



Holmes Chapel Parish Council

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1 Church Walk, Holmes Chapel Cheshire, CW4 7AZ

STRATEGY AND FINANCE COMMITTEE

TO ALL MEMBERS OF THE COMMITTEE -

You are summoned to attend a meeting of the Strategy and Finance Committee on **Thursday 19 October 2017** at the Academy Suite, Holmes Chapel Community Centre commencing at 7.00 p.m.

If members of the public are present there will be a period of question time at the beginning and end of the meeting.

AGENDA:

1. **Apologies** – to receive any apologies for absence.
2. **Declarations of interest** – To receive any declarations of interest:
 - a) **disclosable pecuniary interests or**
 - b) **other disclosable interests****as required under Chapter 7 of the Localism Act 2011.**
3. **Public Speaking** -The Chairman will adjourn the meeting to allow questions from members of the public to last no longer than 15 minutes. After questions the Chairman will reconvene the meeting.
4. **Committee minutes** – to approve the minutes of the meeting held on 21 September 2017 – copy circulated.
5. **Matters arising** – none.
6. **Planning applications** – To consider any applications on lists recently circulated by CEC.
 - **17/4804C Bank Farm, Middlewich Road, CW4 7ER** Construction of seven new dwellings. To RESOLVE to approve the draft objection statement. Document to follow
 - **17/4926C 19B London Road, CW4 7AQ** Construction of 4 residential cottages, extension to existing commercial property and construction of 1 studio apartment. To RESOLVE to approve the draft objection statement. Document to follow
7. **Strategic Planning Task Group** –
 - to note the minutes of the meeting held on 3rd October 2017 and matters arising. See appendix 1.

- 8. Community Resilience** – To re-instate the working group to review feedback from the table top planning event. See separate attachment.
- 9. HCCC Valuations** – To note the insurance valuation report from Cunningham Lindsay, and the report from the district valuer, for the Community Centre. See report attached.
- 10. Finance** – End of 2nd Quarter 2017/18
- 10.1** To note the bank reconciliation for 30 September 2017 is £176,754.
 - 10.2** To receive financial reports including the cash flow forecast to 30 September 2017 See Appendix 2
 - 10.3** To approve the updated asset register, with spending from the first half of the year. Document to follow.
 - Removal of laptop – bought by Nicola Clarke
 - Purchase of Christmas Lights
 - New boiler HC Community Centre
 - Revaluation of HC Community Centre
 - New memorial benches at Bessancourt
 - Defibrillator Chester Road
 - 10.4** To receive a report from RFO on the 2nd quarter 2017/18. See appendix 3
 - 10.5** To receive a report from Finance member. Report to follow
 - 10.6** To review the comments submitted from the BDO with the Annual Return for 2016/17. See Appendix 4
 - 10.7** To APPROVE a donation to the Royal British Legion, to cover the cost of the wreath. See Appendix 5

11. Public Speaking

12. Future Agenda items. – data protection, update to quality council plan

13. Chairman’s and Clerk’s reports – To receive reports.

Part II

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

14. Staffing. To approve payment of additional hours owed to Mrs S McKay.

15. Staffing. To receive an update on the recruitment of a new Clerk.

Mrs S McKay
Acting Clerk of the Council
13 October 2017

Strategic Planning Task Group 6
Tuesday 3 October 2017 2.00 p.m.
Booklands Room, Holmes Chapel Community Centre

1. **Attendees.** Brian Bath, Mike Blomeley, John Clowes, Steve Ranger, Margaret Ranger, David Savage, Les Gilbert, Ron Cooper, Sue McKay, Tom Evans CEC

2. **Apologies** Alan Watkinson.

3. **Declarations of interest.** None

4. **Minutes of the meeting held on 5 September 2017** Agreed.

5. **General Update on Planning Matters:** Current planning applications were discussed, including land off London Road (17/4869C), land at Macclesfield Road (17/4519C) and Bank farm (17/4804C). Parish Council attendance at CE Southern Planning Committee on 4th October was noted.

6. CEC Updates

1. Update and questions for CEC NP Officer (Tom Evans)

a. When will Holmes Chapel be invited to a meeting with CEC on issues relating to Local Service Centres and the SADPD currently being prepared by CEC?

Tom Evans is ready to have a dialogue from now onwards, although with more formal discussions from the end of the year, as SADPD released.

Action – SM to email TE for list of site allocations

SM to invite TE to the SPTG December meeting for a formal discussion on the SADPD allocations for Holmes Chapel

b. Is TE the relevant contact in the future on SADPD needs and consultation?

Jeremy Owens of CEC is the better contact for SADPD

c. What is CECs strategic plan for site allocations in Holmes Chapel?

Holmes Chapel is acknowledged in site allocations as having had a tremendous amount of building already approved pre-plan. All infill development is included in the numbers.

d. What share of the 3,500 houses for LSCs mentioned in the CECLPs will be allocated to Holmes Chapel?

c above applies, but possibly a proportional exercise, as done for neighbourhood plan is a sensible starting point.

Can we have an update on progress with the local plans for Minerals (Sibelco proposal) and Waste (Ansa depot Middlewich and transport concerns), bearing in mind their potential impact on Holmes Chapel

No further news.

2. Local Plan and Site Allocations and Development Policies (SADPD) update.

Review of consultation responses – document to be circulated amongst members and comments brought back to next meeting.

3. Housing Monitoring Update

All members to check if they have a copy.

4. CIL Consultation – Tom Evans updated members of policy relating to Parish Boundaries and the possible need in the future for small adjoining Parishes to liaise on planning matters. The group decided it was not necessary to comment.

5. Update on ‘New Homes Bonus’ – no discussion required. (All monies go to CEC)

7. S106 research

1. It was decided to be worthwhile to pursue investigations on the s106 Middlewich issue. BB to contact CEC to obtain original s106 agreement and establish legality of spending.

2. Analysis of all other current developments. LG sent draft document to SM. LG to continue work on this. Agreed we need to validate the list based on the latest housing commitments summary

8. Beyond 2030

TE acknowledged the document, urging the group to continue with it, and of the importance of such a document as a useful tool to be incorporated into future local planning.

Actions: TE to review at same time as SADPD consultations.
SM to forward green spaces document to TE for review.

9. Project Plan

No further news.

10. Traffic and Transport meeting

MB reported that the next draft from the group will be available mid-November.

11. Review of HC NP and other NPs

No further news. Congleton Town NP to be included on next agenda

12. Monitor new developments against approved plans and conditions

Confirmation that the letter has been sent to Cllr Bailey, CEC, relating to the appeal decision of Dunkirk Paddock.

13. Publicity recommendations to S&F committee.

None

14. AOB.

1. Document numbering system to be decided by SM and the new Clerk of the Council.
2. More funding is available for Neighbourhood Plans – ascertain what funding can be used for, and the rules for its spending.

Chairman of the group.....Date.....

All meetings on a Tuesday unless otherwise stated.
7 November 2017 – Brooklands room, HC Community Centre
5 December 2017 – Tom Evans attending – HC Community Centre.
9 January 2018
6 February 2018
6 March 2018
3 April 2018
1 May 2018

Appendix 2**Holmes Chapel Parish Council 17/18****Income and Expenditure Account for Year Ended 30 September 2017**

31st March 2017

30 September 2017

	Operating Income	
188,436	Council Income	197,194
5,389	Grants & Donations	2,060
0	Village Maintenance	1,328
485	Dane Meadow Project	0
129,955	HC Community Centre Project	0
23,960	Youth Facilities Project	12,059
3,200	Neighbourhood Plan Project	0
0	Holmes Chapel Partnership	100
	Total Income	212,741
351,423		
	Running Costs	
37,071	Employees	18,480
4,479	Premises	2,266
3,749	Office Services	1,041
1,652	Communications	920
825	Members	150
9,244	Professional Services	4,308
1,563	Subscriptions	1,563
2,850	Grants & Donations	1,350
11,366	Village Services	7,088
8,423	Village Maintenance	3,265
0	HC Community Centre Revenue	34,169
8,925	Dane Meadow Project	0
232,467	HC Community Centre Project	6,560
31,306	Youth Facilities Project	25,203
4,124	Neighbourhood Plan Project	0
0	River Croco Path Project	20,245
5,148	Boundary Signs Project	0
840	Village Centre Improvements	1,307
1,059	Play Area Elm Drive Project	0
365,090	Total Expenditure	127,915
	General Fund Analysis	
105,593	Opening Balance	66,927
351,423	Plus : Income for Year	212,741
457,017		279,668
365,090	Less : Expenditure for Year	127,915
91,927		151,754
0	Transfers TO / FROM Reserves	(25,000)
91,927	Closing Balance	176,754

Holmes Chapel Parish Council 17/18
Balance Sheet as at 30 September 2017

31st March 2017

30 September 2017

Current Assets			
10,511	VAT control	276	
4,953	Prepayments	0	
9,861	Current A/c	51,883	
44,587	Business Saver	69,595	
25,000	CCLA Deposit Fund - 0117530001	55,000	
94,911			176,754
94,911 Total Assets			176,754
Current Liabilities			
2,985	Creditors	0	
2,985			0
91,927 Total Assets Less Current Liabilities			176,754
Represented By			
66,927	Revenue Expenditure		91,373
25,000	Revenue Reserves		25,000
0	Capital Fund		60,380
91,927			176,754

The above statement represents fairly the financial position of the authority as at 30 September 2017 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial

_____ Date : _____

Holmes Chapel Parish Council 17/18
Detailed Income & Expenditure by Budget Heading 30 September 2017

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Full Council</u>						
<u>100 Council Income</u>						
1176 Precept	197,030	197,030	0			100.0%
1180 Bank Interest	57	0	(57)			0.0%
1999 Miscellaneous Income	107	0	(107)			0.0%
Council Income :- Income	197,194	197,030	(164)			100.1%
Movement to/(from) Gen Reserve						
	197,194					
<u>101 Employees</u>						
4000 Salaries & Related Costs	18,166	38,000	19,834		19,834	47.8%
4010 Staff Training	85	500	415		415	17.0%
4015 Staff Expenses & Subscriptions	229	400	171		171	57.2%
Employees :- Indirect Expenditure	18,480	38,900	20,420	0	20,420	47.5%
Movement to/(from) Gen Reserve						
	(18,480)					
<u>102 Premises</u>						
4030 Rent	1,875	3,750	1,875		1,875	50.0%
4035 Electricity	303	1,200	897		897	25.3%
4036 Water	88	200	112		112	43.9%
4037 Premises Insurance	0	150	150		150	0.0%
4039 Property Repairs & Maintenance	0	500	500		500	0.0%
Premises :- Indirect Expenditure	2,266	5,800	3,534	0	3,534	39.1%
Movement to/(from) Gen Reserve						
	(2,266)					
<u>103 Office Services</u>						
4050 Telephones/Internet Office	434	1,400	966		966	31.0%
4053 Office Consumables	0	200	200		200	0.0%
4054 Printing Misc	74	100	26		26	74.0%
4055 Postage	13	50	37		37	25.4%
4056 Photocopier/Printers	272	600	328		328	45.4%
4057 Stationery and Newspapers	132	300	168		168	44.0%
4058 Office Equipment Purchases	0	100	100		100	0.0%
4059 Office Equipment Maintenance	0	100	100		100	0.0%
4060 Software Support	116	250	134		134	46.4%
Office Services :- Indirect Expenditure	1,041	3,100	2,059	0	2,059	33.6%
Movement to/(from) Gen Reserve						
	(1,041)					

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Detailed Income & Expenditure by Budget Heading 30 September 2017

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>104 Communications</u>						
4070 Newsletter Printing	475	600	125		125	79.2%
4071 Newsletter Delivery	75	75	0		0	100.0%
4075 Web Site - host/licen/support	370	600	230		230	61.7%
4076 Web site - Additional Work	0	200	200		200	0.0%
Communications :- Indirect Expenditure	920	1,475	555	0	555	62.4%
Movement to/(from) Gen Reserve	(920)					
<u>105 Members</u>						
4080 Members Expenses	0	100	100		100	0.0%
4081 Room Hire	0	100	100		100	0.0%
4082 Members' Training	93	300	208		208	30.8%
4085 Chairman's Allowance	58	250	192		192	23.0%
Members :- Indirect Expenditure	150	750	600	0	600	20.0%
Movement to/(from) Gen Reserve	(150)					
<u>106 Professional Services</u>						
4090 Legal & Professional Fees	1,600	200	(1,400)		(1,400)	800.0%
4091 Audit Fees	(2,000)	2,600	4,600		4,600	(76.9%)
4095 Insurance	4,612	9,750	5,138		5,138	47.3%
4096 Bank Charges	36	72	36		36	50.0%
4097 Payroll Services	60	200	140		140	30.0%
Professional Services :- Indirect Expenditure	4,308	12,822	8,514	0	8,514	33.6%
Movement to/(from) Gen Reserve	(4,308)					
<u>108 Subscriptions</u>						
4110 Chalc Subscriptions	1,463	1,500	37		37	97.6%
4111 Subscriptions Other	100	100	0		0	100.0%
Subscriptions :- Indirect Expenditure	1,563	1,600	37	0	37	97.7%
Movement to/(from) Gen Reserve	(1,563)					
<u>109 Grants & Donations</u>						
1000 Grants Received	2,060	0	(2,060)			0.0%
Grants & Donations :- Income	2,060	0	(2,060)			
4120 Grants S137	900	2,000	1,100		1,100	45.0%
4121 Grants Other	350	350	0		0	100.0%
4125 Grant Partnership	100	700	600		600	14.3%
Grants & Donations :- Indirect Expenditure	1,350	3,050	1,700	0	1,700	44.3%
Movement to/(from) Gen Reserve	710					

Continued over page

Detailed Income & Expenditure by Budget Heading 30 September 2017

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>121 Village Services</u>						
4200 Village Competition	105	150	45		45	69.7%
4201 Church Floodlights	218	600	382		382	36.3%
4202 Christmas Activities	0	500	500		500	0.0%
4203 Christmas Lights Maintenance	0	5,000	5,000		5,000	0.0%
4204 CCTV	5,550	5,550	0		0	100.0%
4205 Lengthsman	1,215	5,000	3,785		3,785	24.3%
Village Services :- Indirect Expenditure	7,088	16,800	9,712	0	9,712	42.2%
Movement to/(from) Gen Reserve			(7,088)			
<u>122 Village Maintenance</u>						
1027 Memorial Donations	1,328	0	(1,328)			0.0%
Village Maintenance :- Income	1,328	0	(1,328)			
4249 Street Lighting - repairs	0	500	500		500	0.0%
4250 Street Lighting-electricity	354	750	396		396	47.2%
4251 Highways & Road Safety	122	500	378		378	24.3%
4253 Plants/Baskets Purchases	0	500	500		500	0.0%
4254 Plants/Baskets Maintenance	0	1,000	1,000		1,000	0.0%
4255 Dane Meadow Maintenance	0	1,500	1,500		1,500	0.0%
4256 Recreation Services/Maint	9	500	491		491	1.8%
4258 Street Furniture Maintenance	0	500	500		500	0.0%
4260 Donated Memorials	1,036	0	(1,036)		(1,036)	0.0%
4261 Grant Funded Improvements	1,744	0	(1,744)		(1,744)	0.0%
Village Maintenance :- Indirect Expenditure	3,265	5,750	2,485	0	2,485	56.8%
Movement to/(from) Gen Reserve			(1,937)			
<u>125 HC Community Centre Revenue</u>						
4270 HCCC Roofing Maintenance	0	4,000	4,000		4,000	0.0%
4271 HCCC Boundary & Hedge Maint	150	1,000	850		850	15.0%
4272 HCCC Maintenance/Other Work	887	3,000	2,113		2,113	29.6%
4275 Public Works Loan 1 Repayment	28,426	56,608	28,183		28,183	50.2%
4276 Public Works Loan 2 Repayment	4,706	9,375	4,669		4,669	50.2%
HC Community Centre Revenue :- Indirect Expenditure	34,169	73,983	39,815	0	39,815	46.2%
Movement to/(from) Gen Reserve			(34,169)			
<u>134 HC Community Centre Project</u>						
4581 HCCC Car Park	0	50,000	50,000		50,000	0.0%
4582 HCCC Boiler Work	6,560	10,000	3,440		3,440	65.6%
HC Community Centre Project :- Indirect Expenditure	6,560	60,000	53,440	0	53,440	10.9%
6000 plus Transfers from EMR	6,560					
Movement to/(from) Gen Reserve			0			

Continued over page

Detailed Income & Expenditure by Budget Heading 30 September 2017

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>135 Youth Facilities Project</u>						
1063 Youth Facilities Grant Funding	12,059	0	(12,059)			0.0%
Youth Facilities Project :- Income	12,059	0	(12,059)			
4600 Youth Facilities	25,203	13,145	(12,058)		(12,058)	191.7%
4601 Skate Park Retention	0	1,321	1,321		1,321	0.0%
Youth Facilities Project :- Indirect Expenditure	25,203	14,466	(10,737)	0	(10,737)	174.2%
Movement to/(from) Gen Reserve	(13,145)					
<u>138 River Croco Path Project</u>						
4650 River Croco Path	20,245	20,245	0		0	100.0%
River Croco Path Project :- Indirect Expenditure	20,245	20,245	0	0	0	100.0%
6000 plus Transfers from EMR	5,245					
Movement to/(from) Gen Reserve	(15,000)					
<u>141 Holmes Chapel Partnership</u>						
1020 Partnership Income	100	0	(100)			0.0%
Holmes Chapel Partnership :- Income	100	0	(100)			
Movement to/(from) Gen Reserve	100					
<u>150 Village Centre Improvements</u>						
4510 Christmas Lights	1,307	5,000	3,693		3,693	26.1%
Village Centre Improvements :- Indirect Expenditure	1,307	5,000	3,693	0	3,693	26.1%
6000 plus Transfers from EMR	1,307					
Movement to/(from) Gen Reserve	0					
<u>153 Highways & Infrastructure</u>						
4520 Bus Stop Seating	0	2,000	2,000		2,000	0.0%
Highways & Infrastructure :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%
Movement to/(from) Gen Reserve	0					
Full Council :- Income	212,741	197,030	(15,711)			108.0%
Expenditure	127,915	265,741	137,827	0	137,827	48.1%
Net Income over Expenditure	84,827	(68,711)	(153,538)			
plus Transfers from EMR	13,112					
Movement to/(from) Gen Reserve	97,938					

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Detailed Income & Expenditure by Budget Heading 30 September 2017

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	212,741	197,030	(15,711)			108.0%
Expenditure	127,915	265,741	137,827	0	137,827	48.1%
Net Income over Expenditure	84,827	(68,711)	(153,538)			
plus Transfers from EMR	13,112					
Movement to/(from) Gen Reserve	97,938					

Cash Flow Forecast 2017/18		updated 05/10/2017											
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTALS
Carried Forward	91,927.00	110,718.00	88,444.00	81,085.00	71,204.00	59,208.00	151,754.00						
Precept Income	98,515.00					98,515.00							197,030.00
Grant Income	6,094.00	5,965.00	2,060.00										14,119.00
VAT Reclaimed													0.00
Bank Interest	5.00	7.00	15.00	9.00	9.00	12.00							57.00
Other Income	292.00	100.00	518.00		2.00	623.00							1,535.00
Total Income for month	196,833.00	6,072.00	2,593.00	9.00	11.00	99,150.00	0.00	0.00	0.00	0.00	0.00	0.00	304,668.00
													0.00
Revenue Spend	35,912.00	8,101.00	9,952.00	3,330.00	10,700.00	6,604.00	44,000.00	7,000.00	17,000.00	7,000.00	4,000.00	12,431.00	166,030.00
Capital Projects													
<i>Croco Path</i>		20,245.00											20,245.00
<i>Skatepark</i>	25,203.00											1,321.00	26,524.00
<i>HCCC - Boiler</i>				6,560.00									6,560.00
<i>HCCC - Grounds/Car park</i>										30,000.00			
<i>HCCC - Fencing</i>							3,400.00						3,400.00
<i>Christmas Lights</i>					1,307.00								1,307.00
													0.00
Total Spend for month	61,115.00	28,346.00	9,952.00	9,890.00	12,007.00	6,604.00	47,400.00	7,000.00	17,000.00	37,000.00	4,000.00	13,752.00	254,066.00
Actual Balance c/f	135,718.00	113,444.00	106,085.00	96,204.00	84,208.00	176,754.00	129,354.00	122,354.00	105,354.00	68,354.00	64,354.00	50,602.00	
Reserves													
<i>Revenue</i>	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	
<i>Capital</i>	20000	20000	20000	20000	20000	20000	20000	20000	20000	20000	20000	20000	
Available Balance c/f	90,718.00	68,444.00	61,085.00	51,204.00	39,208.00	131,754.00	84,354.00	77,354.00	60,354.00	23,354.00	19,354.00	5,602.00	5,602.00
Notes:													
Revenue spends:	April and October include PWL 1 repayment; May and November include PWL 2 repayment												
	June/August includes purchase/install of defibrillator												
	August includes CCTV contribution												
	September includes quarterly rent, audit fees(£2.4K)												
	October includes Insurance and Audit Fees												
	December includes Christmas lights (6K), quarterly rent and Christmas Market (£500)												
	March includes quarterly rent, office insurance and revenue balance												

Appendix 3

Holmes Chapel Parish Council

Report to Strategy & Finance Committee – 11 October 2017

Accounts have been prepared to the 2nd quarter of the financial year. They have balanced and the Bank accounts have been reconciled.

REVENUE SPEND

In general, the budgeted revenue spend is within budget for this stage of the year. Exceptions to this are:

Professional services

As a result of the audit procedure, the Community Centre was revalued, at a cost of £1,200, putting the spend in this category 800% over the budget for the year.

Grants and Donations

To note only 45% of the budget allocation has been spent.

Village maintenance

To note that spending in this area is well below the budget allocation. We have yet to receive invoices for planting and watering services.

Bank charges – As a result of the turnover in the current account being over £100,000, the status of the account has changed to type T2, with effect from 5th September; this results in additional charges. In addition to the standard £18 quarterly charge, there will now also be a charge made of 15p per each individual credit and debit transaction. Notification of this was given in June 2017.

CAPITAL SPEND

Spending has been according to the plan for the year, with the only expenditure being on Christmas lighting, fencing at the Community Centre and a new boiler for the Community Centre. The asset register has been updated to reflect these additions. There is still money budgeted for car park improvements (£30K). The forecasts would indicate that it will be possible to save £20K in a reserve fund as hoped.

External Audit – Comments have been submitted and are to be reviewed by this Committee.

Action required: to receive the report and to approve the accounts for the end of the 2nd quarter for signature by the Chairman and RFO.

Mrs Sue McKay
Responsible Financial Officer
11 October 2017

Introduction

The following matters have been raised to draw items to the attention of Holmes Chapel Parish Council. These matters came to the attention of BDO LLP during the review of the annual return for the year ended 31 March 2017. This report must be presented to a full meeting of the smaller authority for review.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Internal Auditor's recommendations
- Amendments to annual return

The following issues have been raised as we have detected issues with the governance arrangements of the smaller authority. It is recommended that the smaller authority consider these matters and decide what action to take to improve the governance arrangements as soon as possible.

Internal Auditor's recommendations

What is the issue?

The internal auditor has made a few recommendations in respect to the internal controls/financial systems of the smaller authority.

Why has this issue been raised?

The smaller authority is exposed to the risks associated with these weaknesses.

What do we recommend you do?

The smaller authority must implement the recommendations made by the internal auditor to improve the financial systems of the smaller authority as soon as possible or in any event before the end of the current financial year.

If the smaller authority addresses all the issues raised by the internal auditor the smaller authority should improve internal controls which will help to prevent and detect error and fraud and assist the smaller authority to operate in an effective and efficient manner.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

Amendments to annual return

What is the issue?

The annual return had to be returned for amendment.

Why has this issue been raised?

The annual return as submitted had not been prepared in accordance with legislation or proper practices and required amendment.

What do we recommend you do?

The smaller authority should ensure that the annual return is fully and correctly prepared in future years.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

Introduction

The following items are being brought to the attention of the clerk of Holmes Chapel Parish Council. These items came to the attention of BDO LLP during the review of the annual return for the year ended 31 March 2017 but are not required to be reported to the smaller authority. These items are not considered to be either a breach of legislation or proper practices or other matters to report.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Minor issues

The following matters are being brought to your attention as we have detected administrative matters aimed at improving the review process in the future or items that have changed that we wish you to just note. These matters are not raised as formal matters and do not require reporting to the council.

Minor issues

What is the issue?

The following issues have been raised as minor issues or omissions have been identified in the current year's Annual Return:

Section 2 of the annual return does not add up by £1.

Why has this issue been raised?

This is to draw these minor errors to the attention of the smaller authority.

What do we recommend you do?

The smaller authority should ensure in future years that the above minor errors or omissions are not included in the Accounting Statements.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 22 September 2017

11a

2017 Poppy Appeal



The Royal British Legion

Holmes Chapel Branch.

Joint Poppy Organisers

Mr & Mrs M Coates

64. London Road

Sutton Oaks

Holmes Chapel

01477 534263

Organisation..... The Parish Council

10/10/2017

Dear Nicola

I am writing to you to inform you that your Wreath for the Remembrance Day Parade & Service is available for you to collect from the above address.

In order to avoid the need to charge VAT we cannot quote a price. Instead preferring to make the Wreath available to you in return for a voluntary donation. As a guide I can tell you that the production cost of your Wreath is £18.50.

This will assist the Legion to continue it's vital work within the Service & ex service community, so whatever you donate will be gratefully appreciated. All I ask is that you please ring the above number before calling to collect your Wreath.

Available from the 26th October.

Yours sincerley..

Malcolm Coates

Glenda Coates

Please return this section with your donation. Cheques should be payable to the RBL Poppy Appeal.

Organisation/ name...

Total donation..£