cheque shall be reported to the ~~council Finance and General Purposes Committee~~ at the next convenient meeting.

6.18 Any Debit/Credit Card issued for use will be specifically restricted to the Clerk / RFO and DC and will also be restricted to a single transaction maximum value of £2000 unless authorised by ~~council Finance and General Purposes Committee~~ in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by ~~the council Finance and General Purposes Committee~~. Transactions and purchases made will be reported to the ~~council Finance and General Purposes Committee~~ and authority for topping-up shall be at the discretion of the ~~council Finance and General Purposes Committee~~.

11.1

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk / RFO shall act after consultation with the Chairman of the Council & ~~Vice-Chairman Chairman of Finance and General Purposes Committee~~); and

b) Standing Orders

4.5 In accordance with 4.4 the Council will have ~~one~~ **three** Standing Committees;

~~4.5.1 Engagement and Environment Committee~~

~~4.5.2 Finance and General Purposes Committee~~

~~4.5.3 Planning Committee~~

5.10.4 The usual order for considering reports from Committee Chairmen and recommendations of Committees will be:

~~Planning Committee~~

~~Finance and General Purposes Committee~~

~~Engagement and Environment Committee~~

~~The order may be changed by the meeting by motion put by the Chairman where this is conducive to the efficient conduct of business.~~

19.4 Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the Chairman ~~or Vice-Chairman of the Council this shall be communicated to the Chairman or Vice-Chairman of the Finance and General Purposes Committee~~, this shall be reported to the Vice-Chairman which shall be reported back and progressed by resolution of full Council.

26.

~~ii) Name of Standing Committee: Finance and General Purposes Committee~~

~~Membership: Membership of the committee will be decided at the Annual meeting of the Parish Council. The quorum for the Committee shall be the 3 councillors and will consist of least 5 councillors in membership.~~

~~Chairman & Vice Chairman: The Annual Meeting of the Council in May shall appoint a Chairman and Vice Chairman.~~

~~Voting: Decisions must be taken by a majority vote. In the case of an equal vote the Chairman shall have a second or casting vote.~~

~~Meetings: As per the meeting calendar or as considered necessary by the Chair.~~

~~Power to Spend:~~

~~—Expenditure as approved by Full Council for facilities.~~

~~—Consent for grant applications received by Duston Parish Council within the allocated budget approved by Full Council.~~

~~Delegated Responsibilities:~~

~~a. The committee shall monitor all aspects of the Council's performance not otherwise monitored by any other council committee or working party and shall report thereon to the council.~~

~~b. Oversee the financial administration including all payments made by Duston Parish Council.~~

~~c. To maximize the use and revenues of Duston Parish Council facilities.~~

~~d. To keep under review the Council's financial regulations, protocols and policies.~~

~~e. To oversee resource requirements of the Council and make recommendations to the Council. Resources include financial, land, property, employees and contractors.~~

~~f. To recommend to the Council an annual budget and precept.~~

~~g. To regularly monitor income and expenditure and make any recommendations to the Council.~~

~~h. Oversee matters relating to premises, leases and licences.~~

~~i. To make recommendations to the Council on the formulation of any policy or strategy in relation to the discharge of its role and function.~~

~~j. To discharge all other aspects of its role and functions in accordance with relevant legislation, any policy or strategy relating to the function approved by the Council, and only within the budget provision made by the Council.~~

~~k. To vire expenditure and carry overs within its own budget as approved by Full Council.~~

~~I. The Committee shall have the power to recommend to Full Council the setting up of working groups as and when appropriate to further the tasks as identified above. These groups shall then report to the Committee on a regular basis or as specifically instructed. The Chair of the Finance and General Purposes Committee will, in turn, update the Full Council on the progress of the working group in their report.~~

~~iii) Name of Standing Committee: Engagement and Environment Committee.~~

~~Membership: The Committee comprises of no more than 8 councillors. The quorum for the Committee shall be the 3 councillors. Membership of the committee will be decided at the Annual Meeting of the Parish Council.~~

~~Chairman & Vice-Chairman: The Annual Meeting of the Council in May shall appoint a Chairman and Vice-Chairman.~~

~~Voting: Decisions must be taken by a majority vote. In the case of an equal vote the Chairman shall have a second or casting vote.~~

~~Meetings: As per the meeting calendar or as considered necessary by the Chair.~~

~~Power to Spend: The Committee shall have authority to authorise expenditure from budgets allocated to the Committee by Full Council.~~

~~Delegated Responsibilities:~~

- ~~a) To oversee publicity, tourism and events~~
- ~~b) Provide oversight of the contract for Duston Sports Centre~~
- ~~c) To support economic development and promotion of the Parish~~
- ~~d) To make any recommendations to the Council on the formulation of any policy or strategy in relation to the discharge of its role and function.~~
- ~~e) To discharge all other aspects of its role and functions in accordance with relevant legislation, any policy or strategy relating to the function approved by the Council, and only within the budget provision made by the Council~~
- ~~f) To vire expenditure within its own budget and to recommend to the Finance and General Purposes Committee such other virements and carry overs as the Committee considers appropriate~~
- ~~g) To oversee management of trees, green spaces, playgrounds, parks and fields – grass and hedge cutting, general maintenance~~
- ~~h) To oversee the war memorial~~

~~i) To provide oversight of the Council's Social Media accounts and communications (including all newsletters' and websites)~~

~~j) The Committee shall have the power to recommend to Full Council the setting up of working groups as and when appropriate to further the tasks as identified above. These groups shall then report to the Committee on a regular basis or as specifically instructed. The Chair of the Engagement and Environment Committee will, in turn, update the Full Council on the progress of the working group in their report.~~

c) Disciplinary Grievance Policy and Procedure

In any investigations involving allegations of criminal acts, the Clerk will consult in confidence with the Chairman of the Council before a decision is made to put the case in the hands of the police. Where the Clerk is the subject of the investigation, the Chairman of the Council, in consultation with the Vice-Chairman and ~~Chairman of the Finance and General Purposes Committee~~, shall decide.

2. RECOMMENDATIONS

It is **RECOMMENDED** that:

- a) Council agree the recommended amendments to the council's Financial Regulations.
- b) Council agree the recommended amendments to the council's Standing Orders.
- c) Council agree the recommended amendments to the council's Disciplinary and Grievance Policy.



DUSTON PARISH COUNCIL

Committee: Full Council
Date: Thursday 6th June 2019
Agenda Item: 24. Internal Audit Report 2018/19

1. PURPOSE OF THE REPORT

To present the report of the Internal Auditor and to ask the Council to review the effectiveness of Internal Audit regime.

2. BACKGROUND INFORMATION

- 2.1 The Parish Council currently uses Northamptonshire Association of Local Council's (NALC) to undertake its Internal Audit and the findings of the Auditor are reported to Full Council each year. The Council recently agreed to continue the current arrangements but to expand the scope of the Internal Audit to ensure that the Council is provided with adequate reassurance as to the robustness of its internal controls.
- 2.2 It is important for the Council to recognise that internal audit's function is to test and report to them on whether the Council's system of financial control put in place by management is adequate and working satisfactorily.

3. SCOPE OF INTERNAL AUDIT PLAN PROPOSAL

- 3.1 All Parish Councils are required to review the effectiveness of the system of internal audit at least annually. The following five standards need to be addressed in order for Internal Audit to be considered effective and should be clearly defined in the Internal Auditor's engagement letter:

3.1.1 Scope of Internal Audit

What should be included in the audit plan, or, in other words, what is it that the Council wants the internal audit to do. It is recommended that the minimum requirements contained in "Governance and Accountability for Smaller Authorities in England" are required of

Duston's internal audit. The Council may also wish to consider additional areas of work.

The work should take account of the risk management processes (e.g. the annual Financial Risk Assessment) and also the wider internal controls (the whole system of checks and controls, financial or otherwise, established by management in order to provide assurance regarding the achievement of the organisations objectives). Good examples of internal controls are robust and regularly review Financial Regulations, regular financial reporting to Council and Councillor conducted bank reconciliation.

3.1.2 Independence

The Internal Auditor should be allowed to have direct access to those charged with governance (i.e. the Council/Clerk/Responsible Financial Officer) where this is thought necessary by the auditor.

The Internal Auditor should have no other role within the Council and the Council should confirm this. This is not to say that he/she cannot be an employee of the Council. This may happen within larger local Councils and certainly does happen in principle authorities, but the Internal Auditor should have no role in the financial or decision-making processes.

The Internal Auditors report should be made in his/her own name and addressed to the Council. It is perfectly feasible to prepare the audit report on a "negative" basis, i.e. only those items which require amendment or improvement to be mentioned, but where the auditor finds that no matters have arisen from the audit which necessitates bringing to the attention of members, then the report should reflect this.

3.1.3 Competence

The Council must be satisfied that the Internal Auditor is competent to carry out the work. The Internal Auditor does not have to possess any qualifications but the following essential competencies to be sought should be:

- understanding of basic accounting processes;
- understanding of the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management;
- awareness of risk management issues; and
- understanding of accounting requirements and the legal framework and powers of local councils.

3.1.4 Relationships

The Parish Clerk and Responsible Financial Officer (RFO) of the Council should be consulted on the content of the audit plan and all concerned should agree this beforehand. Responsibilities for officers and internal audit should be defined in relation to risk management, internal control and fraud and corruption matters. These will be clearly set out in such documents as job descriptions and the auditors' engagement letter.

Council members should be clear on their own responsibilities for the "protection of the public purse" within the internal audit framework. The Council has a duty to consider the annual internal audit report and to demonstrate that consideration by inclusion in the minutes. Each item mentioned in the report should be fully addressed.

3.1.5 Audit Planning and Reporting

The audit plan should properly take account of the corporate risk i.e. controls and procedures within the Council which minimise the risk of the body not being able to function or carry out what it sets out to do. The Council should approve the plan. Internal audit should report in writing in accordance with the plan.

A good internal audit will comprise 2 parts done at different times of the year. The interim audit is usually done part way through the year, and is an audit of the Councils processes and procedures.

The final audit is undertaken after completion of the year-end, so that balances within the accounts may be verified, the auditor will submit written reports to the Council after the interim and final audit.

The Internal Auditor is appointed by and reports to the Council not the Clerk/RFO. The auditor should have up-to-date and adequate professional indemnity insurance and provide or agree a letter of engagement with the Council.

- 3.2 In order to satisfy all of these requirements the Council approved an audit plan in accordance with the above mentioned "Governance and Accountability for Smaller Authorities in England" and approved an Audit Engagement letter.

4. REPORT OF THE INTERNAL AUDITOR

The report of the Internal Auditor is attached to this report and is self-explanatory. In order to ensure full compliance and to ensure on-going

robustness of the Audit, the Internal Auditor has been asked to return and conduct an intermediate audit later in the year.

5. REVIEW OF INTERNAL AUDIT

The Council has recently reviewed the scope and effectiveness of the Internal Audit and made significant changes and therefore it is recommended that the Council reapprove the current scope of Audit and confirm that it considers the new Audit requirements to be effective.

6. RECOMMENDATIONS

It is **RECOMMENDED** that:

- a) The Council receive the report of the Internal Auditor
- b) The Council agrees that the scope of Internal Audit remains appropriate and
- c) The Council agrees that the Internal Audit regime is effective

Intermediate Internal Audit Report

Name of council:	Duston Parish Council		
Name of Internal Auditor:	John Marshall	Date of report:	28.05.2019
Year ending:	31 March 2019	Date audit carried out:	28.05.2019

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the staff and management and not left for internal audit. This report is based on the evidence examined and made available to me. It would be incorrect to view internal audit as the detailed inspection of every record and transaction of the Council in order to detect error or fraud. Consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chairman of the Council:

I carried out an in-year audit of the Council on 28 November. I met with Justin Gleich, Clerk RFO together with Natalie Green, the Council's retained financial and accounting advisor.

At this audit, I firstly sought evidence that the previous year's reports from Internal and External Auditors as well as my in-year audit of 21 November 2018 had been properly reported to and actioned by the Council; they had. I then examined the Council's arrangements for the management and control of its business in the areas of bookkeeping, due process (ie compliance with the proper practices as set out in the Practitioners' Guide), risk management, budget setting and monitoring, payroll, asset register, bank reconciliations, internal control, data security and back-up and year-end procedures. This accords with the Council's Audit Plan, adopted by the Council on 26 June 2018. I chose to focus particularly on the Council's Financial Regulations that had been under review at my previous and adopted by the Council on 06 December 2018 as well as the Risk Assessment documentation, one of the topics selected by the External Auditor for particular scrutiny as part of this year's intermediate audit. Notwithstanding a small number of minor observations, details of which were noted for action by Justin I found these to be sound and fit for purpose.

Through examination of information provided on the council's website and the inspection of hard evidence and questioning, I tested all of the objectives of Internal Controls that I am required to consider and that are set out in the Annual Governance and Accountability Return (AGAR). Standards of governance and financial management are above average at this Council, the product of efficient and effective staff working with engaged councillors. Based on my findings in the areas examined, I am satisfied that in all significant respects the internal control objectives were achieved throughout the financial year. Accordingly, I have completed and signed off the Internal Audit Report, part of the Annual Return (AGAR) as required.

John Marshall
 Internal Auditor to the Council
 07505 139832
wjm.marshall1@gmail.com

The figures submitted in the Annual Return are:

	Year ending 31 March 2018	Year ending 31 March 2019
1. Balances brought forward	657,525	599,981
2. Annual precept	451,719	467,200
3. Total other receipts	220,394	208,853
4. Staff costs	287,449	292,116
5. Loan interest/capital repayments	120,864	120,609
6. Total other payments	321,344	245,398
7. Balances carried forward	599,981	617,911
8. Total cash and investments	536,312	567,087
9. Total fixed assets and long term assets	4,222,138	4,243,629
10. Total borrowings	1,796,356	1,748,396

The proper practices referred to in Accounts and Audit Regulations 2015 are set out in *Governance and Accountability for Smaller Authorities in England (2019)*. It is a guide to the accounting practices to be followed by local councils, and sets out the appropriate standard of financial reporting to be followed.



DUSTON PARISH COUNCIL

Committee: Full Council
Date: Thursday 6th June 2019
Agenda Item: 25. ANNUAL RETURN, GOVERNANCE STATEMENT AND END OF YEAR ACCOUNTS 2018/19

1. PURPOSE OF THE REPORT

To provide the Council with a commentary on the year end figures for 2018/19. To ask the Council to approve the year end accounts, Annual Governance and Accountability Return for 2018/19.

2. BACKGROUND INFORMATION

2.1 The accounts are prepared by methods that comply with the standard accounting practices and are based on the following basic concepts:

Going Concern – The accounts are prepared on the assumption that the Council will remain in existence for the foreseeable future. The alternative to this would be the 'winding up' basis which would value the assets at the level they could be sold for at the date of the accounts.

The Matching Principle – Incomes or Benefits are matched to their associated costs and reported in the most appropriate financial period.

Consistency – The same accounting principles are used and uniformly applied from one year to the next to ensure figures are comparable year on year.

Prudence – Where alternative outcomes are possible the one which produces the lowest profit, lower asset value or higher liability is chosen. This prevents overstatement of profit or benefit.

2.2 The Council is subject to intermediate audit by PKF Littlejohn, who have made minor modifications to the Annual Return, now known as the Annual Governance and Accountability Return. Council are asked to approve this statement and authorise the Chairman to sign the same.

3. YEAR END ACCOUNTING ADJUSTMENTS

A computerised accounting systems records transactions strictly by invoice date, date of payment or date of banking for receipts. Where this would cause an item to be reported in the wrong financial period a manual adjustment is required to correct the accounts.

Prepayments – where items are paid or invoiced in advance for a service which extends beyond the end of the financial year the cost must be split pro rata between the two financial periods. An example of this is the rents for St Luke's Centre which are paid at various points during the financial year.

In the accounts for the year to 31st March 2019 the following adjustments were made:

Prepayments	2017/18 £	2018/19 £
Bee Tee Alarms 1/4/19 – 31/3/2020	1,229	1,266
Came and Co Insurance	5,600	4,812
Came and Co Vehicle Insurance	355	390
RBS Omega system 19/20 maintenance	765	787
RBS Booking system 19/20 maintenance	275	285
Rates in advance St Lukes	0	1,276
Duston Fun Day costs in advance	140	461
Subs in advance SLCC	381	366
Utilities to be recharged to tenants	2,714	3,761
Photocopier charges in advance	0	449
TOTAL	11,459	13,853

Accruals – Where the benefit of goods or services has been received or a cost incurred but an invoice from the supplier has not been received by the year end an adjustment is required to recognise the expenditure within the appropriate year, In the accounts for the year to 31st March 2019 the following adjustments were made:

Accruals	2017/18 £	2018/19 £
Telephone	645	240
PKF Audit Fee	1,300	1,300
Accountant – Year End Accounts	3,000	2,500
Electricity Pendle Road	1,606	1,163
Gas St Lukes	600	400
Electric St Lukes	750	455
Water St Lukes	275	300
Water Pendle Road	175	200
Complete Ground Mgt	1,159	0
Rates Office 3 St Lukes	0	104
TOTAL	9,510	6,662

Deferred Income – Where a sales invoice is raised in advance for an event or service that takes place in the following financial period then this income must be adjusted to transfer it in to the accounts for the following year. An example of this might be payment for stalls/pitches for Duston Fun Day.

Deferred Income	2017/18 £	2018/19 £
Tenant (office 5)	0	0
Tenant (office 4)	1,529	1,529
Tenant (Nursery Room)	8,835	8,835
Tenant (office 2)	1,186	1,186
Tenant (office 1)	2,057	2,164
Tenant (office 3)	982	1,100
Room Hire – events after year end	829	396
Celebrate Duston – Table top money in advance	159	242
TOTAL	15,577	15,452

4. OTHER BALANCE SHEET ITEMS

Cash and Bank Balances – At the 31st March 2019 the Council held £566,656.16 in bank accounts and £431.16 in petty cash and various floats. The balance per the bank statements before taking into account uncleared items as at 31 March 2019 totalled £571,392.90.

The Council is required to ensure that it has sufficient funds to be able to pay staff salaries, trade creditors, HMRC and pension scheme contributions in April before the first half of the following year's precept is received at the end of April. The first instalment of the precept amounting to £240,046 was received as cleared funds in April 2019.

Debtors – The year end debtor balance represents the following:

Debtors	2017/18 £	2018/19 £
Debtors	48,850.70	48,418.66
HMRC (VAT refund due)	75,392.94	60,314.41
Disputed Debtor	220.00	0.00
Bad debt Provision	-7,758.00	-10,862.17
Prepayments	11,459.00	13,853.17
TOTAL	128,164.64	111,724.07

Creditors – The year end creditor balance represents the following:

Creditors	2017/18	2018/19
Purchase Ledger (includes PAYE and LGPS *)	32,515.57	36,823.17
VAT payable	6,736.52	906.12
Refundable deposits	156.66	120.00
Security Bonds	0.00	0.00
Accruals	9,510.17	6,661.73
Deferred income (commercial rents)	15,577.00	15,452.00
Tenant deposit	0.00	937.50
TOTAL	64,495.92	60,900.52

*PAYE and pension scheme (LGPS) contributions relating to the March payroll were due for payment in April.

5. CONCLUSION

The Council budget for 2018/19 expenditure was £713,048 and the actual expenditure amounted to £658,123. The income budget was £667,825 and the actual income received was £676,053. A transfer of £17,300 was made to ear-marked reserves for future expenditure. Key variances included in the Annual Return (those over 15%) are shown in the table below and detailed budget spreadsheets are attached.

Income from room bookings at Duston Community Centre was higher than budgeted, although additional usage also meant an increase in cleaning, maintenance and utilities costs. These extra costs were covered by the corresponding additional room hire income.

Through careful budgetary management and internal cost saving measures, the budgeted deficit of £45,223 was closed, leaving a small surplus of £630.

	2017/18	2018/19	Variance	Variance	Detailed explanation of variance (with amounts £)
	£	£	£	%	
<i>All other payments</i>	321,344	245,398	-75,946	24%	<p>In the previous year interim parish clerk costs of £36,619 were incurred. The vacancy has been filled and the clerk's cost are shown as staff cost.</p> <p>Accountancy costs have reduced by £9,408 as more work has been carried out by employed staff. Agency wages have reduced by £20,711 as a caretaker has been recruited and included in staff costs. Grants paid increased by £4,857. A van was purchased (previous lease ended) costing £8,449. Traffic calming and speed signs were purchased at a cost of £7,034. Computer costs increased by £1,457 as</p>

					new wifi and routers were installed. Training costs increased by £1,507 due to ROSPA training for a member of staff. Repairs have reduced by £28,861 as in the previous year the car park was resurfaced.
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6. TOTAL BUDGET VARIANCE ON THE GENERAL RESERVE

The Council finished the year with a General Reserve of £427,995 (£427,365, 2017/18) and earmarked reserves of £189,916 (£172,616 2017/18), resulting in an overall reserve as at 31st March 2019 of £617,911.

7. BORROWINGS

The Council has Public Works Loans Board borrowings of £1,748,396 as at 31st March 2019.

8. RECOMMENDATIONS

It is **RECOMMENDED** that:

- a) The Council approve the Annual Governance and Accountability Review 2018/19 and authorise the Chairman to sign the same
- b) The Council approve the end of year financial statement as a fair and accurate record of the Council's financial position at 31st March 2019.

At 11:16

**Duston Parish Council
Budget Summary - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

	Last Year		Current Year				
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD
101 Duston Community Centre							
OverHead Expenditure	220,163	236,401	256,889	0	0	256,889	257,049
Total Income	220,163	257,189	259,390	0	0	259,390	291,450
101 Net Expenditure	0	-20,788	-2,501	0	0	-2,501	-34,402
102 St Lukes Community Centre							
OverHead Expenditure	140,717	161,824	156,025	0	0	156,025	162,806
Total Income	129,417	126,832	161,275	0	0	161,275	136,071
102 Net Expenditure	11,300	34,992	-5,250	0	0	-5,250	26,735
103 Duston Sports Centre							
OverHead Expenditure	30,000	26,122	26,500	0	0	26,500	26,032
Total Income	30,000	30,000	26,500	0	0	26,500	26,500
103 Net Expenditure	0	-3,879	0	0	0	0	-468
201 Administration							
OverHead Expenditure	116,960	210,362	141,044	0	0	141,044	121,548
Total Income	116,960	117,197	114,820	0	0	114,820	116,265
201 Net Expenditure	0	93,165	26,224	0	0	26,224	5,282

At 11:16

Duston Parish Council
Budget Summary - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

	Last Year		Current Year				
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD
202 Civic Expenditure							
Overhead Expenditure	8,800	3,700	8,400	0	0	8,400	4,555
Total Income	8,800	8,800	8,400	0	0	8,400	8,400
202 Net Expenditure	0	-5,100	0	0	0	0	-3,845
203 Grants							
Overhead Expenditure	10,500	1,872	10,500	0	0	10,500	6,729
Total Income	10,500	10,500	10,500	0	0	10,500	10,500
203 Net Expenditure	0	-8,628	0	0	0	0	-3,771
204 Communications							
Overhead Expenditure	12,000	6,124	11,500	0	0	11,500	4,167
Total Income	12,000	10,750	11,000	0	0	11,000	11,000
204 Net Expenditure	0	-4,626	500	0	0	500	-6,834
210 Planning							
Overhead Expenditure	700	0	1,000	0	0	1,000	0
Total Income	700	700	1,000	0	0	1,000	1,000
210 Net Expenditure	0	-700	0	0	0	0	-1,000

At 11:16

**Duston Parish Council
Budget Summary - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

	Last Year		Current Year				
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD
211 Environment							
Overhead Expenditure	103,609	47,714	40,000	0	0	40,000	30,547
Total Income	51,510	58,010	40,000	0	0	40,000	40,000
211 Net Expenditure	52,099	-10,296	0	0	0	0	-9,453
212 Parish Van							
Overhead Expenditure	3,600	3,423	3,600	0	0	3,600	11,258
Total Income	3,600	3,600	3,600	0	0	3,600	3,600
212 Net Expenditure	0	-177	0	0	0	0	7,658
213 Youth							
Overhead Expenditure	27,590	26,138	27,590	0	0	27,590	25,717
Total Income	27,590	27,623	27,590	0	0	27,590	27,140
213 Net Expenditure	0	-1,484	0	0	0	0	-1,423
215 Events							
Overhead Expenditure	20,250	5,977	10,000	0	0	10,000	7,716
Total Income	20,250	20,912	3,750	0	0	3,750	4,127
215 Net Expenditure	0	-14,935	6,250	0	0	6,250	3,589

**Duston Parish Council
Budget Summary - By Centre**

Note :

Note: (-) Net Expenditure means Income is greater than Expenditure

	<u>Last Year</u>		<u>Current Year</u>				
	<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Fwd/Rev Budget</u>	<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>
216 Capital Projects Expenditure							
OverHead Expenditure	0	0	20,000	0	0	20,000	0
Total Income	0	0	0	0	0	0	0
216 Net Expenditure	0	0	20,000	0	0	20,000	0
Total Budget Expenditure	694,889	729,657	713,048	0	0	713,048	658,123
Income	631,490	672,113	667,825	0	0	667,825	676,053
Net Expenditure	63,399	57,545	45,223	0	0	45,223	-17,930

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published before 1 July 2019.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2018/19, approved and signed, page 4
- Section 2 - Accounting Statements 2018/19, approved and signed, page 5

Not later than 30 September 2019 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 & 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk*

Annual Internal Audit Report 2018/19

ENT Duston Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this 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 authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable <input checked="" type="checkbox"/>
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable <input checked="" type="checkbox"/>

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

28/05/2019

WJ Mc Marshall

Signature of person who carried out the internal audit

WJ Mc Marshall

Date

28/05/19

*If the response is 'no' you must include a note to 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, the annual internal audit report must explain why (add separate sheets if needed).

NORTHANTS CALC LTD
INTERNAL AUDIT SERVICE

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

ENTDuston Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2019, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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 authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

ENTDuston Parish Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	657,525	599,981	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	451,719	467,200	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	220,394	208,853	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	287,449	292,116	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	120,864	120,609	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	321,344	245,398	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	599,981	617,911	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	536,312	567,087	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	4,222,138	4,243,629	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,796,356	1,748,396	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, as a body corporate, 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.
		N/A	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

ENIDuston Parish Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

ASSETS @ 31/03/2019

	Location	Date acquired	Amount £	
5xnotice boards	various	pre 2005	5,982.00	
2xnotice boards	various	24/10/2012	712.45	
Notica boards	various	2013-14	1,604.05	
2 cycle barriers	Duston CE park	pre 2006	1,092.00	
2 cycle barriers	Errington Park	pre 2005	1,092.00	
Computer equipment	parish office/youth worker	various	3,284.00	
Commerative bench	Rose Garden		856.96	
office equipment	parish office		1,081.00	
teak memorial bench			541.00	
18xlitter bins	various		9,644.00	
8xpublic seats	various		13,126.00	One disposed 18/19 £1875
1seat&bin	weggs farm		1,623.00	
3xseats and bins	various		3,102.00	
Bins & seats	various	2013-14	10,765.35	
HQI camera - Police passed ownership to Council			780.00	
Equipment various	parish office		1,974.00	
MUGA	Errington Park		80,000.00	
Village Sign (donated Emp Cllr Allow)	corner of Berrywood Road		1,485.00	
Cycle - PSCO Nigle Phelps	kept by police owned by DPC		500.00	
generator	storage parish office		160.00	
4 roundabout, Errington Park, Mendip Park, Grafton Park, Quarry Park			43,095.00	
Playground equip/safety grass	Duston Wildes, Quarry Park	18/01/2017	2,339.30	
Playground equip	Errington	2013-14	27,014.13	
office furniture	parish office	30/03/2012	276.00	
Fridge	parish office	13/04/2012	95.82	
Computer equipment	parish office	04/12/2012	3,170.66	
Computer	parish office	18/11/2014	434.33	
Hazard Cupboard	Community centre	03/07/2014	256.00	
Microwave	Community centre	03/07/2014	63.32	
Tree Lights	St Luke's		83.32	
Computer	Community centre	30/05/2014	662.06	
Office Furniture	Parish office	31/10/2014	1,782.75	
Camera	Parish office	08/04/2014	41.66	
Events Equipment	Parish Office	29/05/2014	464.12	
Youth equipment	St Luke's Centre	07/05/2015	50.00	
Computer equipment	Parish Office and Community Centre	28/02/2016	6,188.91	
Catering Equipment	Community Centre	25/02/2016	8,626.68	
Tables & chairs	Community Centre	08/01/2016	2,713.00	Disposal 10 chairs 16/19 @ £15 each
Environment Equipment	Parish Office	02/03/2016	291.88	
Bin	Parish Office	02/02/2016	340.00	
Litter barrow	Parish Office (environment)	19/10/2016	200.00	
Salt bin	Parish Office (environment)	15/12/2016	248.00	
Litter bin	Parish Office (environment)	18/10/2016	279.95	
Notice boards	Parish Office (environment)	25/04/2016	1,736.74	
Office Furniture	Community Centre	14/03/2016	1,022.13	
Signage	Community Centre	18/12/2015	1,211.50	
Signage	Community Centre	19/08/2016	556.91	
TV aerial	Community Centre	10/08/2016	250.00	
Reception Counter	Community Centre	18/04/2016	1,960.00	
Ice making machine	Community Centre	15/07/2016	99.98	
Panasonic TV and DVD	Community Centre	09/08/2016	448.33	
TV trolley	Community Centre	09/08/2016	62.49	
Piano trolley	Community Centre	09/08/2016	106.12	
Catering Equipment	Community Centre	27/09/2016	95.97	
Circular tables	Community Centre	03/01/2017	629.00	
Garment rail and hangers	Community Centre	09/02/2017	190.00	
10 lt water boiler	Community Centre	16/02/2017	49.98	
Sun protections/kitchen window	Community Centre	28/02/2017	427.50	
Display cabinets	Community Centre	21/03/2017	623.08	
Build and install planter	Parish Office (environment)	03/06/2016	1,970.00	
Vacuum cleaner	Community Centre	04/04/2016	30.00	
Till for bar area	Community Centre	06/04/2017	472.85	
Ikea - baby chairs	Community Centre	13/04/2017	33.50	
Tommy Tippee play equipment	Community Centre	08/05/2017	24.99	
The Works, stage lighting	Community Centre	17/05/2017	2,049.55	
The Works, theatre talk back	Community Centre	17/05/2017	673.80	
Flute glasses	Community Centre	30/05/2017	45.99	
Safe	Community Centre	26/07/2017	249.99	
PAT testing equipment	Community Centre	17/08/2017	200.00	
Powerwasher	Community Centre	14/09/2017	166.67	
Mugs (catering)	Community Centre	11/09/2017	36.50	
Serving stand	Community Centre	23/10/2017	16.00	
Coffee machine/tea boiler	Community Centre	03/11/2017	315.98	
Barrier	Community Centre	06/11/2017	255.95	
Teaspoons	Community Centre	06/11/2017	79.58	
Fire door retainers	Community Centre	05/12/2017	515.94	
Signs	Community Centre	15/12/2017	13.77	
Blackboard for café	Community Centre	21/03/2018	20.79	
2 coat stands	Community Centre	26/03/2018	101.96	
Panasonic 58 " smart tv	Community Centre	26/03/2018	499.17	
TV Cart	Community Centre	26/03/2018	49.99	
Leaf blower	Environment	27/06/2017	191.67	
Removeable bollard	St Lukes	02/08/2017	295.00	
Mirror	St Lukes	06/12/2017	69.54	

ASSETS @ 31/03/2019

	Location	Date acquired	Amount £
Table and 6 chairs	St Lukes	07/03/2018	200.00
Microwave	Parish Office	29/09/2017	35.00
Coat stand	Parish Office	27/11/2017	40.00
Coat stand	Parish Office	21/02/2018	40.00
War Memorial railings	Environment	22/11/2017	675.00
Greenhouse Youth Club	Youth	01/04/2017	83.74
Van Peugeot Partner MD17HTT	Van	19/12/2018	8,449.00
Wifi Solution Hardware (DBFB)	Parish Office	16/11/2018	816.00
Netgear 24 Port Switch	Parish Office	26/11/2018	240.00
Netgear 24 TG588 router	Parish Office	26/11/2018	115.00
Netgear 24 Port Switch/TG588 router installation	Parish Office	26/11/2018	250.00
Trent Furniture 20 chairs	Community Centre	13/04/2018	347.00
Undercounter freezer	Community Centre	11/10/2018	148.00
Display system	Community Centre	01/11/2018	148.00
7 fire doors	Community Centre	14/11/2018	1,782.34
Defibrillator	St Lukes	26/02/2019	1,315.20
Cupboard	Parish Office	22/10/2018	280.00
Hedge trimmer	Environment	10/05/2018	476.58
2 Gazebos	Environment	11/05/2018	359.90
3 removeable bollards	Environment	22/10/2018	945.00
World War I memorial bench	Environment	31/10/2018	809.50
Speed signs	Environment	29/11/2018	2,110.31
Traffic Control	Environment	25/01/2019	4,924.06
Community Centre	Work in Progress	2011-12	2,300.00
	Work in Progress	2012-13	38,898.30
	Work in Progress	2013-14	250,805.30
	Work in Progress	2014-15	828,053.37
	Work in Progress	2015-16	26,971.71
	Work in Progress	2015-16	22,745.04
Duston Leisure Centre	Work in Progress	2010-11	352,711.00
	Work in Progress	2011-12	858,414.85
	Completed	2012-13	521,743.19
Additional works & retention		2014-15	70,319.46
St. Lukes	Work in Progress	2011-12	54,851.96
	Work in Progress	2012-13	770,201.27
	Completed	2013-14	133,344.74
	Drainage reconstruction	13/09/2016	3,500.00
	Install Sanivite waste pump	18/10/2016	1,258.08
Additional works		2014-15	26,950.83
TOTAL ASSET VALUE Box 8			4,243,629.34

ASSETS @ 31/03/2019

	Location	Date acquired	Amount £
MEMO:			
Asset additions 19			
Van Peugeot Partner MD17HTT	Van	19/12/2018	8,449.00
Wifi Solution Hardware (DBFB)	Parish Office	16/11/2018	816.00
Netgear 24 Port Switch	Parish Office	26/11/2018	240.00
Netgear 24 TG588 router	Parish Office	26/11/2018	115.00
Netgear 24 Port Switch/TG588 router installation	Parish Office	26/11/2018	250.00
Trent Furniture 20 chairs	Community Centre	13/04/2018	347.00
Undercounter freezer	Community Centre	11/10/2018	148.00
Display system	Community Centre	01/11/2018	148.00
7 fire doors	Community Centre	14/11/2018	1,782.34
Defibrillator	St Lukes	26/02/2019	1,315.20
Cupboard	Parish Office	22/10/2018	280.00
Hedge trimmer	Environment	10/05/2018	476.58
2 Gazebos	Environment	11/05/2018	359.90
3 removeable bollards	Environment	22/10/2018	945.00
World War I memorial bench	Environment	31/10/2018	809.50
Speed signs	Environment	29/11/2018	2,110.31
Traffic Control	Environment	25/01/2019	4,924.06
			<u>23,515.89</u>

Reconciliation

£

B fwd 1.4.18	4,222,138.45	
Additions	23,515.89	
Disposal - bench	(1,875.00)	
Disposal - 10 chairs	(150.00)	
Total at 31.3.19	<u>4,243,629.34</u>	As above

