

LUCKINGTON AND ALDERTON PARISH COUNCIL

Ashbridge House, Luckington, SN14 6NJ

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Members of the public are welcome to attend the meeting of the Luckington and Alderton Parish Council to be held on **Wednesday 10th July in Alderton Village Hall at 7:30pm** 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 12th of June
6. Matters arising from the Minutes
7. Correspondence received – none received
8. To review and comment on planning applications - none received
9. To agree payments in accordance with the budget as listed in the financial summary attached
10. Internal Audit and Report and bank reconciliation to end June
11. Review of Risk Register
12. Alderton Notice Board
13. Defibrillator for Alderton
14. Replacement of 30mph signs on entries to Luckington on B4040
15. Winter Weather Provisions
16. Luckington Facebook Site and Administration Thereof
17. Update on Cemetery issues
18. Update on Highway issues
19. Update on Grass Cutting
20. Report from outside meetings
21. 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 11th of September at 7.30pm in Luckington Village Hall.

LAPC Receipts and Payments to June 2019				
Receipts	Yearly	YTD	Actual	Variance
	Budget	Budget		
Precept	9,162	9,162	9,162	0
VAT Refund	100	0	0	0
Interest	0	0	1	-1
Cemetery	250	50	180	-130
Sundry	0	0	0	0
Total Receipts	9,512	9,212	9,344	-131
Payments				
VAT	70	40	50	-10
Clerk's Salary	4,000	1,054	1,321	-267
Office Allowance	270	68	68	1
Grass Cutting	4,200	1,008	840	168
Postage, Stationery and Consumables	150	50	42	8
WALC Subscription	250	250	216	34
Maintenance	275	100	0	100
Hire of Halls	200	55	55	0
Insurance	525	525	482	43
Training	275	150	0	150
Donations	2,000	500	400	100
Sundry	350	100	0	100
Total Payments	12,565	3,900	3,473	427
Receipts Less Payments	-3,053	5,312	5,871	-558

Luckington and Alderton Parish Council Financial Data as at 30th June 2019

Bank Account Balances				
	Barclays Current Account	18,053.37		
	Barclays Premium Account	2,848.74		
	Total	<u>20,902.11</u>		
Payments to be made				
	Auditing Solutions - Internal Audit	234.00		
	Luckington Village Hall Hire	40.00		
	JD Estate and Garden Management	504.00		
	Jim Greening - Alderton Notice Board	90.00		
	Alderton Villag Hall Hire	15.00		
	Reissue of Alderton Village Hall 17/18 CQ	15.00		
Clerk's salary to be paid by STO				
	Catherine Keegan July 19	327.30		
	Total Payments Due July 19	<u>1,225.30</u>		

Luckington and Alderton Parish Council Risk Assessment

	Procedures	Review of risk
1	<i>What system of financial internal control does the Council have in place? How does this help prevent and detect fraud and corruption?</i>	
	All invoices for payment are approved in full Council meeting before payment.	No perceived risk
	There are no petty cash transactions.	No perceived risk
	All payroll, office allowances and other payments to the Clerk are approved in full Council meeting before payment.	No perceived risk
	Cheques are signed by two persons. Cheque stubs are initialed at the time of cheques being signed.	No perceived risk
	Invoices for services are controlled by the Clerk and payments authorised by the Council	No perceived risk. Stationery purchases exempt from quotation requirement but will be reviewed by Chair to confirm best value practices. A full report of all invoice monies received is given to the Council at its regular meetings and published with the Minutes. Care must be exercised to ensure that payments are checked against invoices to guard against incorrectly prepared cheques
	Donations are passed to the Clerk who always pays them into the bank account.	A full report of all donations received is given to the Council at its regular meetings and published with the Minutes.
	VAT accounting	The Finance Officer (Clerk) prepares the claim for recovery of VAT paid. All claims are supported by relevant input tax documents. The refund itself is paid directly into the Council bank account and monitored by the Finance Officer (Clerk).
2	<i>How does the Council safeguard the public money and resources in its charge?</i>	
	All assets are insured against usual risks	No perceived risk
	The accounts are audited by a person fully independent and unconnected with the Council.	No perceived risk
	The Council prepares an annual financial budget and sets its precept by reference to its budgeted requirements. Progress against the budget is regularly monitored.	No perceived risk
	Grants received are accounted for on receipt. Should projects for which monies have been received not proceed, it is possible that grants may have to be repaid to the giver. The Council keeps such matters under review at its monthly meetings.	No perceived risk provided the Council is kept properly informed.
3	<i>How does the Council satisfy itself that it complies with laws, regulations and codes of practice that could have a significant</i>	

	<i>effect on its ability to conduct its business or on its finances?</i>	
	Tax laws	The Clerk has satisfied the Council of the application of PAYE and NI regulations to his/her appointment.
	Local Government laws and regulations. Environmental Laws:	The Council makes every effort to ensure that it stays up to date with local government law and regulations. The Clerk, on behalf of the Council has access to the Wiltshire Association of Local Councils, which both represents and supports such councils. The Council considers it has the resources to take suitable advice when needed, and has done so. It also has access to publications such as 'The Clerks Manual'. The Council considers it uses it best endeavours to be aware of new legislation and codes of practice and monitors its activities to reflect such changes.
	Health & Safety	The Council has an annual audit and review process to ensure that users of its land and property have due regard to health & safety, particularly in respect of insurance and child protection policies being in place.