Colne Engaine Parish Council

www.colne-engaine.org.uk

DATE 2ND JUNE 2017

DEAR COUNCILLORS

MEMBERS OF THE COUNCIL ARE SUMMONED TO ATTEND THE FORTHCOMING MEETING OF THE COLNE ENGAINE PARISH COUNCIL AT 8.00PM ON THURSDAY 8TH JUNE 2017 IN THE JUBILEE ANNEX OF COLNE ENGAINE VILLAGE HALL, FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA BELOW.



TERRY ROOTSEY

CLERK

AGENDA

1. **WELCOME AND APOLOGIES FOR ABSENCE.**
   Councillor's reasons for absence.

2. **DECLARATION OF INTERESTS.**
   To receive any 'Disclosable Pecuniary Interests or Non-Pecuniary Interests' relating to items on the agenda. Members of the Council are subject to the newly adopted code of conduct. Subject to sub-paragraphs 9.2 to 9.3 of the code of conduct where councillors have a Disclosable Pecuniary Interest, other Pecuniary Interest, or Non-Pecuniary Interest in any business of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification. Subject to the Code of Conduct if you are present at a meeting of the Authority or of any committee, and you have a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at the meeting and you are aware of that interest you must not participate, or participate further, in any discussion, or participate in any vote, taken on the matter at the meeting and you must withdraw from the room where the meeting considering the business is being held unless you have received a dispensation from the Authorities proper officer.

3. PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

The maximum time allowed for the public to participate as per the Colne Engaine Parish Council's Standing Orders is 15 minutes with each person being invited to speak for a maximum of 5 minutes. At the close of the item members of the public will no longer be permitted to address the Council unless the Chairman deems it appropriate and adjourns the meeting.

4. **DISTRICT & COUNTY COUNCILLORS, IF PRESENT, TO ADDRESS THE MEMBERS –** *FOR INFORMATION*

5. CONFIRMATION OF MINUTES OF FULL COUNCIL MEETING HELD ON 11TH MAY 2017 – *DECISION REQUIRED*

6. PLANNING APPLICATION 17/00850/FUL - *DECISION REQUIRED*
Application for proposed dropped kerb at 30 Brook Street CO6 2JD

7. FINANCIAL MATTERS 1. APPROVE ANNUAL RETURN TO EXTERNAL AUDITOR AS AT 31ST MARCH 2017– *DECISION REQUIRED*

a) Annual Governance Statement to be approved and signed by the Chairman and the Clerk.

b) Members to consider Accounting Statements on Annual Return.

c) Approve Accounting Statements on Annual Return

d) Accounting Statements to be signed by the Chairman.

8. FINANCIAL MATTERS 2 – *DECISION REQUIRED*

a) Financial statements for May 2017

b) Items as per May 2017 payment schedule to be approved for payment and signed

c) Budget information as at 31st May 2017 as prepared by clerk

9. CONSIDER ANY ACTION THAT THE COUNCIL CAN WORK WITH NEIGHBOURHOOD WATCH TO HELP REDUCE THE RISK OF CRIME TO OUR VILLAGERS. *FOR DISCUSSION AS TO POSSIBLE WAY FORWARD.*

10. PERSONNEL MATTERS – *FOR INFORMATION*

VILLAGE MAINTENANANCE MAN: MR C RACZI – UPDATE
CLERK: MR T ROOTSEY – UPDATE

11. HIGHWAYS – *FOR INFORMATION AND DECISION IF APPROPRIATE*

CONSIDER ANY MATTERS THAT NEED ATTENTION

12. **<u>TO RECEIVE CHAIRMANS BRIEFING, CLERKS REPORT & COUNCILLOR'S REPORTS</u> -** ***FOR INFORMATION*** **(The clerks report has been circulated prior to the meeting for all members to read.) The Clerk, Chairman and Councillors will deliver progress report if applicable at the meeting.**

13. <u>FUTURE AGENDA ITEMS</u> – ***FOR INFORMATION***

14. <u>DATE FOR NEXT MEETING</u> – ***FOR INFORMATION***

THIS NOTICE WAS ISSUED BY:

TERRY ROOTSEY

CLERK TO COLNE ENGAINE PARISH COUNCIL,

3 BOX MILL MCOTTAGES

BOX MILL LANE

HALSTEAD CO9 2DR

TELEPHONE 07946 096331

E-MAIL clerk@colne-engaine.org.uk

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014*

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here: COLNE ENGAINE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
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 smaller authority to conduct its business or on 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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has 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 smaller 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.

	Yes	No	NA	
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.			✓	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on: 08/06/2017

Signed by Chair at meeting where approval is given:

and recorded as minute reference: 7(a)

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here: COLNE ENGAINE PARISH COUNCIL

	Year ending 31 March 2016 £	Year ending 31 March 2017 £	Notes and guidance
			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	27326	28997	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	21802	21922	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	6987	6028	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	13374	13011	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	13864	11002	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	28997	32934	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	28997	32934	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	108576	111131	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		✓	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer: M Kookley

Date 2/6/2017

I confirm that these accounting statements were approved by this smaller authority on:

08/06/2017

and recorded as minute reference:

7(c)

Signed by Chair at meeting where approval is given:

Section 3 – External auditor report and certificate

In respect of:

Enter name of smaller authority here:	COLNE ENGAINE PARISH COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/do not certify* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

External auditor name | Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here: COLNE ENGAINE PARISH COUNCIL.

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
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.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Name of person who carried out the internal audit: NANCY POWELL DAVIES

Signature of person who carried out the internal audit: N Powell Davies Date: 18/05/2017

*If the response is 'no' please 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, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, **including the dates set for the period for the exercise of public rights**, has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

Bank reconciliation – pro forma

Colne Engaine Parish Council

Financial year ending 31 March 2017

Prepared by TERRY ROOTSEY (RFO) (Name and role)

Date 25/4/2017

	£	£
Balance per bank statements as at 31 March 2017:		
CURRENT A/C	13416	
INTEREST A/C	19678	33094
Petty cash float (if applicable) N/A		
Less: any unpresented cheques at 31 March 2017		
CQ 100469	160	
		(160)
Add: any un-banked cash at 31 March 2017		
NONE		
Net balances as at 31 March 2017 (Box 8)		32934

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2016 (Prior year Box 8)	28997
Add: Receipts in the year	27950
Less: Payments in the year	(24013)
Closing balance per cash book [receipts and payments book] as at 31 March 2017 (must equal net balances above – Box 8)	32934

9594000446001400 17 [1.2]

Explanation of variances – pro forma

Colne Engaine Parish Council

The *'Practitioners' Guide'* provides guidance on explaining significant variances. **Please provide full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Section 2	2015/16 £	2016/17 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 *Precept or Rates and Levies*	21802	21922	120	0.5	
Box 3 *Total other receipts*	6987	6034	953	13.6	LOCALISM GRANT (£877)
Box 4 *Staff costs*	13374	13011	363	2.7	
Box 5 *Loan interest/ capital repayments*	0	0	0	0	
Box 6 *All other payments*	13864	11002	2862	20.6	COMPUTER EQUIPMENT & SOFTWARE PURCHASED 2015/6 £3224
Box 9 *Total fixed assets & long term investments & assets*	108576	111131	2555	2.3	
Box 10 *Total borrowings*	0	0	0	0	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because .... N/A				

Colne Engaine Parish Council

Contact details

Please complete this form and send it back to us with the Annual Return

	Clerk	Chair
Name	TERRY ROOTSEY	ALAN BARNARD.
Address	3 BOX MILL COTTAGES BOX MILL LANE HALSTEAD ESSEX CO9 2DR	HILL CREST 2 MILL LANE COLNE ENGAINE COLCHESTER CO6 2HY
Daytime telephone number	07946 096331	07837 669500
Mobile telephone number	07946 096331.	07837 669500
Email address	CLERK@COLNE-ENGAINE.ORG.UK	ALAN@COLNE-ENGAINE.ORG.UK

959400446001700l7 [1.2]

Bank Reconciliation Statement as at 08/06/2017
for Cashbook 1 - Barclays Community Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Barclays Community Account	31/05/2017		23,946.74
			23,946.74

Unpresented Cheques (Minus)			Amount	
11/05/2017	100482	Mortimer Contracts	268.80	
11/05/2017	100484	C Raczi	234.90	
08/06/2017	100478	Saint Arnold Mgt Ltd	127.45	
08/06/2017	100479	HMRC	1,072.25	
08/06/2017	100480	C Raczi	182.00	
08/06/2017	100485	T Rootsey	745.86	
				2,631.26
				21,315.48

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		21,315.48
Balance per Cash Book is :-		**21,315.48**
Difference is :-		**0.00**

Today: **1 June 2017**

BARCLAYS

Mr Terence George Rootsey

Transactions

COMMUNITY

20-97-40 63922480

Available balance	**£23,443.04**
Last night's balance	£23,946.74
Overdraft limit	£0.00
Emergency Borrowing	n/a

Showing **10** transactions between **03/05/2017** and **26/05/2017** from 01/05/2017 to 31/05/2017

Date	Description	Money in	Money out	Balance
26/05/2017	Cheque 100481		-£285.56	£23,946.74
19/05/2017	Direct Debit EE & T-MOBILE Q32958203720263395 DDR		-£26.21	£24,232.30
18/05/2017	Cheque 100483		-£1,217.50	£24,258.51
15/05/2017	Direct Debit A & J LIGHTING COL1000 DDR		-£57.89	£25,476.01
12/05/2017	Direct Debit E.ON 011398062190A DDR		-£103.11	£25,533.90
10/05/2017	Cheque 100473		-£6.00	£25,637.01
05/05/2017	Cheque 100472		-£684.00	£25,643.01
04/05/2017	Cheque 100476		-£160.00	£26,327.01
04/05/2017	Cheque 100475		-£100.00	£26,487.01
03/05/2017	Cheque 100474		-£134.40	£26,587.01

Need to view older transactions?

If you have registered for online statements, then follow the link to view them

BARCLAYS

1 June 2017
Mr Terence George Rootsey
Email: t.rootsey945@btinternet.com
Work Email: terry@colne-engaine.org.uk
Mobile: 07791 844065

Transactions

Cash Reserve

Save | Cancel

Available balance	£19,677.62
Last night's balance	£19,677.62
Overdraft limit	n/a

Interest rates are variable. Interest is paid quarterly.

Balance	Gross pa%	AER%
£1 - £999,999	0.00	0.00
£1,000,000 and over	0.05	0.05

For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

Please note: It is your responsibility to ensure that any tax due on interest payments received is paid to the appropriate tax authority.

No transactions found from 01/05/2017 to 31/05/2017

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702). Barclays Bank PLC subscribes to the Lending Code which is monitored and enforced by the Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk. Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Income						
Precept	11,361	22,722	11,361			50.0%
Localism Grant	1,673	1,673	0			100.0%
Street Cleaning	909	909	0			100.0%
Misc Receipts	419	0	(419)			0.0%
Football Club Rent	0	100	100			0.0%
Income :- Receipts	14,362	25,404	11,042			56.5%
Movement to/(from) Gen Reserve	14,362					
Parks & Open Spaces						
Grass Cutting	336	1,320	984		984	25.5%
Misc Rec Ground Repairs	570	750	180		180	76.0%
Pond Maintenance	0	400	400		400	0.0%
Playground Repairs & Maint	0	400	400		400	0.0%
RoSPA	0	86	86		86	0.0%
Maint worker expenses	29	100	71		71	28.9%
Parks & Open Spaces :- Indirect Payments	935	3,056	2,121	0	2,121	30.6%
plus Transfers from earmarked reser	450					
Movement to/(from) Gen Reserve	(485)					
Personnel						
Maint Worker Net Wages	548	2,200	1,652		1,652	24.9%
HMRC - PAYE & NI	1,072	2,660	1,588		1,588	40.3%
Clerk & RFO Net Salary	2,198	7,860	5,662		5,662	28.0%
Office Expenses	165	650	485		485	25.3%
Office Rent (Parish Office)	250	250	0		0	100.0%
Personnel :- Indirect Payments	4,233	13,620	9,387	0	9,387	31.1%
Movement to/(from) Gen Reserve	(4,233)					
General Expenses						
Rent for Meetings	0	93	93		93	0.0%
Computer Maint' / New Equipmen	110	800	690		690	13.8%
Training & Travel	0	300	300		300	0.0%
Insurance	0	886	886		886	0.0%
Audit	0	485	485		485	0.0%
Subscriptions	286	460	174		174	62.1%
Elections Fees	0	200	200		200	0.0%
Contingency	0	1,500	1,500		1,500	0.0%
General Expenses :- Indirect Payments	396	4,724	4,328	0	4,328	8.4%
Movement to/(from) Gen Reserve	(396)					

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Village Street Lighting						
Street Lighting All costs	96	1,500	1,404		1,404	6.4%
Electricity	191	1,045	854		854	18.3%
Village Street Lighting :- Indirect Payments	287	2,545	2,258	0	2,258	11.3%
Movement to/(from) Gen Reserve	(287)					
Footpaths						
Footpath Maint	6	200	194		194	3.0%
Footpaths :- Indirect Payments	6	200	194	0	194	3.0%
Movement to/(from) Gen Reserve	(6)					
Chairmans Budget						
Chairman's Budget	106	200	94		94	53.1%
Chairmans Budget :- Indirect Payments	106	200	94	0	94	53.1%
Movement to/(from) Gen Reserve	(106)					
Grants, Donations & Misc						
Grants & Donations	100	500	400		400	20.0%
Grants, Donations & Misc :- Indirect Payments	100	500	400	0	400	20.0%
Movement to/(from) Gen Reserve	(100)					
VAT Data						
VAT on Payments	240	0	(240)		(240)	0.0%
VAT Data :- Indirect Payments	240	0	(240)	0	(240)	
Movement to/(from) Gen Reserve	(240)					
Grand Totals:- Receipts	14,362	25,404	11,042			56.5%
Payments	6,303	24,845	18,542	0	18,542	25.4%
Net Receipts over Payments	8,059	559	(7,500)			
plus Transfers from earmarked reser	450					
Movement to/(from) Gen Reserve	8,509					

PAYMENTS TO BE APPROVED INCLUDING DIRECT DEBITS PAID SINCE LAST MEETING

Colne Engaine Parish Council

Barclays Community Account

List of Payments made between 12/05/2017 and 08/06/2017

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
12/05/2017	E-On	DD	103.11		electricity
15/05/2017	A&J Lighting	DD	57.89		monthly maintenance
19/05/2017	EE	DD	26.21		telephone
08/06/2017	Saint Arnold Mgt Ltd	100478	127.45		Parish Assembly refreshments
08/06/2017	HMRC	100479	1,072.25		Tax & NI
08/06/2017	C Raczi	100480	182.00		May wages & expenses
08/06/2017	T Rootsey	100485	745.86		May salary & office expenses
		Total Payments	2,314.77		

AS PER FINANCIAL REGULATIONS 5.7 PAYMENTS ARISING ON A REGULAR BASIS (UNDERLINED ABOVE) TO BE SIGNED BY 2 MEMBERS.

CLLR 1 .....

CLLR 2 .....

CHAIRMAN'S INITIAL.....