

LUCKINGTON AND ALDERTON PARISH COUNCIL

Folly Farm, Didmarton, Badminton, GL9 1AH

01666 800850

clerk@luckington.org.uk

www.luckington.org.uk

Members of the public are welcome to attend the meeting of the Luckington and Alderton Parish Council to be held on Wednesday 14th February 2018 in Luckington Village Hall at **7pm** for the purpose of transacting the following business.

AGENDA

1. Apologies for absence
2. Declarations of interest
3. Members of the public are invited to address the Council on Agenda items
4. Public question time.
5. To confirm the Minutes of the meeting held on 10th January 2018.
6. Matters arising from the Minutes
7. To review and comment on planning applications:

Application: 17/10872/FUL

Proposal: Change to Use of Land to Equestrian and Erection of Three Stables, Tack Room and Hay Store.
At: Land Opposite The Bungalow, Brook End, Luckington, Chippenham, Wiltshire, SN14 6PJ

AMENDED PLANS RECEIVED

Application : 18/00676/TCA

Proposal: Works to Trees in a Conservation Area
Re-pollard Weeping Willow to Previous Pollarding Points
At: Sladbrook House, The Street, Luckington, Chippenham, SN14 6NT

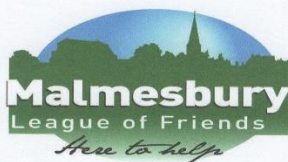
8. To review and comment on correspondence received by the Council:
 - Letter from Wendy Harris, Malmesbury League of Friends Re: Defibrillators
 - Application for LAPC Community Grant from Friends of Luckington School
 - Email from Anne Pollard, Auditing Solutions Re: Annual Audit

(all correspondence is available to view at www.luckington.org.uk)

9. To agree payments in accordance with the budget as listed in the financial summary attached.
10. Update on the Churchyard Project.
11. Update on Cemetery issues.
12. Update on Highway issues
13. Report from outside meetings
14. Items for next meeting Agenda and any other business for information only.

The next meeting of the Luckington Alderton Parish Council will be held on Wednesday 14th March 2017 at 7.30pm in Luckington Village Hall.

SUPPORTING DOCUMENTS



Mrs Victoria Avery
Clerk to Luckington Parish Council
Folly Farm
Didmanton
Badminton
GL9 1AH

17th January 2018

Dear Mrs Avery

I am writing following our recent correspondence regarding defibrillators. I have pleasure in confirming that at our recent trustee meeting it was agreed that we would be happy to fund the cost of purchase up to £1500.00 for this equipment. All other issues and any associated costs we are unable to cover as this is outside our criteria under our constitution.

Should you wish to purchase a machine, please do send the invoice to me once the machine is installed and serviceable and we will be pleased to pay this, as mentioned above up to a total of £1500.00.

Please do contact me with any queries or concerns on 01666 824995.

Yours Sincerely

Wendy Harris
Wendy Harris
Secretary

Malmesbury League of Friends - Registered Charity No: 261801
David Hide, Chairman, The Old School House, Bristol Road, Malmesbury SN15 0DU
Tel: 01666 824148 Email: davidhide@hotmail.co.uk

Dear Clerk

Internal audit review 2017-18

We are starting to plan our programme of reviews of councils accounting and governance arrangements for 2017-18.

Consequently, we are writing to seek confirmation whether or not you wish to use our services again this year. Assuming you do so, would you please advise the likely dates when your records will be available for our review and any deadline the Council may have for adoption of the year's Annual Return. We understand that the major external audit provider (PKF Littlejohn) will be requesting submission of records by early / mid-June, although they will happily provide an extension to 31st June on request by the Council: with this in mind, we suggest that all our clients seek such an extension as, with over 250 clients files to clear between April and June, we will be hard pressed to complete every clients review by mid-June. We do not anticipate there being any increase in the fees as charged last year unless any specific problems are identified requiring additional work.

Obviously, we cannot confirm specific dates at this stage, but your early indication of preferences will assist in our programming. Where we have more than one client in the area (e.g. Cambridge and Norfolk), we will obviously need to link them together to minimise costs and ensure the efficient and smooth conduct of the review process.

Where issues arose from last year's (i.e. 2016-17) review resulting in recommendations, we also attach a copy of that report and would ask that you complete and return the appended Action Plan response section to us in advance of the review indicating the current status of action to address the issues raised.

We also attach an updated copy of our Corporate Governance Questionnaire and ask that it is **completed and signed by the Chairman** and provided either in advance or when we undertake the year's review.

We would also appreciate your provision of the following documentation in **electronic format** in advance of our review: -

- Extant Standing Orders and Financial Regulations
- 2016-17 insurance schedule, and
- Risk assessment(s) adopted within the financial year

Please do not hesitate to contact us if you wish to discuss any specific issues in advance of the review.

Kind regards

Anne

Anne Pollard

Director/Office Manager
Auditing Solutions Ltd

Clackerbrook Farm
46 The Common
Bromham
SN15 2JJ

..... **Parish Council**

**Corporate Governance Questionnaire: *for completion by the Council
Chairman, not the Clerk / RFO***

Area	Response (please provide detail below or on supplementary pages)
Please confirm whether or not Standing Orders and Financial Regulations are in place. If so, when were they last updated and formally adopted by the Council? (Please provide an electronic copy of both.	
Where original minutes are not provided for our examination, please confirm that each page of the master copy is signed or initialed by the Chairman at the subsequent meeting when they are approved.	
Please provide detail of the approved precept for 2017-18 and 2018-19, including reference to the relevant approving minutes.	
Does the Council meet the criteria for adoption of the General Power of Competence and, if so, has it been adopted? Please confirm minute reference. If reliance is still placed on S.137, etc, when considering the approval of grants and donations to local (and other) bodies, are the relevant powers considered and formally minuted? Where detail is only set out on an agenda paper, please provide an example.	
Please confirm that all internal and external audit reports are presented to and agreed by members, also with agreement on the actions to be taken to address any issues identified. Again, please provide detail of the relevant meeting and minute reference.	

Has the Council reviewed an updated version of the financial risk assessment and formally approved its re-adoption within the financial year (Governance and Accountability Manual – 2014 refers)? Please provide an electronic copy.	
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When approving payments for release, do those members signing cheques sign / initial individual invoices? Please provide a brief description of the approval process from receipt of invoice through to release of funds, on a separate sheet.	
Are <u>all individual</u> payments by direct debit, bankers' standing order or internet, if in use, similarly examined and approved for payment by members? Please provide detail of the controls in place over such payments, where different to those for cheque payments.	
Does the Council / a nominated member review the detail of bank reconciliations routinely throughout the year and verify detail to underlying cashbooks and bank statements (Governance and Accountability Manual refers)?	
Please provide a brief description of the approach taken to the preparation and approval of the Annual Budget and Precept.	
Does the Council formally consider and approve the level of reserves (General and Earmarked Funds) to be carried forward to the next financial year? (Such consideration should be minuted formally).	
Has a physical examination / verification of the Council's stock of assets been undertaken recently? If so, when and by whom?	
Do members consider formally whether these assets should be included on the Council's insurance schedule or be regarded as "self-insured"?	
Are asset values based on purchase cost net of VAT (where known)? Where detail of the	

purchase cost is unknown, asset values should be reported on the Annual Return at the same value as the previous year, except where new assets are acquired or disposed of.	
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Certified by Chairman: **Date:**
Name in full:

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Luckington and Alderton Parish Council -Application for LAPC Community Grant

Each application should be accompanied by a copy of the most recent set of accounts available for the applying organisation. If such accounts are not available, then an explanation **must** be provided, if possible, with supporting evidence. This information is required so that the Parish Council may make a judgement as to the viability of the applying organisation.

1	Name of Organisation.	Friends of Luckington School
2	Name, Address and Position of Contact in the Organisation.	Cathy Marsh 4 The Pyghtel, Luckington Trustee of FOLS – Friends of Luckington School
3	Telephone Number of Contact.	07779 564716
4	Email address of Contact.	janebhenshall@yahoo.co.uk
5	Is the Organisation a Registered Charity ? Is so, please give charity number.	Yes charity number 1076170
6	Is the organisation a Registered Company? If so, please give the Company Number.	No
7	Is the organisation a 'not for profit' organisation such as a CIC? If so, please give details.	No
8	Amount of Community Grant Requested	£378.31

9	<p>For what purpose or Project is the Community Grant requested?</p>	<p>The teachers at Luckington school would like to organise an art project where pupils will learn silk screen printing. A grant from the council would allow the project to take place across both classes.</p> <p>For silk painting:</p> <p>Silk fabric £71.34 Rings to hold fabric £20.40 Gutta paste 57.99 Silk fabric paint 19.76</p> <p>Total = £169.49</p> <p>For printing:</p> <p>cutters £15.69 polymer blocks £13.89 bench hooks £18.49 safepoint material £8.39 inks £20.99 rollers £11.37</p> <p>Total £56.46</p> <p>Combined total = £258.31</p> <p>We would also like to apply for funds for a visit to the school from Fizz Pop Science. At a cost of £120. It would be a wonderful way of inspiring the pupils about Science.</p> <p>All pupils in school would benefit. Below is an extract from their website</p> <p>With a high energy science show that will bring any room to life as audiences are captivated by the Fizz Pop Scientist using an array of wonderful and captivating science tricks and experiments to help explain the world around us to the</p>  <p>From the science of flight to the science of reactions, flying loo rolls to Foam explosions, Gasey slime to Lightning Bolts this is science at its best.</p> <p>The above items are experiences which would not happen without funding from the parish council as the school does not have sufficient funds in the budget</p>

10	What is the total cost of the intended purpose or Project.	£378.31
11	When will the money be spent?	During this term. (before Easter)
12	Who will benefit from the purpose or Project	All our pupils
13	Approximately how many of those who will benefit are Luckington and Alderton Parish Council parishoners	Approximately 80%
14	What is the anticipated completion date for the project?	Easter 2018

You may submit additional information in support of your application if you so wish, it should be submitted on a separate sheet(s) of paper.

Signed: _____ Submitted electronically _____ Date: 270118

Name (In capitals): CATHY MARSH

Applications should be submitted to the Clerk to Luckington and Alderton Parish Council:

Mrs V Avery,

Folly Farm, Didmarton, Badminton. GL9 1AH.

01454 238433 Email: clerk@luckington.co.uk

Year ending 31st August 2017

Profit and Loss

	2017	2017	2016	2016
	£	£	£	£
Income				
Fund Raising	9,465		4,211	
Donations	1,143		195	
Interest	<u>0</u>		<u>0</u>	
		10,608		4,407
Expenditure				
Expenditure Associated with Fundraising	1,476		1,302	
Gifts				
School Donations	1,441		6,431	
Other	<u>125</u>		<u>101</u>	
		3,043		7,833
Profit before Donations		9,007		3,004
Grant Income				
Donations made to school		<u>1,441</u>		<u>6,431</u>
Profit/(loss) after Donations & Grants		<u>7,565</u>		<u><u>-3,427</u></u>

Balance Sheet

Cash at Bank	9,515	1,259
Petty Cash including unbanked takings	<u>300</u>	<u>990</u>
	<u>9,815</u>	<u>2,249</u>

Represented by:

Capital b/f	2,249	5,676
Profit/ Loss in year	<u>7,565</u>	<u>- 3,427</u>
Capital c/f	<u>9,815</u>	<u>2,249</u>

<u>Luckington and Alderton Parish Council</u>		
<u>Financial Data as at 14th February</u>		
<u>2018</u>	-	
		£
<u>Bank account balances at the report</u>		
<u>date:</u>		
	Barclays Current Account	14,904.79
	Barclays Deposit Account	2,840.22
		17,745.01
	-	
	-	
-		
-	Alderton Village Hall Hire	-15.00
-	Luckington Village Hall Hire	-40.00
-		
-		
<u>Clerk's Salary paid by Standing Order</u>	Mrs Victoria Avery	-210.34
-		
<u>Payments Received:</u>	None	
-		
-		
	Balance carried forward	<u>17,479.67</u>

BUDGET ANALYSIS

	YEAR TO DATE		MONTHLY		ANNUAL	LAST
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YEAR
INCOME						
PRECEPT	8,323.21	8,812.45	693.60	2,203.11	8,323.21	7,566.56
VAT REFUND	40.00	148.03	3.33	37.01	40.00	28.76
INTEREST	0.00	0.00	0.00	0.00	0.00	0.80
CEMETERY	250.00	390.00	20.83	97.50	250.00	300.00
SUNDRIY	27.00	120.50	2.25	30.13	27.00	89.78
TOTAL INCOME	8,640.21	9,470.98	720.02	2,367.75	8,640.21	7,985.90
 EXPENSES						
VAT	30.00	102.29	30.00	25.57	30.00	31.11
CLERKS SALARY	1,680.00	1,925.35	140.00	481.34	1680.00	1766.40
OFFICE ALLOWANCE	270.00	225.00	22.50	56.25	270.00	262.50
CEMETERY inc grass	937.00	0.00	78.13	0.00	937.50	937.50
POSTAGES/Stationery	130.00	73.98	10.83	18.50	130.00	75.32
VILLAGE grass cutting	1,250.00	0.00	104.17	0.00	1250.00	1250.00
WALC CONTRIBUTION	188.25	239.50	8.33	59.88	100.00	285.68
SHERSTON Contribution	0.00	0.00	0.00	0.00	0.00	0.00
MAINTENANCE	275.00	0.00	22.92	0.00	275.00	132.63
HIRE OF HALLS	165.00	150.00	13.75	37.50	165.00	140.00
INSURANCE	560.00	601.43	46.67	150.36	560.00	532.72
BANK CHARGES	150.00	0.00	12.50	0.00	0.00	0.00
TRAINING	275.00	0.00	22.92	0.00	275.00	45.00
DONATIONS	1,800.00	200.00	150.00	50.00	1,800.00	837.00
SUNDRY	350.00	924.82	29.17	231.21	350.00	682.66
TOTAL EXPENSES	8,060.25	4,442.37	651.88	1,110.59	7,822.50	6,978.52
TOT START BANK BAL		12,323.15			12,323.15	
EXPENSES		4,442.37			7,822.50	
INCOME		9,470.98			8,640.21	
TOTAL BANK BAL		17,351.76			13,140.86	