

MINSTER PARISH COUNCIL



**MINSTER
IN THAMET**

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Clerk to the Council: Ms. Kyla Lamb - MAAT

30th May 2019

MINSTER PARISH COUNCIL

4th JUNE 2019

Sir or Madam,

You are hereby summoned to attend a meeting of the Council of Minster which will be held at the Library and Neighbourhood Centre, 4A Monkton Road, Minster on Tuesday 4th June 2019 at 7 p.m. for the purpose of considering and passing such Resolution or Resolutions as may be deemed necessary or desirable with respect to the matters mentioned in the agenda.

Clerk to the Council

NOTE: Residents and members of the public are cordially invited to attend the meeting of the Council.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. MINUTES

To approve the minutes of the meeting held on 7th May 2019 (**Appendix A**).

3. MEMBERS' INTERESTS

To register any new interests, or deregistration, by Members.

4. **COMMUNITY WARDEN AND POLICING REPORTS**

To report on any other matters as appropriate.

5. **COUNTY COUNCILLOR & DISTRICT COUNCILLOR'S REPORT**

To receive reports from county and district councilors as appropriate.

6. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman to report as appropriate.

7. **REPORT OF THE CLERK**

The Clerk to report upon any matters that may have arisen since the dispatch of the agenda.

8. **DOCUMENTS AVAILABLE FOR INSPECTION**

Documents will be placed around at the meeting, as appropriate.

9. **SECTION 106 AGREEMENT**

The Clerk will update members with any information since the May 2019 meeting.

10. **AGENCY PAYMENT RENEWAL AND TAKING OVER THE HIGH STREET AND MONKTON ROAD CAR PARKS AND PUBLIC TOILET**

The clerk to provide an update.

11. **DEVELOPMENT PROPOSALS FOR LAND WEST OF TOTHILL STREET OL/TH/18/1488**

The Chairman will update members on any further information received regarding the above application since the May 2019 meeting.

12. **POLICY AND FINANCE COMMITTEE**

To receive the signed internal audit report (**Appendix B**) and minutes of the meeting held on 21st May 2019 (**Appendix C**) and to consider the recommendations contained therein as follows:-

- a) **RECOMMENDED:** to Council that the Statement of Internal Control be approved and the Chairman and Clerk sign the Statement on behalf of the Council.
- b) **RECOMMENDED:** to Council that the Annual Governance Statement be approved and that the Chairman and Clerk sign and date the Statement on behalf of the Council.
- c) **RECOMMENDED:** to Council that the Accounting Statements and supporting documents be approved and signed and dated by the Chairman on behalf of the Council

13. **REQUEST FROM MINSTER SCHOOL TO INSTALL SAIL SHADES**

Minster School have requested permission to install shade sails on the area of land leased to the school that is part of the recreation ground. This requires poles installed into the ground. Members views are sought.

14. MINSTER SCHOOL COUNCIL FUNDRAISING PROJECT

The Chairman has requested donating £50 or more from the Clarkes Educational Fund held in reserves to the School Council. The Chairman will explain the purpose of this suggested donation at the meeting.

15. PLANNING APPLICATIONS

To receive an update on planning comments made to Thanet District Council and decisions made by Thanet District Council since the May Council meeting.

16. COMMITTEE TERMS OF REFERENCE

Members are asked to consider the amended attached terms of reference for the following committees – Operations, Policy & Finance, Highways & Transportation, Planning, GDPR and adopt them. **(Appendix D)**

17. 75TH ANNIVERSARY OF VE DAY CELEBRATIONS ON 8TH MAY TO 10TH MAY 2020

The Clerk has received information from KALC outlining the celebrations being planned for the above anniversary. Members views are sought on how Minster will join in these celebrations.

18. NATURE SHED PROJECT – MONKTON NATURE RESERVE

A representative will give a presentation on the Nature Shed Project- Monkton Nature Reserve.

19. COMMITTEE REPRESENTATIVE REPORTS

To receive reports, if appropriate, from representatives of the following bodies:

TALC	Councillors Crow-Brown & Quittenden
Minster School	Councillor Mrs Gimes
Village Hall	TBC
Twining Assn.	Councillor Burden

20. REPORT OF THE RFO

(a) Bank balance statement

(b) Statement of Receipts and Payments for May 2019 **(Appendix E)**

(c) The Hampshire Trust Bank 1 year term deposit matures on 12th June 2019 the balance will be £102,761.13. The interest rate offered to reinvest the sum for a further twelve months is 1.90% (1.35% last 12 months) members instruction is sought on this matter.

21. QUESTIONS FROM THE PUBLIC

Up to 15 minutes will be allowed for members of the public to ask questions or comment on parish matters.

Mrs. Kyla Lamb

Clerk to the Council

30th May 2019

MINSTER PARISH COUNCIL

Minutes of the Meeting of the Council held at the Library & Neighbourhood Centre,

4a Monkton Road, Minster

on 7th May 2019 at 7.00 pm

Present: Councillors: Mrs. Gimes (Chairman), Day, Quittenden, Dr. Jones, Whybrow, McCarthy, Owen, Burden, Sharp, Taylor.

Also present: Councillor Dawson (KCC), Kyla Lamb (Clerk to the Council), Clare Wilsdon (Assistant Clerk to the Council) and PCSO Adrian Butterworth.

Apologies for absence: Cllr. Pugh (TDC)

1. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Penny Gimes be elected Chairman of the Council for the ensuing year 2019/2020

Councillor Gimes took and signed the declaration of acceptance of office and thereupon took the chair.

COUNCILLOR GIMES IN THE CHAIR

The Chairman took this opportunity to welcome the new Councillors to their first committee meeting.

2. APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor Day be appointed Vice Chairman of the Council for the ensuing year 2019/2020

3. MINUTES

RESOLVED: That the Minutes of the Council meeting and Extraordinary meeting both held on 2nd April 2019 be approved.

4. MEMBERS INTERESTS

No matters of interest noted.

5. MEMBERSHIP OF COMMITTEES

RESOLVED: That the following Committees be re-formed with the membership as shown:

Policy & Finance

Cllr. Day
Cllr. Dr. Jones
Cllr. Quittenden
Cllr. Crow-Brown
Cllr. Mrs. Taylor

Operations

Cllr. Day
Cllr. Dr. Jones
Cllr. Quittenden
Cllr. Crow-Brown
Cllr. Whybrow
Cllr. Owen
Cllr. McCarthy

Planning

Cllr. Day
Cllr. Dr. Jones
Cllr. Quittenden
Cllr. Taylor
Cllr. Crow-Brown
Cllr. Whybrow
Cllr. Owen

Highways

Cllr. Day
Cllr. Dr. Jones
Cllr. Quittenden
Cllr. Crow-Brown
Cllr. Burden
Cllr. Owen
Cllr. Sharp

GDPR

Cllr. Taylor
Cllr. Owen
Cllr. Gimes

6. TIMETABLE OF MEETINGS 2018/2019

Members are asked to agree the following meeting timetable

2019

4th June
2nd July
August (no meeting)
3rd September
1st October
5th November
3rd December

2020

14th January
4th February
3rd March
7th April
21st April – Annual Parish Meeting

7. APPOINTMENT TO OUTSIDE BODIES

AGREED: The following members be appointed as the Council's representatives to the under-mentioned bodies;

TALC	Cllrs Quittenden and Crown-Brown
Minster School	Cllr. Mrs Gimes
Village Hall	TBC
Twinning Assn	Cllr. Burden
KIACC	Cllr. Day

8. APPOINTMENT OF INTERNAL AUDITOR

RESOLVED: That Mr David Buckett be re-appointed as internal auditor to Council for the year 2019/2020

**MINUTES OF THE ORDINARY MEETING
7th May 2019**

9. COMMUNITY WARDEN & POLICING REPORT

Community Warden Aaron Kluibenschadl was not present and there was nothing to report on his behalf.

PCSO Adrian Butterworth was present and reported as follows:

- Kent Police have received 65 calls to Minster since the last council meeting but only two were crimes including, theft of a number plate from a motor-vehicle and a catalytic convertor being removed from a vehicle in Laundry Road.
- Fly-tipping, including a shed has been reported on farm land along Marsh Farm Road.
- Three fly-tips have been reported on the old top road that runs parallel to the Thanet Way between Minster and Monkton.
- Other incidents reported include missing persons, RTC and domestic calls.

- Further complaints about nuisance bikes and mopeds have been made. Some individuals have been identified and spoken to.
- Giving a talk at the Salvation Army and the Royal British Legion on scams and how to prevent yourself becoming a victim of fraudsters.

10. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORTS

Cllr Dawson reported on the following:

- KCC's recent apology over lack of support for parents of children with special educational needs, and how this would be addressed in the future.
- HeadStart Kent – A new five year initiative, primarily within schools, funded by The Big Lottery Fund, to improve emotional resilience in 10-16 year olds.

The Chairman thanked Cllr Dawson for her assistance in addressing concerns regarding the recent bus route changes.

Cllr Pugh was not present as he was attending a Councillors induction at TDC, but emailed a report read out by the Chairman as follows;

- Further to Cllr Taylor's request, National Grid have been contacted again regarding the Bird flight diverters on the powerlines.
- Objection made to planning applications in the villages that negatively impact the nature of our communities, most recently 49 homes proposed behind Monkton Street, Monkton.
- Objection will also be made to the application for Tothill Street when it is brought before the planning committee.
- Congratulated the Parish Councillors on their re-election and welcomed new Parish Councillors including Cllr Crow-Brown, who has worked tirelessly as a District Councillor for four years and will be an asset to the Parish Council.

11. CHAIRMAN'S ANNOUNCEMENT

Cllr. Mrs Gimes reported as follows;

- Thanked Councillors for their recent help with painting the parish office.
- Nature Shed Project – supported and hosted by Monkton Nature Reserve provides a place for people of all ages to meet and participate in rewarding activities. Combatting loneliness and isolation through community involvement.
- TDC Parish Forum recently attended with the Clerk on 4th April 2019 and included a presentation by Iain Livingstone Planning Manager on Section 106 Agreements and a presentation by Ms Glaiser, head of enforcement of parking.

12. REPORT OF THE CLERK

The Pop-Up Café was at the New Inn Car park for its second visit today and was well attended.

13. DOCUMENTS AVAILABLE FOR INSPECTION

None.

14. SECTION 106 AGREEMENT

The Clerk reported that the improvements to Molineux Road had been approved. The improvements include:- removal of an old diseased tree, planting of new trees, repairs to footpaths, dropped kerbs and verges to prevent parking on the verges.

15. AGENCY PAYMENT RENEWAL AND TAKING OVER THE HIGH STREET AND MONKTON ROAD CAR PARKS AND PUBLIC TOILET

The first Agency payment has been received for 2019/20. We are still awaiting a 3 year legal agreement.

Volunteers for litter picking would be welcomed as we are currently short-staffed.

16. DEVELOPMENT PROPOSALS FOR LAND WEST OF TOTHILL STREET OL/TH/18/1488

No further information at this time.

17. CHAIRMANS CHAIN

The Chairman reported on the final quotations received for improvements to the Chairman's Chain. A discussion ensued and Members

RESOLVED: To accept the quotation for £4850.

18. FLEET INSURANCE RENEWAL

Members were asked to consider the renewal of the insurance policy for the Citroen Dispatch Van, Toro Groundmaster and Ransome ride-on mowers.

RESOLVED: To approve and accept the quotation for £1293.60 provided by Came & Co.

19. CCTV AT SPORTS PAVILION

The Clerk presented two quotations to members:

- a) To re-position existing analogue camera system to boiler room including labour and materials £1585.
- b) To supply and install 5 replacement cameras to be linked to the new CCTV system. £3180.

AGREED: Further quotations will be sought for re-positioning of the existing system.

20. PLANNING APPLICATIONS

Members view were sought on the application of reserved matters for R/TH/19/0382 – 66 Monkton Road, Minster.

Cllr Taylor reported the following restrictions would be put in place

No deliveries to be made before 09:00 and between 14:45 and 15:45 to avoid school traffic.

Cllr Taylor and the Clerk responded on behalf of the Council as follows;
Minster Parish Council have concerns on parking provision at the above development. Although the design is using the Kent County Council Parking guidelines 2008, we feel that to comply with the NPPF July 2018 policy 12 (achieving well designed places section 127A -will function well and add to the overall quality of the area) parking provision should be amended to reduce tandem parking with side by side parking. It is also felt that parking provision should be increased at the front of properties instead of behind, this will reduce the need for parking on the roadside and neighbour confrontation over parking.

Minster Parish Council support the responses made by Kent Highways and Kent Police.

We note the reference to placing yellow lines opposite the site entrance. We feel that this would be to the detriment of existing residents of Monkton Road.

With regard to the affordable housing - Policy SP20/H1 Affordable Home Provision – Minster Parish Council wish to see a local lettings plan in place which will give priority to Minster residents and then surrounding villages on all 11 affordable housing. Evidence of this must be shown in the section 106 agreement.

Policy SP19: Housing mix- the current application has changed the housing mix, removing 2 bedroom homes and increasing 4 bedroom homes. The design and access statement states that the housing mix has been carefully considered to meet needs and aspirations of the community and it was determined that a higher proportion of medium to large size homes would best offer the opportunity for upsizing for growing families. There is no evidence shown for this need. Therefore, Minster Parish Council feel that the provision approved previously in the outline application should be retained.

Minster Parish Council support the provision of a conventional street including footpaths. A shared surface has not worked well in a previous development in Minster.

Cllr Taylor gave the following update on comments and decisions made by TDC since the last Council Meeting.

F/TH/19/0215-Erection of Coffee Shop with Drive through Costa Coffee – Highways have a holding objection.

F/TH/19/0173- Erection of 25 dwellings Hoo Farm, 147 Monkton Road, Minster - Highways have a pending objection – MPC objected.

TH/18/1163- Erection of 5 Units – 118A Monkton Road – Awaiting appeal decision.

F/TH/19/0389- 3/4/19- Whites Transport Office Building - MPC had no objections. Highways have a pending objection subject to more information on HGV movements.

F/TH19/0457 – 5/4/19-35 Tothill Street Extension – MPC had no objections.

F/TH/19/0506 – 30/4/19-2 St Mildreds Mews – erection of a conservatory – MPC had no objections.

21. COMMITTEE REPRESENTATIVE REPORTS

Members received reports from representatives of the following bodies:

TALC	Cllr Quittenden reported that the next meeting will be held on 23 rd May 2019 where a new Chairman will be appointed.
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Minster School	Cllr. Mrs. Gimes reported that the school is now nearly fully subscribed.
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Village Hall	Nothing to report.
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- Twinning Assn. Cllr Burden reported that there will be a quiz night at the RBL on the 8th June. On 15th June, French members will be attending the Open Gardens in Minster and a photographic exhibition is being held in the Old Schools. Boules/Petanque will be played in Armbouts-Cappel on 22nd June and a full coach will be attending the Ducasse -fete on 30th June. Consideration is being given to the next year of events.
- Flood Committee Cllr Day thanked volunteers and members of the Flood Committee for their input however they felt it was no longer necessary to carry on with the committee as present.

22. REPORT OF THE RFO

RESOLVED: That (a) the Bank balance statement be received and noted, (b) the statement of Receipts and Payments for the month of April 2019 be approved.

23. QUESTIONS FROM THE PUBLIC

Mr Slight suggested a 20mph speed limit at the double bend in Greenhill Gardens. Cllr Quittenden responded that he will make enquiries.

Mr Slight said that Monkton Nature Reserve are setting up a Nature Shed project and suggested that this be made a joint project with Minster Parish Council.

The Clerk will contact the Nature Shed for further information on how Monkton Parish Council are supporting the project.

Mr Slight complained that helicopters were flying low over his property creating noise disturbance and requested that we make a complaint.

Mr Watler asked why CCTV cameras cannot be used for parking enforcement.

Mr Gimes requested that issues with fly-tipping along the old top road should be revisited with the possibility of restricting access to vehicles.

Chairman of the Council

4th June 2019

Time concluded: 8.32 p.m.

Annual Internal Audit Report 2018/19

MINSTER PARISH COUNCIL

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

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

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

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

Date(s) internal audit undertaken

01/05/2019

Name of person who carried out the internal audit
DAVID J BUCKETT

Signature of person who carried out the internal audit

D. J. Buckett

Date

01/05/2019

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**MINSTER PARISH COUNCIL
POLICY & FINANCE COMMITTEE**

**Minutes of the Committee meeting held on Tuesday 21st May 2019
in the Neighbourhood Centre, 4a Monkton Road, Minster at 6.15pm.**

Present: Councillors Day, Mrs. Gimes (Ex-Officio), Crow-Brown, Dr. Jones, Quittenden and Taylor.

In Attendance: Kyla Lamb (Clerk/RFO)

24. APOLOGIES

No apologies were received. All Committee members were present.

25. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Quittenden be elected Chairman of the Committee for the year 2019/20.

Councillor Quittenden in the Chair

26. APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor Danny Day be appointed Vice Chairman of the committee for the year 2019/20.

27. MEMBERS' INTERESTS

No declarations of interest, or deregistration, were made.

28. MINUTES

RESOLVED: that the minutes of the meeting held on 2nd January 2019 be approved and signed by the Chairman.

29. ACCOUNTS TO 31ST MARCH 2019

The Clerk submitted documentation for the following :-
Accounts to 31 March 2019

RESOLVED: that the accounts to 31st March 2019 be accepted.

30. ALLOCATION OF RESERVES 31ST MARCH 2019

Members considered the allocation of reserves submitted by the Clerk and
RESOLVED that the reserves allocation be approved.

31. REVIEW OF THE ANNUAL RISK MANAGEMENT STATEMENT

Members **AGREED** the updated Annual Risk Management statement for the forthcoming year be approved and signed by the Chairman.

32. **REVIEW OF THE SYSTEM OF INTERNAL CONTROL**
Members considered the Statement of internal Control and
RECOMMENDED: to Council that the document be approved and the Chairman and Clerk sign the Statement on behalf of the Council.
33. **APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2018-19**
Members considered The Annual Governance statement for 2018-19.
RECOMMENDED: to Council that the Annual Governance Statement be approved and that the Chairman and Clerk sign and date the Statement on behalf of the Council.
34. **APPROVAL OF ACCOUNTING STATEMENTS FOR 2018-19**
Members considered the Accounting Statements and supporting documents as provided by the Clerk Responsible Financial Officer who had prior to the meeting signed and dated Section 2 of the AGAR for 2018-19.
RECOMMENDED: to Council that the Accounting Statements and supporting documents be approved and signed and dated by the Chairman on behalf of the Council.
35. **REVIEW OF FIXED ASSET REGISTER**
Members **AGREED** that the fixed asset register be accepted.
36. **ALL WEATHER PITCH INCOME AND EXPENDITURE**

The Clerk has updated a summary of the income and expenditure from 2008 to 2019 for the pitch. The Clerk reported that the surplus of income over expenditure this year to add to the sinking fund was £12,522 giving a total fund to date of £96,990 held in reserves.

Signed:

Chairman
Meeting closed at 6.50 P.M.

MINSTER PARISH COUNCIL STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31st MARCH 2019

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 2019 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, PKF Littlejohn LLP, 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;
- PKF Littlejohn LLP, 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 2018-19 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

Section 1 – Annual Governance Statement 2018/19

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 2019, that:

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

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

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

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

and recorded as minute reference:

Chairman

Clerk

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

Authority web address

WWW.MINSTERPC.KENTPARISHES.GOV.UK

Section 2 – Accounting Statements 2018/19 for

MINSTER PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	304,326	322,408	<i>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.</i> <i>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.</i>
2. (+) Precept or Rates and Levies	55,568	61,321	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	135,111	119,532	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	95,194	91,811	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	7,194	7,194	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	70,209	102,847	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	322,408	301,409	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	319,154	296,638	<i>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.</i>
9. Total fixed assets plus long term investments and assets	1,722,377	1,735,095	<i>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.</i>
10. Total borrowings	49,933	45,030	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	N/A		<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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

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

K. Lamb

Date

01/05/2019

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

as recorded in minute reference:

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

OPERATIONS COMMITTEE

STANDING ORDERS & TERMS OF REFERENCE

- 1) The Operations 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 can seek to co-opt any member of the public they think will be of benefit to the work of the Committee to sit as a member of The Committee. That person will not have voting rights on The Committee.
- 7) The Committee will formulate policies on behalf of the Council to enable the Clerk
 - a) To monitor everything concerning the physical environment of the area covered by MPC. This includes the recreation ground and all buildings and sports facilities/equipment thereon; the cemetery and grounds and all buildings thereon; the public toilets; the public car parks.
 - b) To monitor the implementation of agency agreements.
 - c) To make recommendations on staffing levels, training and equipment to enable staff to carry out their role effectively.
 - d) To monitor personnel issues including appraisals, and report to full council on staffing issues.
 - e) To monitor the condition of all buildings and equipment owned and operated by MPC and make to recommendations as to their regular maintenance and repair.
 - f) To monitor to maximize use and operation of the AWPS and make any recommendations it feels necessary to assist in the running of the facility.
 - g) To carry out a yearly review of all MPC assets that fall within the remit of Operations and make recommendations to Full Council on the costs anticipated in maintaining the assets. This review should be completed by

December each year so any anticipated spend can be included in budget deliberations by Full Council.

- h) To draw up a regular maintenance schedule for grounds, equipment and buildings covered by Operations and make periodic checks to ensure the schedule is adhered to.
- 8) Should any member of the Committee notice any damage to an asset of MPC that is either deliberate or accidental then they should immediately report the matter to the Clerk so repairs as per MPC Policy can be arranged.
- 9) The Clerk will keep a record of all outstanding matters on behalf of the committee. Each outstanding matter will have a record made of all calls made, letters or emails sent/received etc.
- 10) The outstanding matters list will form a standing agenda item for each meeting until the matter is closed.
- 11) In the event that decisions by this committee result in a recommended spend exceeding £1000 cumulatively, they will be referred to the finance committee prior to consideration at Full Council.

D R A F T for consideration by MPC

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.

MINSTER PARISH COUNCIL (MPC)

HIGHWAYS & TRANSPORTATION COMMITTEE

STANDING ORDERS & TERMS OF REFERENCE

- 1) The Highways & Transportation 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 can seek to co-opt any member of the public they think will be of benefit to the work of the Committee to sit as a member of the Committee. That person will not have voting rights on the Committee.
- 7) The Committee will formulate policies on behalf of the Council to enable the Clerk:
 - a) to monitor everything concerning the physical environment of the area covered by M.P.C. relating to highways, pavements, public rights of way and byways.
 - b) to monitor the rail situation within the Village and to ensure that any strategic rail issues that could impact upon the existing or future rail service are considered and commented upon.
 - c) to keep under review existing bus service requirements to ensure that Villagers have an adequate bus service to the Thanet towns.
 - d) to make recommendations to Full Council on any representations that M.P.C. should make regarding improvements and amendments to public highways or services.
- 8) A list of issues will be kept by the Clerk. The outstanding matters list will form a standing agenda item for each meeting until the matter is closed.

PLANNING COMMITTEE

STANDING ORDERS & TERMS OF REFERENCE

- 1) The Planning 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 ;
 - a) The Committee shall consist of at least 4 members.
 - b) To be quorate the meeting must have 3 members present.
 - c) 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.
 - d) The Committee may meet at very short notice and waive the usual notice periods for meetings when an application requires a quick response.
- 4) The Committee will meet as required but 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 can ask any member of the public they think will be of benefit to the work of The Committee to sit as a member The Committee. That person will not have voting rights on The Committee. Should a matter be discussed that is of a nature that the public, by resolution, would be asked to leave a meeting then that person must be asked to leave the room whilst the matter is discussed.
- 7) The Committee will perform the following on behalf of Full Council ;
 - a) Scrutinize all planning applications made within the area covered by MPC.
 - b) Scrutinize any planning applications that are on other areas but which may impact on the area covered by MPC.
 - c) Make recommendations to Full Council, or on behalf of Full Council, as to whether the application should be; Supported (with or without comments); Objection (with comments); No Objection offered or Called In.
* DEVOLVED AUTHORITY – Where the Planning Application is subject to time constraints for comments which mean that a Full Council meeting will not be held before the deadline for comments then The Committee have the authority of Full Council to do any of the following ;
 - i) Call an Extra-Ordinary Meeting of Full Council to consider the matter.
 - ii) Ask any District or County Councillor (as appropriate) to "Call In" the application.
 - iii) Make representation to the relevant authority requesting an extension to the consultation dates.
 - iv) Ensuring they comply with any Planning Policy of MPC, make a response on behalf of MPC, reporting such response to the next available Full Council Meeting.

- v) If an application requires an urgent response or simply requires a response of a technical nature then the Chairman , or Vice-Chairman in his absence , may make a response to the relevant Planning Authority. The response made being reported to the next Full Council Meeting.
- 8) The Committee will carry out any site visits it feels are necessary to assist it in its deliberations.
- 9) The Committee do not need to meet to consider every application made.
- a) The Chairman, or Vice-Chairman in his or her absence, will use their experience to decide whether a response can be made directly to the relevant Planning Authority without calling a Committee meeting.
- b) The Chairman, or Vice-Chairman, has the authority to make a reply on behalf of MPC without calling a meeting of The Committee but it should be borne in mind that if it is likely that an objection is to be made by a member of the public or organization then a meeting of The Committee should normally be called to consider the matter. However, the provision of 7c(v) should be used if necessary.
- c) If the Chairman or Vice-Chairman make a response on behalf of The Committee without a meeting being called then the application and its response should be reported at the next Full Council meeting.
- 10) The Committee may spend any sum as devolved to it by Full Council providing M.P.C. Financial Regulations are followed. The Chairman, or Vice-Chairman in his or her absence, will be responsible for liaison with the RFO to ensure procedures are correctly followed. All payments will be made via The R.F.O, under no circumstances is The Committee to set up its own account.
- 11) 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.
- 12) The outstanding matters list will form a standing agenda item for each meeting until the matter is closed.
- 13) The Chairman or Vice Chairman will give a monthly update to Full Council on any planning matters recently decided, applied for or subject of a pre-application enquiry.

D R A F T for consideration by MPC

MINSTER PARISH COUNCIL (MPC)

COMMUNICATIONS COMMITTEE

STANDING ORDERS & TERMS OF REFERENCE

- 1) The Communications 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) Monitor and advise on all matters relating to General Data Protection Regulations.
 - b) Manage the content of the website and ensure that it is informative and up to date.
 - c) To make recommendations on the most effective use of media to engage with members of the public.
 - d) Consider the effective use of social media to improve communication between the residents of this parish and the council.
 - f) Produce guidelines for members of the council on the appropriate use of social media
 - h) The committee will formulate policy on behalf of Minster Parish Council on all communication matters 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.

MAY 2019

RECEIPTS & PAYMENTS

DATE	PAYEE	TYPE	DESCRIPTION	RECEIPT	PAYMENT
01/05/2019	THANET	BACS	AGENCY/PRECEPT	49157.50	
07/05/2019	AWPS	CASH	AWPS W/E 28/04/19	162.00	
07/05/2019	PREMIER	BACS	AWPS HIRE	168.00	
09/05/2019	AWPS	CASH	AWPS W/E 05/05/19	221.00	
09/05/2019	HERNEBAYH	BACS	AWPS HIRE	2066.00	
13/05/2019	MINSTERSCH	142	SCHOOL-AWPS USAGE	1854.00	
13/05/2019	BOWLS	142	BOWLS CLUB-RENT AND GROUNDSM	4002.38	
14/05/2019	AWPS	CASH	AWPS W/E 12/05/19	30.00	
20/05/2019	MINSTERCHU	BACS	GREEN BOOKS	277.00	
21/05/2019	AWPS	CASH	AWPSD W/E 19/05/19	140.00	
28/05/2019	GALACTICO	BACS	AWPS HIRE	33.00	
31/05/2019	MONKTONFC	BACS	AWPS HIRE	420.00	
			TOTAL	58530.88	
02/05/2019	BRITISHGAS	DD	PAV ELECTRIC		209.46
07/05/2019	TALKTALK	DD	OFFICE TEL/BBAND		60.58
09/05/2019	EDF	DD	AWPS ELECTRICITY		578.55
10/05/2019		TFR	LLOYDS CC		535.87
16/05/2019	VTECHNICAL	BACS	PRINTING/COPYING		19.44
16/05/2019	BUSH	BACS	MOWER PUNCTURE		21.00
16/05/2019	BUSINESS	DD	PAV WATER		27.73
16/05/2019	BUSINESS	DD	CEM WATER		33.32
16/05/2019	ELASGROUP	DD	HEALTH & SAFETY		148.80
16/05/2019	RBSOFT	bacs	CEM S/WARE		231.60
16/05/2019	KCSSUPPLY	BACS	SUPPLIES		270.42
16/05/2019	ONEOFFS	BACS	CABOODLE - CYCLE TO WORK		280.00
16/05/2019	ONEOFFS	BACS	PAV TANK CHLORINATION		582.00
16/05/2019	SUN	BACS	COOP CAMERA		1125.00
16/05/2019		TFR	HMRC PAYE NI APRIL PAYROLL		1133.94
16/05/2019	UPSON	BACS	MOWER SERVICING		1182.89
16/05/2019	CAME	BACS	VEHICLE INSURANCE		1293.60
16/05/2019	CHRISTY	BACS	AWPS LIGHTIN ANNUAL MAINT		1825.28
16/05/2019		BACS	MAY PAYROLL		6657.14
21/05/2019	EDF	DD	PAV GAS		69.00
21/05/2019	EDF	DD	AWPS ELECT		193.00
23/05/2019	UNICOM	DD	PAV-TEL BBAND		53.26
24/05/2019	BRITISHGAS	DD	PAV ELECTRIC		58.19
28/05/2019	AXIS	DD	CEM-ELECTRIC		10.09
			TOTAL		16600.16

BANK BALANCES AS AT 31/05/2019

UNITY	127114.39
NATIONWIDE	104857.25
HAMPSHIRE TRUST	101392.22
COOP	5.93
TOTAL	<u>333369.79</u>

05/12/2019

Minster Parish Council

12:21

Receipts and Payments Summary - Cashbook 1

Unity Bank Account Months 1-2

Current Month is: 8

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Month 1	9,347.88	14,507.30	
Month 2	58,530.88	16,600.38	
Total Receipts / Payments	67,878.76	31,107.68	Closing Trial Balance
Opening Balance	90,343.31		
Closing Balance		127,114.39	127,114.39
	<u>158,222.07</u>	<u>158,222.07</u>	

List of Payments made between 01/05/2019 and 31/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/05/2019	British Gas	DD	209.46		Pavilion Electric
07/05/2019	Talk Talk	DD1	60.80		P/Ledger Electronic Payment
09/05/2019	EDF Energy	DD2	578.55		P/Ledger Electronic Payment
10/05/2019	Lloyds Credit Card	C/C TFR	535.87		C/C TFR
16/05/2019	ELAS Business Support	DD1605	148.80		P/Ledger Electronic Payment
16/05/2019	One Off Payments	BACS1605	280.00		P/Ledger Electronic Payment
16/05/2019	Business Stream	DD16051	27.73		Pavilion Water
16/05/2019	Business Stream	DD16052	33.32		Cem water
16/05/2019	Came & Co	BACS	1,293.60		P/Ledger Electronic Payment
16/05/2019	Minster Garage	BACS1605	21.00		Mower puncture repair
16/05/2019	RBS	BACS1605	231.60		P/Ledger Electronic Payment
16/05/2019	One Off Payments	BACS16051	582.00		P/Ledger Electronic Payment
16/05/2019	Upsons	BACS	1,182.89		SERVICE
16/05/2019	Sunstone IP Systems Ltd	BACS16052	1,125.00		Remaining balance camera
16/05/2019	Christy Floodlighting Ltd	BACS16053	1,825.28		Maintenance Contract 19/20
16/05/2019	V-Technical	BACS1605	19.44		P/Ledger Electronic Payment
16/05/2019	Kent County Council KCS	BACS16051	270.42		SUPPLIES
16/05/2019	PAYROLL	BACS	6,657.14		PAYROLL MAY
16/05/2019	HMRC	BACS	1,133.94		PAYE/NI APRIL
21/05/2019	EDF Energy	DD	193.00		P/Ledger Electronic Payment
21/05/2019	EDF Energy	DD1	69.00		P/Ledger Electronic Payment
23/05/2019	Unicom	DD2	53.26		P/Ledger Electronic Payment
24/05/2019	British Gas	DD3	58.19		P/Ledger Electronic Payment
28/05/2019	Axis Business Services	DD4	10.09		P/Ledger Electronic Payment
Total Payments			16,600.38		

05/12/2019

Minster Parish Council

14:12

Receipts and Payments Summary - Cashbook 3

Lloyds Credit Card Months 1-2

Current Month is: 8

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Month 1	803.97	803.97	
Month 2	535.87	1,133.36	
Total Receipts / Payments	1,339.84	1,937.33	Closing Trial Balance
Opening Balance	0.00		
Closing Balance	-597.49		-597.49
	<u>1,937.33</u>	<u>1,937.33</u>	

List of Payments made between 01/05/2019 and 31/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2019	Co-op Fuel	COOP	80.92		VAN FUEL
01/05/2019	Co-op Fuel	COOP	53.32		
01/05/2019	Co-op Fuel	COOP1	85.60		VAN FUEL
01/05/2019	Co-op Fuel	COOP2	34.51		REFRESHMENTS
01/05/2019	B&Q	B&Q	4.00		T/ROLL HOLDER
01/05/2019	Amazon	AMAZON	9.99		Poly cups
01/05/2019	1&1 Ionos	1&1	53.39		EMAIL/EXCHANGE ACCS
01/05/2019	COOPER NEIL	CASH FEE	5.00		CASH FEE
01/05/2019	Petty Cash	TRANSFER	200.00		PETTY CASH TRANSFER
01/05/2019	MONTHLY FEE	MONTHLYFEE	3.00		MONTHLY FEE
01/05/2019	B&Q	B&Q	87.06		[PAINTING SUNDRIES
08/05/2019	Standfast Burglar Alarms	STANDFAST	11.40		PAVILION KEYS
08/05/2019	Co-op Fuel	COOP0805	53.28		P/Ledger Electronic Payment
10/05/2019	1&1 Ionos	1&1	53.39		Email/Exchange accs
10/05/2019	DVLA	DVLA	262.50		VAN TAX
20/05/2019	Co-op Fuel	COOP1	70.00		VAN FUEL
22/05/2019	One Off Payments	WGBURBRIDG	50.00		PAINT/HALF ROUND
22/05/2019	Homebase	HOMEBASE	13.00		P/Ledger Electronic Payment
28/05/2019	LLOYDS FEE	FEE	3.00		MONTHLY FEE
Total Payments			<u>1,133.36</u>		