Appendix 'A'

MINSTER PARISH COUNCIL

POLICY & FINANCE COMMITTEE

Minutes of the Committee meeting held on Wednesday 4th January 2023
At the Parish Office, John Spanton Sports Pavilion, St. Mildreds Road, Minster at 11am.

Present: Councillors Quittenden, Dr. Jones, Crow-Brown, Mills.

In Attendance: Kyla Lamb (Clerk/RFO), Clare Wilsdon (Assistant Clerk), Cllr Gimes (Ex Officio)

207. <u>APOLOGIES</u>
No apologies were received.

208. <u>MEMBERS' INTERESTS</u>
There were no declaration of interests registered.

209. <u>MINUTES</u>
RESOLVED: that the minutes of the meeting held on 17 May 2022 be approved and signed by the Chairman.

210. <u>FEES & CHARGES 2023/24</u>
Members considered the proposed increase in fees. The Clerk reported that the cemetery fees for Thanet District Council have not yet been considered by Thanet District council and suggested that this should be deferred for review at the February 2023 Council meeting.
RECOMMENDED: That the fees and charges be set at the levels contained within the report attached to the minutes, and that the cemetery fees increase be considered at the March Meeting when consideration can be given to the fees set by Thanet District Council.

211. <u>BUDGET PROCESS 2023/24</u>
RECOMMENDED: (i) That the staff's salaries be increased by 5%; and (ii) that Council approves the draft budget as submitted and to request from TDC a Precept sum of £92,696 for the year 2023/24, this would give an Increase of £1.98 pence per annum which represents an annual charge of £69.57 pence (£67.59 2022/23) or 2.93% increase per annum on a band D property.

Chairman of the Committee

Meeting closed at 11.40 am

Appendix 'B'

Minster Parish Council

Detailed Profit and Loss Account - Excluding Stock Movement

Month 12 Date 31/03/2023

Account	Sales/Income	Month Actual	YTD Actual
1076	Precept	0	88,044
1090	Interest Received	3,275	3,007
1100	Grants & Donation Received	0	4,700
1120	Agency - TDC	0	20,284
1130	Highways Grass & Shrubs	0	2,145
1210	Burials	1,340	22,655
1220	Garden of Rest	0	4,435
1230	Memorials	310	2,090
1250	GOR Maintenance Fee	55	770
1260	Grave Maintenance Fee	170	1,550
1300	Football	381	3,752
1310	Cricket	0	1,470
1320	Bowls Club Rent	3,597	7,194
1330	Playhouse	135	543
1340	Bowls Ins & Groundsman	206	2,256
1380	Out of School Club	690	6,369
1390	Pavilion Hire	185	858
1400	School	473	473
1410	Dog Training	228	7,728
1500	AWPS Income	6,344	35,192
1990	Other Income	0	90
	Total Sales/Income	**17,388**	**215,603**

Account	Indirect/Overhead Expenditure	Month Actual	YTD Actual
4000	Staff Salary	9,922	121,767
4080	Training	120	438
4190	Bank Charges	69	302
4200	Audit Fees	1,750	1,999
4220	Subscriptions & Memberships	0	2,874
4230	Insurance	0	6,474
4240	Other Office Expenditure	136	3,930
4250	Postage, Printing etc	12	243
4260	Telephone & Broadband	33	1,132
4290	Utilities	4,925	8,076
4300	Hall Hire	0	55
4310	Office Equipment	0	33
4320	Business Rates	0	898
4350	Chairman's Allowance	0	271
4360	Ceremonial/Councilor Expenses	402	4,825
4380	CCTV Maintenance & Running	80	9,239
4400	Carnival Court-Insurance/Costs	0	600
4405	Jubilee Event	(14)	811
4406	Warm Spaces	(376)	(173)
4410	Annual Fireworks Display	0	2,000
4415	Shed Project	0	396
4420	Neighbourhood Centre Rent	0	4,023
4430	Christmas tree & Lights	0	282
4440	Planning/Solicitors Costs	275	275
4441	Parish Office New	0	175,999
4442	PWLB Parish Office	0	5,587
4460	Machinery Maintenance	0	428

Detailed Profit and Loss Account - Excluding Stock Movement

Month 12 Date 31/03/2023

		Month Actual	YTD Actual
4470	Machinery	0	390
4480	Fuel	78	829
4490	Ground/Building Maintenance	0	44
4500	Van Expenses	(23)	1,939
4570	Cricket Costs	0	684
4580	Materials, Seeds etc	0	83
4590	PWLB Debt Chgs-Pavilion/Bowls	3,597	7,194
4600	Football Expenses	29	169
4620	Open spaces Area	1,385	10,285
4630	Signs	0	301
4650	Pavilion Maintenance	484	6,427
4670	Bowls Club Ins & Costs	0	570
4680	AWPS Maintenance	2,056	10,040
4720	Improvements	12	4,110
4730	Running Expenses/Repairs	602	8,606
4750	Toilet Cleaning & Consumables	27	416
4990	Sundries	0	30
	Total Indirect/Overhead Expenditure	**25,579**	**404,899**
	Operating Profit	**(8,191)**	**(189,296)**
	% Operating Profit	-47.11%	-87.80%

Minster Parish Council

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2023

A/c	Description	Actual		
	Current Assets			
100	Debtors	11,630		
101	Other Debtors	1,231		
105	VAT Control A/c	1,887		
200	Current Bank A/c	45,763		
210	Petty Cash	12		
215	Lloyds Credit Card	(117)		
230	Nationwide Term Deposit	87,079		
240	Hampshire Trust Bank	86,458		
250	Cambridge Building Society	50,263		
	Total Current Assets		**284,204**	
	Current Liabilities			
500	Creditors	940		
510	Accruals	1,924		
	Total Current Liabilities		**2,864**	
	Net Current Assets			**281,340**
	Total Assets less Current Liabilities			**281,340**
	Represented by :-			
300	Current Year Fund	(189,296)		
310	General Reserves	302,862		
320	EMR Cemetery	4,245		
327	EMR Trees/Bollard	918		
328	EMR Clarkes Education Charity	485		
331	EMR Heronsbrook Landscaping	2,266		
332	EMR Heronsbrook Maintenance	10,453		
336	EMR All Weather Pitch	126,218		
337	EMR Clerks Gratuity	10,529		
340	EMR Minster Charities	12,488		
341	EMR Warm Spaces	173		
	Total Equity			**281,340**

Appendix 'C'

MINSTER PARISH COUNCIL

RESERVES LIST

		31/03/2022	31/03/2023
Cemetery	To fund repairs/enhancements to the grounds and chapel Provision for purchase/development of land to extend the cemetery within the next 5 Years	1925	4245
Machinery	For New machinery, principally for grass cutting		
Recreation	For additional improvements and new facilities within the pavilion & rec		
	All Weather Pitch reserve for future mat replacement expected life 10-15 years	116583	126218
Public Celebrations	For celebration events in the village		
Parish Office	Parish Office provision & works to Pavilion	84000	
	PWLB balance for parish office	87768	
	Under Assets of Community Value		
	Provision for Clerks Gratuity on retirement	9816	10529
Environmental	For improvements within the conservation area i.e. street furniture		
Village signs			
Public Amenities			
Reserves	District Council grant for trees /bollards	918	918
	Clarkes educational fund	585	485
	Minster Charities	12488	12488
	MATCH Fund reallocate to skatepark		
	Lightsource community benefit contribution to skatepark/MUGA		
	County Council Grant for air conditioning		
	Heronsbrook 106 developer contribution - landscaping fund reserve	2266	2266
	Heronsbrook 106 Developer Contribution Maintenance fund £2000 p.a	20738	10453
	Rent/Maintenance charge for Parish Office	1467	0
	Fund to provide for future replacement of van		
	Balance of Warmspaces		173
General Fund		132083	113565
		470637	**281340**

Appendix 'D'

Minster Parish Council

RISK MANAGEMENT STATEMENT 2023/2024

1. Physical Assets

Risk	Control	Status	Action
1.a. Loss or significant damage to assets	1.a.1. Register of assets	In place	An Asset Register is in place and is tabled annually before Council with any additions and disposals shown.
	1.a.2. Buildings and street furniture insured and value adjusted annually.	In place	Insurance valuations are index linked and increase annually therefore the asset register and insurance values differ.
	1.a.3. Items on insurance to be checked against Asset Register	Done	
1.b. Damage/decay of assets due to lack of maintenance/attention	1.b.1. Regular maintenance arrangements for physical assets (to cover also security and fire safety).	Arrangements in place for the Pavilion, cemetery AWPS	Risk assessment in place for fire and security alarms and fire extinguishers tested annually. Gas certificate for boiler carried out annually. Electrical testing every 3 years and PAT testing as required.
	1.b.2. Annual safety inspection and risk assessment of Pavilion, Cemetery, AWPS and equipment in the Children's Play Area skatepark.	Cemetery	Carried out by Clerks and reviewed annually
		Pavilion	Carried out by Clerks and reviewed annually
		Children's Play Area report	Carried out annually by The Play Inspection Company (ROSPA approved)
	1.b.3. Inspection of equipment, gates, fencing and entrance to Play Areas and skatepark.	Checked weekly	Weekly inspection and report carried out by Neil Cooper (Groundsman) report reviewed by the Clerk/Assistant Clerk for any remedial action.
	1.b.4. Periodic visual checks of children's play equipment; gates fencing and play area generally.	In place	Daily Visual inspection completed by Neil Cooper (Groundsman).

2. Financial

Risk	Control	Status	Action
2.a. Inadequate financial controls and/or records	2.a.1. Standing Orders and Financial Regulations in place with annual review.	In place	New NALC Model Standing Orders adopted 07.07.2020. Financial Regulations adopted 07.07.2020.
	2.a.2. Regular bank reconciliation's (done monthly by the Clerk/Assistant Clerk).	In place	
2.b. Loss through fraud, corruption or collusion.	2.b.1. Approval of expenditure and system for payments/receipts: – approval by the council required before any expenditure is incurred (committed). If a transaction has to be completed between council meetings, approval by the Chairman or Vice-Chairman is required; – payments or commitments made between meetings ratified at the next meeting of the council; – cheques signed by two councillors and cheque stubs initialled; – monies received paid into bank immediately and receipts issued if necessary – Payroll carried out by bank transfer requires 2 Councillors to authorise separately and report signed by Councillors or reference for transaction.	All in place	Financial Regulations reviewed and adopted 07.07.2020 cover all these risks. ***Review 2023/24 – See 2a. above.*** Currently Councillors Gimes, Day, Quittenden and Crow-Brown are cheque signatories. Cllrs Day, Gimes, Quittenden and Crow-Brown are authorised to carry out the payroll transfer and bank transfers. *ACTION required -remove Cllrs Day and Gimes and add two new Councillors due to new Council.*
	2.b.2. Payments approved by council meeting – documentation (invoices, cheques, amounts etc.).	In place	
	2.b.3. Annual Review of effectiveness of internal audit and system of internal control	In place	Professional internal auditor appointed and review carried out in May each year.
2.c. Non compliance with legislation on employer/ee liability.	2.c.1. Insurance is in place for the clerk. Amount of insurance calculated according to the formula given by the Auditor.	In place	Insurance covered by Hiscox until Oct 2023

	(Fidelity Insurance - £190,000)		
2.d. Non compliance with Dept for Revenue & Customs.	2.d.1. Regular returns to Inland Revenue by Clerk.	In place	2022/23 Annual Return made in April 2023 via sage50 cloud payroll software. Monthly payroll runs carried out. RTI system sent monthly via payroll software by the Clerk/Assistant Clerk.
2.e. Non compliance with Revenue & Customs regulations.	2.e.1. Regular returns of VAT - returns made annually at the end of financial year.	In place	Quarterly VAT returns are completed by the Clerk/Assistant Clerk.
2.f. Inadequate budgetary control. Significant over/under spend.	2.f.1. Regular budget monitoring - expenditure against budget monitored monthly and reported to council.	In place	Reports presented to Parish Council during year at Finance and Monitoring Meetings in May and January. Quarterly budget reports presented to Council quarterly.
2.g. Reduction in agency payments and services	2.g.1 Maintain reserves sufficient to cover loss of agency payment and services	In place	To keep situation under review. Discuss Agency before review date of March 2018. *Ongoing*
2.h. Non compliance with borrowing regulations	2.h.1. Procedures for dealing with, and monitoring of, loans received	In place	PWLB loan for bowls pavilion. Rent received from Bowls Club to pay the 2 x loan instalments. New loan for parish office included in budget.
2.i. Inappropriate use of funds granted to the community	2.i.1. Procedures for dealing with, and monitoring of, grants made by the Council: – accounts of the organisation and purpose of the grant to be submitted with the request; – grant made on receipt of invoice/proforma invoice; – for match funding, accounts to be submitted and checked.	In place	The only grant awarded is to Minster Carnival Court .Any others are discussed on an individual basis.
2.j. Inadequate control and/or poor performance/ standards under grants/partnership agreements	2.j.1. Monitoring of partnership standards and/or performance.	Not applicable	Currently no partnership agreements are in place.
	2.j.2. Recording in the Minutes the precise powers under which grants are made	In place	Section 137 reported in Minutes where relevant.
	2.j.3. Developing systems of performance measurement	In place	For grant schemes only. No partnership agreements in place at the present time.
2.k. Damage/injury to third party property or individuals	2.k.1. Public Liability insurance cover is in place. Children's play area visually inspected	In place	Insurance cover reviewed in Oct 2022 and annual and regular inspections carried out. See also 1.b.2 and 1.b.4.

	periodically. In addition a yearly safety inspection and risk assessment is done.		
	2.k.2. Annual review of land maintenance contracts	In Place	In house staff provide all land maintenance, cemetery maintenance and verge and shrub bed maintenance. Provide KCC with Risk Assessments and Method statements to carry out maintenance on their behalf.
	2.k.3. Verification of insurance cover of service suppliers when contract given.	In place	All contractors to provide evidence of public liability insurance. ***<u>Assistant Clerk preparing a subcontractors data base.</u>***
2.l. Non compliance with 'Employer Liability' requirements.	2.l.1. Compliance with employment laws - employer liability insurance held	In place	Insurance cover reviewed Oct 2022 for 1 year.
	2.l.2. Compliance with Disability and Discrimination Act		Pavilion complies with regulations when built. There is a disabled access toilet. New Parish Office is DDA compliant.

3. Compliance with Legal Requirements

Risk	Control	Status	Action
3.a. Parish Council business or activity not within appropriate legal powers.	3.a.1 Activities checked by the Clerk when setting the agenda for meetings.	All in place	
	3.a.2. Powers under which activities to be carried out will be stated on the agenda.		
	3.a.3. Precise legal powers recorded in the Minutes and also in the notes for the Internal Auditor where applicable.		
	3.a.4. Clerk to clarify the legal position for any new proposal.		
	3.a.5. Legal advice sought if necessary.		
	3.a.6. Section 137 payments listed separately in the Receipts and Payments book and recorded in the Minutes.		
3.b. Non compliance with relevant	3.b.1. The Council's acknowledgement of	Work still to be	The Council accepts that it needs to comply with

legislation.	Acts recorded in the minutes and documented. (Relevant Acts - Race Relations Act, Freedom of Information Act, and Disability Discrimination Act.)	done	the Freedom of Information Act and it needs to ensure it is fully compliant with the requirements of the Act including its publication scheme. The Clerk is required to update the publication scheme with the Councils information and publish it on the Council's web site and make it available from the Parish Office. Implementation of GDPR has been carried out in line with current guidelines.
3.c. Non compliance with procedures when electors wish to exercise their rights of inspection.	3.c.1. Documented Procedures: – council's publication scheme, in compliance with Freedom of Information Act, published in the Parish Magazine; – minutes and agendas displayed on the parish notice boards; and – audit notices and audited accounts displayed on the notice boards in accordance with Audit Regulations.	Work still to be done In Place In place	See 3.b.1 above. Agendas are placed on the noticeboard in Monkton Road Car park 3 clear days prior to a meeting. Agendas, Minutes and payments are published on the website and are available on request from the Clerk. Compliance with Accounts and Audit Regulations etc carried out for 2022/2023 Final Accounts
3.d. Inadequate reporting of Council business.	3.d.1. Timely preparation and distribution of agendas and minutes for all meetings.	In place In place	Minutes of council meetings have a target for completion (fourteen days)

	3.d.2. Minute items properly numbered, minutes paginated and agreed by the Council at the following meeting. Agreed minutes signed (all pages) by the Chairman. 3.d.3. Approved, signed copy of minutes filed by the Clerk.	In place	
3.e. Inadequate documentation: – loss, damage, incomplete; – no evidence to support decisions; and – no evidence of adequate stewardship or performance of council.	3.e.1. Safe storage of legal business: – filed Minutes at the Parish Office; – old Minutes and Parish Records to be properly and safely archived – deeds and legal documents for the Recreation Ground and Pavilion are securely kept. Copies kept by the Clerk.	Work still to be done In Place	All current records are safely and securely stored at the Parish Office. Burial records and minutes are stored in a fireproof cabinet. The Clerk will research and catalogue past parish records when time allows. Some minutes need binding and archiving when time allows. Confirm that land owned by the Council is recorded at the Land Registry Office. Documents kept in the fireproof cabinet.
	3.e.2. Documented procedures for: – receipt/response and handling of documents; – responding to consultations; – dealing with enquiries by the public; and – dealing with complaints by the public.	In place	All correspondence and documentation relevant to council business is stored with agendas and filed accordingly.
3.f. Councillors allowances not made in compliance with legislation.	3.f.1. Register kept of all allowances paid. –	In place	
3.g. Clerk unavailable.	3.g.1 Written procedures to cover the temporary or permanent loss of the Clerk's services.	In place	Temporary absence/Holiday cover – The Clerk and Assistant Clerk arrange their holidays where possible at different times to enable them to cover for each other to ensure presence in the office.

			Permanent loss – Assistant Clerk to stand-in or share services of a neighbouring parish clerk and advertise the position in local papers and KALC newsletter and web site.

4. Councillor Property

Risk	Control	Status	Action
4.a. Bribery/conflict of interests, inducements or favours from council.	4.a.1. Procedures in place for monitoring members' interests and any gifts and/or hospitality received.	All in place	TDC forms available to report any gifts and declaration of interest forms completed and sent to TDC.
	4.a.2. Registers of interests, gifts and hospitality in place. Register of Councillors' interests including a record of gifts and hospitality received kept by the Monitoring Officer at the District Council Offices. (Copies held by the Clerk.)		
4.b. Inappropriate action/conduct by Parish Council/Councillors.	4.b.1. Code of Conduct adopted by all council members on appointment. TDC Code of Conduct adopted by the Council 4th September 2012.	In place	
4.c. Inadequate risk management. Poor performance/stewardship by Council.	4.c.1. Risk management procedures in place – this document.	In place	This document was reviewed and updated in May 2023. Next review due in May 2024.
	4.c.2. This document to be reviewed at least annually, also as/when any changes to council business/activity are made or other circumstances require it.		

Copies of the Risk Management Assessment document are available from:

Clerk to the Council: Kyla Lamb, Minster Library & Neighbourhood Centre, 4a Monkton Road, Minster, Nr. Ramsgate, Kent CT12 4EA
Tel: 01843 821339 email: **clerk@minsterparishcouncil.org.uk**

Signed **Chairman Minster Parish Council** **Date**

Appendix 'E'

MINSTER PARISH COUNCIL
STATEMENT ON INTERNAL CONTROL
FOR THE YEAR ENDING 31st MARCH 2023

1. SCOPE OF RESPONSIBILITY

Minster Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control, including the preparation of the accounting statements as required by Section 1 of the Annual Return – Annual Governance Statement and its 9 "assertions".

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The Council has in place a set of Standing Orders and Financial Regulations, which set out the general rules applicable at council and committee meetings and in carrying out the council's business. These two documents, are reviewed on a regular basis and influence the system of internal controls in place.

The system of internal control has been in place at the Council for the year ended 31 March 2023 and up to the date of approval of the annual governance statement and accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approved budgets for the following year at its January meeting. The January meeting of the Council approved the level of precept for the following financial year.

The full Council meets eleven times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Finance Committee and the Parish Clerk/ Responsible Financial Officer.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Council for approval. Two Members of the Council must authorise every cheque and BACS payment and standing orders & direct debit arrangements are reviewed annually.

Income:
All income is received and banked in the Councils' name in a timely manner and reported to the Council at the next meeting.

Risk Assessments / Risk Management/Risk Register:
The Council carries out regular risk assessments, identifying risks, assessing risks, addressing risks and reviewing and reporting these risks in a risk register.

Internal Audit:
The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit system and audit plan is reviewed annually.
External Audit:
The Council's External Auditors, Mazars, submit an annual report and Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the full Council;
- the Clerk to the Council / Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- the appointed Councillor responsible for conducting internal audit checks;
- the Independent Internal Auditor who reviews the Council's system of internal control;
- Mazars, the Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Independent Internal Auditor. The External Auditors issue an annual audit report and certificate;
- the number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2022-23 financial year.

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review process.

Chairman **Minster Parish Council**	**Clerk** **Minster Parish Council**	**Date**

Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2023" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Minster Parish Council

County area (local councils and parish meetings only): Kent

Financial year ending 31 March 2023

Prepared by (Name and Role): Kyla Lamb - Clerk and RFO

Date: 03/05/2023

				£	£
Balance per bank statements as at 31/3/23:					
Current A/C Unity Trust	account 1			45,781.34	
Nationwide Term Deposit	account 2			87,078.57	
Hampshire Trust Bank 1 Year Deposit	account 3			86,457.56	
Cambridge Building Society	account 4			50,262.83	
					269,580.30
Petty cash float (if applicable)				11.88	11.88
Less: any unpresented cheques as at 31/3/23 **(enter these as negative numbers)**					
	item 1				
	item 2	RBL	301004	- 18.50	
	item 3				
	item 4				
[add more lines if necessary]	item 5				
	item 6				
	item 7				
	item 8				
				- 18.50	
Add: any un-banked cash as at 31/3/23					
				-	
					- 18.50
Net balances as at 31/3/23(Box 8)					**269,573.68**

Explanation of variances – pro forma

Name of smaller authority: MINSTER PARSIH COUNCIL

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, **DO NOT OVERWRITE THESE BOXES**	**Explanation from smaller authority (must include narrative and supporting figures)**
1 Balances Brought Forward	347,592	470,637				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	88,100	88,044	-56	0.06%	NO		
3 Total Other Receipts	239,066	127,559	-111,507	46.64%	YES		
4 Staff Costs	110,726	121,767	11,041	9.97%	NO		
5 Loan Interest/Capital Repayment	7,194	12,781	5,587	77.66%	YES		
6 All Other Payments	86,201	270,352	184,151	213.63%	YES		
7 Balances Carried Forward	470,637	281,340			YES	VARIANCE EXPLANATION NOT REQUIRED **EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES**	
8 Total Cash and Short Term Investments	460,863	269,574				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,733,067	1,888,877	155,810	8.99%	YES		
10 Total Borrowings	138,874	129,521	-9,353	6.73%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

2021/22	2022/23						
1066	3007	1090	100	Interest Received	1941	182.08%	Increase indeposit interest rates
5600	4700	1100	100	Grants & Donation Received	-900	-16.07%	£1200 KCF for trees and hedging plants. £1200 defib for a replacement defib and cabinet £300 to relocate the cricket water point so the football pitch could be enlarged £2000 toward play area resurfacing
20284	20284	1120	100	Agency - TDC	0	0.00%	N/A
2016	2145	1130	100	Highways Grass & Shrubs	129	6.40%	N/A
4000	0	1200	130	Prepurchased Graves	-4000	-100.00%	No burial plots purchased in advance
14665	22655	1210	130	Burials	7990	54.48%	Increase in burials possibly attributed to by previous years restrictions due to covide
8820	4435	1220	130	Garden of Rest	-4385	-49.72%	Decrease in comparison to previous years where covid restrictions attributed to increase GOR interments.
4305	2090	1230	130	Memorials	-2215	-51.45%	Decrease in memorials erected and additional inscriptions
1045	770	1250	130	GOR Maintenance Fee	-275	-26.32%	Maintenance fee is paid per interment so increased number of interments also increases maintenance fees charged.
880	1550	1260	130	Grave Maintenance Fee	670	76.14%	Maintenance fee is paid per interment so reduced number of interments also reduces maintenance fees charged.
3369	3752	1300	140	Football	383	11.37%	N/A
1680	1470	1310	140	Cricket	-210	-12.50%	Increased number of cancelled matches
7194	7194	1320	140	Bowls Club Rent	0	0.00%	N/A
572	543	1330	140	Playhouse	-29	-5.07%	N/A
2364	2256	1340	140	Bowls Ins & Groundsman	-108	-4.57%	N/A
2835	6369	1380	140	Out of School Club	3534	124.66%	Out of school cub did not start running until Nov 2021 so income proportionate to only 5 months in 21/22 and 12 months in 22/23
955	858	1390	140	Pavilion Hire	-97	-10.16%	N/A
430	473	1400	140	School	43	10.00%	N/A
8513	7728	1410	140	Dog Training	-785	-9.22%	N/A
35952	35192	1500	150	AWPS Income	-760	-2.11%	N/A
60	90	1990	110	Other Income	30	50.00%	N/A
2500	0	1990	140	Other Income	-2500	-100.00%	21/22 received £2500 from Sunningdale Developments towards planting on the new bund
109962	0	1995	100	PWLB Parish Office Loan	-109962	-100.00%	Loan taken in 21/22 for new parish office building
Total Other receipts Box 3							
239066	**127559**				-111507	-46.64%	
0	5587	4442	120	PWLB Parish Office	5587	100.00%	
7194	7194	4590	140	PWLB Debt Chgs-Pavilion/Bowls	0	0.00%	
Loan Interest/Capital Repayment Box 5							
7194	**12781**				5587	77.66%	Additional loan repayments £5587 for new loan taken for parish office building
599	438	4080	110	Training	-161	-26.88%	
291	302	4190	110	Bank Charges	11	3.78%	
1274	1999	4200	110	Audit Fees	725	56.91%	Higher external audit fee due owing to higher income/expenditure band
288	95	4220	130	Subscriptions & Memberships	-193	-67.01%	
2590	2779	4220	110	Subscriptions & Memberships	189	7.30%	
682	523	4230	160	Insurance	-159	-23.31%	
118	0	4230	170	Insurance	-118	-100.00%	
1731	1645	4230	130	Insurance	-86	-4.97%	
3230	3249	4230	140	Insurance	19	0.59%	
0	473	4230	110	Insurance	473	100.00%	New parish office building now requiring insurance cover
39	584	4230	150	Insurance	545	1397.44%	Miscoding in previous year for insurance of mat
790	3930	4240	110	Other Office Expenditure	3140	397.47%	£2150 additional costs for new IT equipment and subsequent monthly support costs
322	243	4250	110	Postage, Printing etc	-79	-24.53%	
1042	648	4260	110	Telephone & Broadband	-394	-37.81%	Reduced costs due to transfer to alternative supplier
402	484	4260	140	Telephone & Broadband	82	20.40%	
387	448	4290	130	Utilities	61	15.76%	
1407	3255	4290	140	Utilities	1848	131.34%	Global increase to energy costs
1875	4373	4290	150	Utilities	2498	133.23%	Global increase to energy costs
108	55	4300	110	Hall Hire	-53	-49.07%	
0	33	4310	110	Office Equipment	33	100.00%	
418	320	4320	180	Business Rates	-98	-23.44%	Previous year bill was for period Oct-Apr part year only as asset transferred Oct
237	271	4350	120	Chairman's Allowance	34	14.35%	
106	4825	4360	120	Ceremonial/Councilor Expenses	4719	4451.89%	Chairmans chain replacement £4120 plus costs for Jubilee and Coronation celebratio
3640	9239	4380	120	CCTV Maintenance & Running	5599	153.82%	£1500 additional for moving CCTV equipment due to parish office move. Plus £3500 for upgreade of 9 cameras.
0	600	4400	120	Carnival Court-Insurance/Costs	600	100.00%	Carnival activity resumed in 22/23 following pandemic
1440	811	4405	120	Jubilee Event	-629	-43.68%	One off event held in 2022 with costs spanning two financial years
0	-173	4406	120	Warm Spaces	-173	100.00%	
2000	2000	4410	120	Annual Fireworks Display	0	0.00%	
127	396	4415	120	Shed Project	269	211.81%	Shed project expenditure over two years (grant received to cover this)
1696	4023	4420	120	Neighbourhood Centre Rent	2327	137.21%	Maintenance costs for period Sept 2020 to november 2022 (29 months) invoiced in arrears
245	282	4430	120	Christmas tree & Lights	37	15.10%	
5948	275	4440	120	Planning/Solicitors Costs	-5673	-95.38%	New parish office planning costs and also solicitor costs for asset transfer were incurred in previous year.

22194	175999	4441	120	Parish Office New	153805	693.00%	New parish office built PWLB financed part of this
1736	83	4460	140	Machinery Maintenance	-1653	-95.22%	Major services carried out in 21/22 that are not required annually so not carried out in 22/23
185	345	4460	130	Machinery Maintenance	160	86.49%	
551	36	4470	160	Machinery	-515	-93.47%	New mower purchased in 21/22
495	354	4470	140	Machinery	-141	-28.48%	
533	415	4480	130	Fuel	-118	-22.14%	
533	415	4480	140	Fuel	-118	-22.14%	
30	44	4490	130	Ground/Building Maintenance	14	46.67%	
1011	646	4500	130	Van Expenses	-365	-36.10%	Two large repairs carried out in 21/22 costs split between 3 cost centres
1009	646	4500	140	Van Expenses	-363	-35.98%	Two large repairs carried out in 21/22 costs split between 3 cost centres
1009	646	4500	160	Van Expenses	-363	-35.98%	Two large repairs carried out in 21/22 costs split between 3 cost centres
554	684	4570	140	Cricket Costs	130	23.47%	
111	83	4580	140	Materials, Seeds etc	-28	-25.23%	
979	169	4600	140	Football Expenses	-810	-82.74%	Goal repairs and subsequent goal replacement in 21/22 so minimal costs 22/23
1237	10285	4620	140	Open spaces Area	9048	731.45%	£8900 cost for replacement safety surfacing in childrens play area
0	301	4630	140	Signs	301	100.00%	Replacement signs required with new address following move to new office
4601	0	4640	140	Skatepark Expenses	-4601	-100.00%	Bund installation and associated fencing and planting costs carried out in 21/22 to alleviate nuiscance noise to local residents
2129	6427	4650	140	Pavilion Maintenance	4298	201.88%	£3764 acoustic panels installed to reduce noise plus £335 for Legionella risk assessments (not carried out annually)
393	570	4670	140	Bowls Club Ins & Costs	177	45.04%	
7655	10040	4680	150	AWPS Maintenance	2385	31.16%	FA pitch test carried out (3 yearly), increased electricity costs, and investigation to pitch drainage carried out.
1107	4110	4720	160	Improvements	3003	271.27%	Two replacement defibrillators and heated cabinets installed plus trees and hedging plants.
0	34	4730	130	Running Expenses/Repairs	34	100.00%	
3391	3545	4730	160	Running Expenses/Repairs	154	4.54%	
31	225	4730	140	Running Expenses/Repairs	194	625.81%	
654	1152	4730	170	Running Expenses/Repairs	498	76.15%	Now responsible for utility costs at the toilets, following asset transfer from TDC in 2021
617	3650	4730	180	Running Expenses/Repairs	3033	491.57%	Tree works, fencing and surface lining carried out following asset transfer of car parks
397	416	4750	170	Toilet Cleaning & Consumables	19	4.79%	
31	30	4990	130	Sundries	-1	100.00%	

All other payments Box 6

86201	270352

Total Fixed assets plus other long term investments Box 9

Additions 2022/23

New Parish Office and Garage	185000
2 x HP Desktop Pc's with 4 monitors	1780
CCTV camera upgrade	3573
	190353

Less scrapped items 2022/23

Storage Compound pavilion - demolished and new office gargage built	-32000
2 x drinks coolers fro old bar area scrapped	-1236
Dell intel Core PC scrapped and replaced	-825
Dell inspiron laptop scrapped and replaced	-482
	-34543
Variance in box 9 2021/22 to 2022/23	**155810**

Appendix 'F'

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

MINSTER 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 2023, that:

	Agreed: Yes	Agreed: No*	N/A	*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✔			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✔			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✔			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✔			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✔			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✔			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✔			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes:	No:	N/A: ✔	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

***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 must be published with the Annual Governance Statement.**

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

DD/MM/YYYY

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

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Appendix 'G'

Section 2 – Accounting Statements 2022/23 for

MINSTER PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	347,592	470,637	*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	88,100	88,044	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	239,066	127,559	*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	110,726	121,767	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	7,164	12,781	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	86,201	270,352	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	470,637	281,340	*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	460,863	269,574	*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	1,733,067	1,903,308	*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	138,874	129,521	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✔		*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✔	*The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2023 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

K. Lamb

Date 24/05/2023

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Appendix 'H'

Minster Parish Council

Schedule of Assets **at 31/03/23**

DESCRIPTION	SERIAL NO	FAR NO	PHOTO	LOCATION	DATE ACQUIRED	SUPPLIER	ORIGINAL COST OR VALUATION	INSURED VALUE 01.10.22	USEFUL LIFE ESTIMATE (YEARS)	EXPIRATION
LAND AND BUILDINGS										
King George V Playing Field							N/A		INDEFINITE	
Land at Corner of Orchard Close							N/A		INDEFINITE	
Minster Cemetery Ground							N/A		INDEFINITE	
Memorial Garden							N/A		INDEFINITE	
Land Bowls Club/AWPS/Wheels Park/BMX Track						S 106 Agree	N/A		INDEFINITE	
Public Open Space					01/02/14	S106 Agree	N/A		INDEFINITE	
Open Space off Hill House Drive						Tfr Sunley Estates	N/A		INDEFINITE	
Cemetery Chapel & Office						revalued 2/11/12	155,200	287,435	INDEFINITE	
Brick Storage compounds x 2 Cemetery						revalued 2/11/12	21,000	82,124	INDEFINITE	
Sports Pavilion					07/06/05	revalued 2/11/12	350,000	574,746	INDEFINITE	
Storage Compound-Pavilion	demolished				07/06/05	revalued 2/11/12	32,000	65,700	INDEFINITE	
Storage Shed - Churchyard							1,788	2,464	10	
AWPS Changing Room/Store					04/07/05	revalued 2/11/12	20,000	24,343	INDEFINITE	
Bowls Pavilion					01/04/07	revalued 2/11/12	319,100	230,872	INDEFINITE	
Bowls Pavilion - Solar Panels					01/07/05		11,200	11,648	20	
Mens Changing Room-BowlsPavilion							18,000	21,277		
Ladies Changing Room-BowlsPavilion							14,000	16,550		
Shed At Minster Bowls Pavilion							1,200	1,427		
Car Park & Toilets High Street					19/10/21	TDC	100	100,000		
Car Park Monkton Road					19/10/21	TDC	100	0		
Parish office and garage					01/09/22	Stour Construction	185,000	185,000		
BUILDINGS								**1603586**		
OFFICE										
Shredder							104	142	5	
3 Desks							927	1,275	10	
Dell Projector 1210S & Nobo 200 screen					17/03/11	Dell	407	529	5	17.03.16
Duxbury Braille Embosser					08/05/11	Tech Ready	2,385	2,904	10	08.05.21
2 Tambour Cupboards					31/03/12	KCS	576	701	10	31.03.22
Phoenix Fire Safe					31/03/12	KCS	950	1,156	20	31.03.32
Dell Intel Core i5 3330 Processor					12/02/14	Dell	825	946	5	12.02.19
Dell Inspiron 17 Laptop					12/04/17	Currys	482	521	5	12.04.22
Konica Minolta C364E colour copier					24/01/18	V Technical	1,600	1,600	5	24.01.23
LENOVO LAPTOP	YD041CAR	MPC001			12/11/18	EBUYER	125	125		
LENOVO LAPTOP	YD041B2G	MPC002			12/11/18	EBUYER	125	125		
LENOVO LAPTOP	YD041689	MPC003			12/11/18	EBUYER	125	125		
LENOVO LAPTOP	YD0416CU	MPC004			12/11/18	EBUYER	125	125		
LENOVO LAPTOP	YD0416BQ	MPC005			12/11/18	EBUYER	125	125		
LENOVO LAPTOP	YD0416B2	MPC006			12/11/18	EBUYER	125	125		
LENOVO LAPTOP	YD041B47	MPC007			12/11/18	EBUYER	125	125		
LENOVO LAPTOP	YD0416NX	MPC008			12/11/18	EBUYER	125	125		
LENOVO LAPTOP	YD0416CC	MPC009			12/11/18	EBUYER	125	125		
LENOVO LAPTOP	YD04169H	MPC010			12/11/18	EBUYER	125	125		
LENOVO LAPTOP	YD0421CA	MPC011			12/11/18	EBUYER	125	125		
TAMBOUR CABINET (OFFICE)					12/03/19	KCS	280	280		
TAMBOUR HALF CABINET WITH SHELVES					12/03/19	KCS	217	217		
IPAD CU SP1 DEFIBRILLATOR	G1T16J101	MPC069			01/09/22	VIA MINSTER FC	980		7	
2 x HP DESKTOP MACHINES WITH 4 MONITORS					01/08/22	JJ SYSTEMS	1,780			
Chairmans Chain					15/06/22	ROB HULL	6,120			
OFFICE CONTENTS								**11,646**		
GENERAL										
56 Folding Chairs							1,716	1,680	10	
10 Folding Tables							1,236	1,100	10	
4 shortleg Nursery Tables							721	721	10	
2 Half size Tables							206	285	10	
2 Coolers	NO SERIAL NO						1,236	700	10	
Till							103	103	10	
16 folding chairs					31/03/12	Principal Furniture	447	480	10	31.03.22
SMEG Cooker	1730384010810840000				07/02/13	Appliances Online	842	929	10	07.02.23
Bosch Fridgefreezer	KGN30VW20G/01 FD9212				08/02/13	Appliances Online	318	350	10	08.02.23
Defibrillators X 2					01/06/13	Physio Control	1,390	1,534	10	01.06.23
defibrillator cases Avia 310					01/10/13		2,086	2,302	10	01.10.23
Marquee 6x12M					08/07/13	Gala Tents	632	697	10	08.07.23
Defibrillators X 2 icluding new cases					02/11/22	London hearts	2,887			
GENERAL CONTENTS								**10,881**		
SPORTS										
Mesh sight screen x 1 no. - cricket					08/06/17	3D Sports	220	238	10	08.06.27
Mesh sight screen x 1 no. - cricket					08/06/17	3D Sports	220	238	10	08.06.27
Catching cradle - cricket					08/06/17	3D Sports	380	352	10	08.06.27

Manual Score board - cricket					08/06/17	Easy Score	545	545	10	05.09.27
SPORTS EQUIPMENT								1,373		
STREET FURNITURE										
CCTC camera for toilets					07/05/09	Y3K	499	685	5	07.05.14
Prof 8 Camera DVR					21/04/11	Y3K	510	621	5	21.04.16
CCTV 4 Camera H264 DVR					07/09/11	Y3K	256	313	5	07.09.16
CCTV Camera Audio Video AV Sender					08/08/12	Open 24 7	132	160	5	08.08.17
Y3K X Vision camera and recorder								1,155		
2 x IR Lamps - playarea								370		
New CCTV system 1st stage					31/07/16	Sunstone	12,843	12,843	15	22.12.32
New CCTV system 2nd stage					22/12/17	Sunstone	9,862	9,862	15	22.12.32
New CCTV system 3rd and final payment					01/05/18	Sunstone	4,000	4,000	15	22.12.32
Parish noticeboard					30/07/19	Greenbarnes	1,580	1,580	10	
CCTV camera upgrade					23/02/23	Sunstone	3,573			
STREET FURNITURE								31,589		
GATES & FENCING										
Gates at Memorial Garden							1,192	1,643	30	
Stone Wall at memorial garden							2,980	4,105	INDEFINITE	
Gates at Recreation Ground					01/08/12	Ideal Fencing	2,300	2,300	30	01.08.42
ESTATE FENCING AT SHEEPWASH					25.07.20	Parkview Fabricatio	1,845			
GATES & FENCES								8,048		
WAR MEMORIAL										
War Memorial Stones							2,980	4,106	INDEFINITE	INDEFINITE
WAR MEMORIALS								4,106		
PLAYGROUND EQUIPMENT										
Badminton/S-tennis Comb posts w/away					07/07/11	KCS	200	242	5	07.07.16
2 Sureshot Junior Netball Unit					07/07/11	Thomas Sports	150	183	5	07.07.16
New Play Area					01/06/14	HAGS SSP	54,448	62,489	20	01.06.34
Samba Goals					01/02/15	Vesey UK	520	574	5	
Outdoor Gym equipment					01/07/15	HAGS SSP	5,752	6,346	15	
Outdoor Table Tennis Table					01/06/15	Redlynch Leisure	2,300	2,538	10	
MUGA					08/01/16	Wicksteed	75,000	82,742	25	
All Weather Pitch new goals					06/06/16	M3C	2,452	2,705	5	
Concrete Skatepark	not insured				23/09/16	Gravity	80,000		20	
PLAYGROUND EQUIPMENT								157,819		
MOWERS & MACHINERY										
Trailer	06A11257	MPC047					1,545	2,130	10	
4 in 1 Ladder Platform	31204						206	285	10	
Battery Starter	0658794	MPC052					103	142	5	
Ransomes Super Certes Mowers	KJ01727	MPC051	Y				1,751	2,413	10	
Sisis Spiker	5783	MPC045	Y				1,854	2,554	10	
Ryobi Electric Chainsaw		MPC067		RG			103	142	5	
Generator 214483	GCAHT1093280	MPC048	Y				258	354	5	
Earthway Even Spreader		MPC049	Y				258	354	5	
Line Marker		MPC053	Y				361	496	5	
Sackbarrow		MPC054	Y				103	142	10	
Trolley Jack		MPC055	Y				103	142	10	
Honda Cylinder Mower	7005	MPC040					824	1,136	10	
Spaceliner double barrow		MPC058	Y		10/06/10	Glasdons	654	850	5	10.06.15
TG3 Goomer, synthetic surface cleaner		MPC059			28/07/11	AllWeather	750	913	10	28.07.21
DR Pro 675 Trimmer Mower- walk behind	10 0916 56 15671				23/03/12	GreenReaper	616	751	5	23.03.17
HD CP15 Classic Backpack Sprayer 15L					23/02/12	Bartrams	120	145	5	23.03.17
Container					01/06/14	IPS	1,250	1,379	20	01.06.34
Scarifier	5128	MPC044	Y		12/07/14	Berewood Ltd	1,755	1,922	10	12.07.24
Scaffold Tower				CEM	12/02/15	Tower & Sanders	1,123	1,239	10	12.05.25
CP15 Series 200 Knapsack sprayer					25/03/15	Bartram Mowers	125	138	5	25.03.20
Benford TV800 Cricket Roller	VIN-SLBT0000E40344051	MPC039		RG	25/07/17	Upsons	5,000		20	25.07.37
Einhell GC-PM 46 S Petrol Mower	UK-2063	MPC037			20/03/18	Mow Direct	191	200	5	20.03.23
STIHL FS111R BRUSHCUTTER	513698937	MPC031	Y		21/02/19	Country Mowers	400	400		
MASPORT 800AL PUSH LAWNMOWER	1710105806602 - 8229837	MPC034	Y		21/02/19	Country Mowers	400	400		
STIHL FS111R BRUSHCUTTER	513699094	MPC065		CEM	08/07/19	Country Mowers	400	400		
ECHO HSC2810ES HEDGE TRIMMER	37001142	MPC061		RG	08/07/19	Country Mowers	383	383		
ECHO HSC3810ES HEDGE TRIMMER	37001084	MPC062		CEM	08/07/19	Country Mowers	392	392		
MTD smart RF125	HD048T40431	MPC064		CEM	11/07/19	Country Mowers	1,353	1,353		
Agri-Fab 44" smart sweeper	45-0492118218	MPC068			11/07/19	Country Mowers	313	313		
2 x containers 20ft					23/07/19	R S French	3,580	3,580		
KANGO		MPC063		CEM						
MITOX 26 MT SP SELECT 4 IN 1	195201152	MPC066			24/09/19	The GreenReaper	199			
DRAPER OIL FREE COMPRESSOR 24L	1904022712.00	MPC060		CEM	25/09/19	Toolstation	100			
TRAILER MINI-SPRAYER		???		RG	06/06/20	Martin Lishman	1,662			
HERAS FENCING					27/04/21		1,076			
CONTAINER X20FT					07/02/22	French's	2,500			
masport combo mower					28/06/21	Cheltenham	458			
MOWERS & MACHINERY								25048		
All Weather Sports Pitch					01/08/07		380,000	153,360	25	Aug-32
Skatepark Surface/ Play Area matting									25	
Bowls Green										
Cricket Wicket							54,539	75,147		

Church Tower Beacon					01/03/12	Bullfinch	309			
Artificial Turf Set					29/03/12	VP Plc	268			
Play area safety surfacing					24/11/22	Safety Surfacing	8,900			
OTHER SURFACES								**228,507**		
CAME & CO TOTAL INSURED VALUE								**2,082,603**		
MOTOR VEHICLES INSURED										
Toro Mower	30826-290000110	MPC042		CEM	01/06/14	S&D Equipment	11,800		10	01.06.24
Ransomes Highway 2130 - Reg SF09		MPC038		RG	21/09/15	Upsons	12,995		10	21.09.25
Citroen Dispatch Van - Reg RA66 LWC					15/06/18		12,995		10	15.06.28

Total	1,941,327
Less disposed/scrapped/stolen items during year	38,019
Total Asset Value at 31/03/2023	1,903,308

Opening balance 01/04/2022	1,733,067
Less disposed/scrapped/stolen items during year	38,019
Plus additions during year	208,260
Adjustment for revalued buildings	
Assets Value as per Annual Return 31/03/2023	1,903,308

Appendix I

AWPS Income and Expenditure Summary

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
Income																	
Bookings	6680	13396	14472	15517	18182	21156	21869	23637	21113	19442	22438	24607	22330	8018	34297	33372	
school	663	1000	1030	1150	1190	1216	1258	1302	1347	1387	1429	1472	1516	1562	1655	1820	
	7343	**14396**	**15502**	**16667**	**19372**	**22372**	**23127**	**24939**	**22460**	**20829**	**23867**	**26079**	**23846**	**9580**	**35952**	**35192**	
Expenditure																	
Electricity	1366	2096	1923	994	2351	2024	2516	2603	1419	1600	1479	1783	1592	851	2364	4373	
Mat Maintenance					2850	0											
Lighting Maintenance/Repair				1503	4719	1350	1639	1521	2939	2322	2533	2028	3347	2175	3264	2762.78	
Insurance		264	332	333	333	333	333	333	333	333	333	385	396	408	585	584	
AWPS Storechanging room and benches						850	1115										
Compound hard surface										1463							
Fencing repairs/New Compound		1807			908					6959							
KCC grant for fencing										-2500							
New goals 5v5 & 9v9/ Nets							1695			2460		343					
SAMBA goals & repairs								795		540		280			250		
Pitch testing															1355	3000	
FA pitch testing										1300			1300			1300	
Pitch repairs & Maintenance										1400	1600	1600	3700	1600	1500	2370	
Retaining wall repair													850				
Miscellaneous	283	860	338	291	215	210		702	735	589	816	576	635	313	251	607	
Staff costs	3215	5309	5303	7359	6910	7560	7804	6686	6151	5890	5698	6562	8108	6583	8358	10560	
	4864	**10336**	**7896**	**10480**	**18287**	**12327**	**15102**	**12640**	**11577**	**22356**	**12459**	**13557**	**19928**	**11930**	**17927**	**25557**	
Surplus/Deficit	**2480**	**4061**	**7607**	**6187**	**1085**	**10045**	**8025**	**12299**	**10883**	**-1527**	**11408**	**12522**	**3918**	**-2350**	**18025**	**9635**	
Transferred to reserves	**2480**	**4060**	**9107**	**6187**	**11501**	**10045**	**8025**	**12299**	**10883**	**-1527**	**11408**	**12522**	**3918**	**-2350**	**18025**	9635	**126218**

Assuming mat life is 13 years £110,000
£8462 required to put in reserves p.a.

Appendix J

May 2019

MINSTER PARISH COUNCIL (MPC)

FINANCE & POLICY COMMITTEE

STANDING ORDERS & TERMS OF REFERENCE

1) The Finance & Policy Committee is a committee of Minster Parish Council.
2) All meetings shall be conducted in the manner as prescribed for Full Council meetings in the Minster Parish Council Standing Orders as in force at the time.
3) The following exceptions apply;
   i) The Committee shall consist of at least 4 members.
   ii) To be quorate the meeting must have 3 members present.
   iii) On the first meeting in an Election Year the Committee will review their Standing Orders and Terms of Reference. They will then report back to the next Full Council meeting on any changes they feel are necessary and ask for those changes to be ratified by Full Council.
   iv) If at any time The Committee feel they need to make any changes to their Standing Orders and Terms of Reference. They will then report back to the next Full Council meeting on any changes they feel are necessary and ask for those changes to be ratified by Full Council.
4) The Committee will meet at least twice in a year.
5) The Committee shall elect its own Chairman and Vice-Chairman once a year on the meeting immediately after the May Annual Meeting of Full Council. In the event the meeting is unable to decide who to elect as Chairman then the matter will be referred to Full Council for them to make a decision.
6) The Committee will perform the following on behalf of Full Council;
   a) As Section 1.4 of MPC Financial Regulations they will conduct, with the R.F.O., a yearly review of the effectiveness of its system of internal control and make recommendations to Full Council on any changes needed.
   b) As Section 2.5 of MPC Financial Regulations they will work with the RFO to produce a 1 year forecast of Revenue + Capital Receipts and Payments and advise Full Council accordingly.
   c) As Section 5.1 of MPC Financial Regulations they shall regularly review MPC Banking arrangements, including bank mandates, for efficiency and value for money.
   d) As Section 6.6 of MPC Financial Regulations they shall review the direct debits of the council and recommend to Full Council any changes it feels are necessary.
   e) As section 8.2 of MPC Financial Regulations they shall regularly review any council investments and banking arrangements and make recommendations to Full Council on whether any changes are considered necessary.
   f) As Section 9.3 of MPC Financial Regulations they shall, working with the R.F.O., review all fees and charges made by MPC and make recommendations to Full Council on any changes they feel necessary.
   g) The committee will review staff remuneration on an annual basis and make recommendations to full council.
   h) The committee will formulate policy on behalf of Minster Parish Council and present it to Full Council for approval.
7) The Committee will keep a record of all outstanding matters. Each outstanding matter will have a record made of all calls made, letters or emails sent/received etc.

8) The outstanding matters list will form a standing agenda item for each meeting until the matter is closed.