

KILMERSDON PARISH COUNCIL

YOU ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF KILMERSDON PARISH COUNCIL AT THE COLES GARDEN MEETING ROOM ON MONDAY 21st MAY 2018 AT 7.30PM

A G E N D A

1. TO ELECT THE CHAIR OF THE COUNCIL
2. TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE or, if not then received, to decide when it shall be received.
3. TO ELECT THE VICE CHAIR OF THE COUNCIL
4. **APOLOGIES** To receive apologies for absence
5. **DECLARATIONS OF INTEREST** To note any members' interests
6. **VACANCY** on the Parish Council. To consider filling the vacancy by co-option (**Page 1**)
7. TO CONFIRM THE COUNCILLOR RESPONSIBLE FOR PLANNING APPLICATIONS
8. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES – (a) PACT, (b) Village Hall Committee, (c) Village Day Committee.
9. **MINUTES** To approve the Minutes of the Parish Council Meeting held on 16th April 2018. **Pages 2-6**
10. **PUBLIC SPEAKING TIME** (max 15 mins).
11. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross	Net	Power	Ch no
L Welch	Salary (April)	£241.62	£241.62	LGA 1972, s112	001239
Paul Clark Accountants	Internal Audit	£180.00	£150.00	LGA 1972. S111	001240
Came and Company	Insurance	£668.23	£668.23	LGA 1972, s111	001241
1&1 Internet Ltd reimbursed to L Welch	Quarterly fee	£17.96	£14.97	LGA 1972 s.143	001242

12. TO RECEIVE THE INTERNAL AUDIT REPORT FOR 2017/18 (**Page 7**)
13. **ANNUAL GOVERNANCE STATEMENT 2017/18 (Page 8)**
To agree and sign the Annual Governance Statement 2017/18
14. **YEAR END ACCOUNTS 2017/18 (Pages 9-13)**

KILMERSDON PARISH COUNCIL

To agree and sign the Accounting Statements 2017/18

15. **TO AGREE THE COMPARISON OF ACTUAL AGAINST BUDGET AT YEAR END 2017/ 18**
(Pages 14-15)
16. **TO AGREE THE EXEMPTION CERTIFICATE (Page 16)**
17. **TO NOTE THE CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS - 4/6/18 – 13/7/18.**
18. **HIGHWAY MATTERS**
 - Feedback from Sustrans suggesting the sharing of costs of a dog bin for the cycle track £228.09 + installation, with Mendip DC meeting the costs of emptying the bin.
 - Parking at Silver St – White Horse Housing has confirmed that it has allocated all three of its garages. An enquiry about the remaining garages has been made with Aster and chased 17/4/18 and again 7/5/18, update circulated 9/5/18.
19. **PLAYING FIELD**
 - Signage for the eight overflow parking spaces (Cllrs Hudson and Lewis)
 - Quote for infill of top soil beneath the swing seat - £250 Big Wood Play Systems
 - Missing screw on the football post and wobbly post on the bridge – raised via the weekly checks 26/3/18.
 - The grass-crete is rising slightly by the slide nearest the zip wire – raised via the weekly checks 14/5/18
20. **PLANNING APPLICATIONS (Cllr Butt)**

2018/1036/TCA Proposed works to a tree in a conservation area: T1 - Row of Connifers - Removal to ground level and grinding of stumps: The Limes Ames Lane Kilmersdon Frome BA3 5TB
21. **NEIGHBOURHOOD PLAN** Feedback on the article in Kilmersdon News and letters to the school, the pub, the Village Hall Committee and Norton Green Machinery.
22. **PROPOSED TPO ON THE SILVER BIRCHES IN THE PLAYING FIELD** – the application was submitted 17/04/18
23. **SPEED INDICATOR DEVICE** - feedback on the query on the cost: if it is located in one position with readings twice a year it will cost £200.
24. **ANNUAL PARISH MEETING** 25th June 2018 is not available at the Village Hall. Thursday 21st June is being held provisionally. There have been no positive responses to the invitations to talk at the meeting.
25. **CORRESPONDENCE**
26. **ANNUAL REVIEW OF THE CODE OF CONDUCT, THE STANDING ORDERS, THE FINANCIAL REGULATIONS, COMPLAINTS PROCEDURE, FREEDOM OF INFORMATION POLICY, HEALTH AND SAFETY POLICY** <https://kilmersdonpc.wordpress.com/accounts/>
FREEDOM OF INFORMATION PUBLICATION SCHEME
27. **OUTSIDE BODIES**

KILMERSDON PARISH COUNCIL

28. **HOARES LANE/SILVER STREET** – debris from cutting back of vegetation at Silverstones
29. **MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING**
30. **DATE OF NEXT MEETING:** 18th June 2018

Part 2 To resolve to exclude the press and public under s.1(2) of the Public Bodies (Admission to Meetings Act) 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

31. **REVIEW OF LEASES**
To appoint a solicitor and get a guide price for consideration of fee payment by the landlord.



Lesley Welch
Parish Clerk
14th May 2018

Tel: 07521 951471

Clerk@kilmersdonpc.co.uk
www.kilmersdonpc.co.uk

To: Cllrs R Butt, S Gibbs, D Hudson, A Jolliffe, K Lewis (Vice Chair), R Morse (Chair)

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.



03/05/2018

Gmail - Council Vacancy

Many thanks for your e mail and it is good to hear from you.

Thank you for registering your interest to be co-opted to the Parish Council. This can indeed be done in your absence if the Parish Council is in agreement. To help the process it would be good if you would send a small amount of information about yourself in advance of the meeting - perhaps a few sentences about your work background and any thoughts or aspirations for Kilmersdon.

With best wishes,

Lesley

Lesley Welch
Parish Clerk
Kilmersdon Parish Council
Tel. 07521 951471

The view and comments expressed in this email are confidential to the recipients and should not be passed on to others without permission.

[Quoted text hidden]

Neil Brand1 <neil_x_brand@nfumutual.co.uk> Wed, May 2, 2018 at 7:56 PM
To: Lesley Welch <kilmersdonclerk@gmail.com>
Cc: "ken@kenlewisdesign.co.uk" <ken@kenlewisdesign.co.uk>, Andrew Jolliffe <atpjolliffe@yahoo.co.uk>, Donald Hudson <donald@kilmersdon.com>, Raph Butt <raphbutt@btinternet.com>, Roy Morse <roymorse.faulkland.uk@tesco.net>, Shayne Gibbs <shaynegibbs1961@gmail.com>

Hi Lesley,

Thanks for the reply.

I am currently a Self Employed NFU Mutual agent and NFU Group Secretary covering North Somerset and Bristol. I run two offices and employ up to 16 staff. I specialise in advising businesses around their insurance and health and safety management as well as supporting the North Somerset Farmers as their union representative.

Regarding Kilmersdon itself I love living in the village and I really want to contribute in making it a great place to live. As you are aware I have already attended a few meetings and given my views on parking and speeding on Silver Street and brought to the PC attention to the issues around rodents in the waste land. I aspire for the village to really be a great place to live by keeping it free from litter, dog mess and anti social behaviour. Also as I live directly behind the playing field I am always actively making visitors aware of the no dog policy on the field. I also enjoy assisting in village day apart from this year as I am away on holiday.

I hope this covers off everything you need and I am sorry I can't make the next meeting on the 21st.

Regards,

Neil Brand

Sent from my iPhone

[Quoted text hidden]

[Quoted text hidden]

Lesley Welch <kilmersdonclerk@gmail.com> Thu, May 3, 2018 at 2:35 PM
To: Neil Brand1 <neil_x_brand@nfumutual.co.uk>
Cc: "ken@kenlewisdesign.co.uk" <ken@kenlewisdesign.co.uk>, Andrew Jolliffe <atpjolliffe@yahoo.co.uk>, Donald Hudson <donald@kilmersdon.com>, Raph Butt <raphbutt@btinternet.com>, Roy Morse <roymorse.faulkland.uk@tesco.net>, Shayne Gibbs <shaynegibbs1961@gmail.com>

Many thanks Neil it is much appreciated and I'll be in touch after the meeting.

Best wishes,

KILMERSDON PARISH COUNCIL

Minutes of the Kilmersdon Parish Council
Held at the Coles Garden Meeting Room
At 7.30pm on Monday 16th April 2018

PRESENT: Cllr R Morse (Chair), Cllrs R Butt, S Gibbs, D Hudson, A Jolliffe and K Lewis (Vice Chair).

ABSENT: -

ATTENDING: Cllr Edward Drewe, Mendip DC; Two members of the public; L Welch (Parish Clerk).

846. APOLOGIES

Apologies for lateness were received and accepted from Cllr Hudson. Apologies for absence were received from County Cllr Mike Pullin.

ACTION

847. DECLARATIONS OF INTEREST

Cllr Jolliffe declared a personal interest in Item 11 Planning Application, Village Shop and Café.

848. MINUTES

The minutes of the Parish Council meeting held on 19th March 2018 were agreed as a true record and signed by the Vice Chair.

849. PUBLIC SPEAKING TIME

The Chairman welcomed the new owners of a property in Hoares Lane, who outlined proposals for a planning application to include a new driveway and garage. Topsoil and grass seed would then be applied to rectify the existing damage to the green space in front of the property. The suggestions were met positively, it looks like a sensible scheme.

850. VACANCY ON THE PARISH COUNCIL

There were no applicants, this would be kept on the agenda.

851. FINANCIAL MATTERS

The following payments were **agreed**.

Payee	Detail	Gross	Net	Power	Ch no
N Taylor	Footpath works	£100.00	£100.00	LGA 1972, s143	001234
L Welch	Salary (Feb)	£241.62	£241.62	LGA 1972, s112	001236
1 & 1 Internet Ltd	Domain renewal .co.uk	£11.99	£9.99	LGA 1972, S111	001237
Big Wood Play Systems	Play area repairs	£550.00	£550.00	LGA 1972, s111	001238

Minutes are draft until approved at the next meeting.

Signed:

Date:

KILMERSDON PARISH COUNCIL

ACTION

852. MISSING BOLLARD AT THE TREATMENT WORKS

Noted that subject to budget constraints, Sustrans will try to schedule the replacement of the bollard in this financial year.

853. HIGHWAY MATTERS

(1) Moving the 30mph signs to their original positions, with gates outside no. 3 and at the bottom of the hill – the Parish Council has previously agreed to fund 50% of the works and this is waiting to go on the Highways schedule of works.

Cllr Hudson arrived at 8pm.

(2) Feedback from Cllr Drewe regarding the possibility of being part of local initiatives to reduce speed – County Councillors and District Councillors are calling a meeting with reps from all local Parish Councils to discuss speed reduction from the White Post to the A36 and from Buckland Dinham to Radstock. Measures might include uniformity of speed limits, double white lines and possibly a roundabout at Terry Hill.

(3) Charlton Lane – Confirmed that signage alerting drivers on approaching the junction had been put up.

(4) Request from a resident for dog bins on the cycle track – Noted that Mendip would carry the cost of emptying a bin, if the Parish Council purchased and installed one. The cost of a dog bin was discussed. **Agreed** not to purchase a bin since it was outside the budget, but to ask Sustrans if it might consider the request. The resident who made the request to be kept informed.

Clerk

(5) Parking at Silver Street – A lease on car parking spaces would improve the situation, but parking is still a problem. Three of the garages belong to White Horse Housing Association and are fully allocated. The other two belonging to Aster are in a bad state of repair. The Clerk to chase Aster to allocate the garages or consider their demolition to create parking space.

Clerk

854. VILLAGE SIGN AT THE TOP OF THE HILL

Sue Meadows is looking at alternative signs due to the high cost of the one initially proposed.

855. PLAYING FIELD

(1) Signage for the eight overflow parking spaces – The Village Hall Committee to confirm where it would like the new sign situated.

Cllr Hudson
Cllr Lewis

(2) Quote for infill of top soil beneath the swing seat – The Clerk to chase a quote from Big Wood Play Systems.

Clerk

Minutes are draft until approved at the next meeting.

KILMERSDON PARISH COUNCIL

- (3) Missing screw on the football post and wobbly post on the bridge Big Wood Play Systems confirmed they would rectify these items. Cllr Morse to check.

ACTION

Cllr Morse

856. PLANNING APPLICATIONS

2018/0268/FUL Village shop and cafe, Kilmersdon - The Parish Council objected to the planning application, as presented, on the following grounds:

1. There has been no proper consultation with adjoining property owners or occupiers, both residential and business.
2. We believe that Manor Close is not yet an adopted highway therefore Linden Homes should have been consulted as the legal owner of the highway that would provide access to the proposed site.
3. The unreasonable length of time between the Notice under Article 13 (24th January) and the submission of the planning application in March.
4. The applicant has provided some additional information to the Parish Council since the application was submitted, such as a Design Statement, but the Parish Council has not received confirmation from Mendip D C that this forms a revision to the application. Also, this information has not been sent out for public consideration.
5. The planning application includes inaccurate information in terms of (a) the number of car parking spaces available, which should read 28 not 30 and (b) the condition of the youth shelter, which is not in a state of disrepair.

For the above reasons Kilmersdon Parish Council felt it is vital that a revised planning application be submitted for proper consultation.

Kilmersdon Parish Council objected to the planning application as it stands on the grounds of:

(a) Its concerns regarding parking provision have not been satisfied. The application shows a calculation of car parking spaces based on the car park being used solely to accommodate vehicles using it for the Village Hall and the Shop, which is incorrect. There are many other users of what is officially a Public Car Park and, additionally, events held at the Village Hall can already cause an overspill and congestion on adjacent roads.

(b) The Parish Council objects to the felling of any trees. In our view there is ample room to gain access to what would be a

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KILMERSDON PARISH COUNCIL

relatively simple construction using small/light machines, and protection could be provided against root damage to the mature Cherry tree on the right of the Village Hall entrance, which currently forms an attractive symmetry to the Hall entrance.

(c) There is no reference to materials, colours etc. The Open Space Assessment refers to full details being described in the supporting Design, Access and Planning statement, which is not included in the list of documents on Mendip's website.

Cllr Jolliffe left the meeting at 9pm.

2018/0568/FUL Retention of land for the display of motor vehicles, Redhouse Farm, - The Parish Council objected on the grounds of inappropriate development in the countryside.

2018/0773/TCA Willow – remove broken limbs and cut any others that are overhanging back to the property boundary; Beech – fell, 3 Cabbells Mead, Church St – There were no objections, the Parish Council is guided by the Tree Officer.

Cllr Drewe left the meeting at 9.20pm.

857. NEIGHBOURHOOD PLAN

One resident had expressed an interest in working on the Neighbourhood Plan

Resolved: (1) To re-publicise the Neighbourhood Plan stating the danger that without a Plan certain decisions can be made on the village's behalf; (2) To invite people from the School, the Pub, Norton Farm Machinery and the Village Hall Committee to work on this initiative.

Clerk

Clerk

858. PROPOSED TPO ON TWO SILVER BIRCHES IN THE PLAYING FIELD

The Clerk to submit the TPO once the Tree Officer is located.

Clerk

859. SPEED INDICATOR DEVICE

The Parish Council considered possible locations of the SID.

Resolved: to clarify whether £100 per location was a one-off payment or an ongoing fee every time the location is used.

Clerk

860. ANNUAL PARISH MEETING

Agreed to hold the APM on 25th June at 7.30pm. Draft agenda: Welcome; Overview by the Chair; County Councillors report; District Councillors report; PCSO report; Defib overview, Q&A.

Minutes are draft until approved at the next meeting.

ACTION

KILMERSDON PARISH COUNCIL

ACTION

- 861. **VILLAGE CLEAN UP BEFORE THE VILLAGE DAY ON 28th May**
The clean up to be advertised as Sunday 20th May at 2pm, meeting outside the Village Hall. Cllr Morse to make enquiries for more litterpicking devices.
- 862. **CORRESPONDENCE**
Green triangle on Silver St – This had been covered at minute 849.
- 863. **OUTSIDE BODIES**
There was no report on outside bodies.
- 864. **MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING**
 - o Hoares Lane/ Silver Street – Debris from the cutting back of vegetation at Silverstones
 - o Annual Parish Meeting
- 865. **DATE OF NEXT MEETING: 21st May 2018**

Cllr Morse

It was agreed to exclude the press and public under s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

- 866. **REVIEW OF LEASES**
The inconsistencies in the leases at the Village Hall, car park and playing field were discussed. In particular (1) the demised area should be correctly shown; (2) the current lease does not let the Parish Council sub let; (3) the obligations should the Village Hall Committee no longer exist.

Cllr Butt left the meeting at 10.20pm.

Resolved: that the Parish Council requires reassurance that legal costs are covered before appointing its own solicitor. A cost undertaking to indemnify the Parish Council's legal fees in full was therefore the first step and this to be put to Cllr Jolliffe in his capacity of landlord.

Clerk

The meeting ended at 10.30pm

Minutes are draft until approved at the next meeting.

Annual Internal Audit Report 2017/18

KILMERSDON 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 2018.

The internal audit for 2017/18 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.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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 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.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed). **F: COVERAGE NOT APPLICABLE BECAUSE THE COUNCIL DOES NOT OPERATE A PETTY CASH SYSTEM**

Date(s) internal audit undertaken

24, 25 + 26/04/2018

Name of person who carried out the internal audit

PAUL CLARK

INTERNAL AUDITOR

Signature of person who carried out the internal audit

P [Signature]

Date

26/04/18

*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, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

KILMELSDON 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 2018, that:

	Agreed		"Yes" means that this 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.	✓		<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 and 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
			✓

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE
dated DD/M/YYYY

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

Chairman SIGNATURE REQUIRED
Clerk SIGNATURE REQUIRED

Section 2 – Accounting Statements 2017/18 for

KILMCKERDON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	14981	18477	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	12145	12630	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	860	1435	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	3661	4348	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	5848	7506	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	18477	20688	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	18477	20688	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	51526	12520	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	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or property present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

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

DDMMYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

Receipts 2017 18

Kilmersdon Parish Council

				General	Investment
10/04/2017	12,630.00	Mendip DC	Precept	12630.00	
01/05/2017	0.12	Natwest	Interest		0.12
01/06/2017	0.14	Natwest	Interest		0.14
01/07/2017	0.12	Natwest	Interest		0.12
01/08/2017	0.13	Natwest	Interest		0.13
01/09/2017	0.13	Natwest	Interest		0.13
01/08/2017	50.00	D Ransom	Playing field hire	50.00	
26/10/2017	829.10	SALC	Transparency grant	829.10	
23/11/2017	200.00	Village DaySign	Donation to sign	200.00	
01/10/2017	0.12	Natwest	Interest		0.12
01/11/2017	0.13	Natwest	Interest		0.13
01/12/2017	0.52	Natwest	Interest		0.52
01/01/2018	0.60	Natwest	Interest		0.60
01/02/2018	0.68	Natwest	Interest		0.68
28/02/2018	0.58	Natwest	Interest		0.58
29/03/2018	0.60	Natwest	Interest		0.60
26/02/2018	352.25	HMRC	VAT refund	352.25	
Total	14,065.22			14061.35	3.87

Payments 2017 18

Kilmersdon Parish Council

Date	Payee	Details	ch no	Amount gross	Amount net	VAT
03/04/2017	SLCC	Subs		78.00	78.00	
03/04/2017	T Nicholls	Salary		526.76	526.76	
03/04/2017	HMRC	Clerks tax		175.60	175.60	
04/04/2017	Southern Electric	Car Park lighting	DD1	15.91	15.16	0.75
03/05/2017	Southern Electric	Car Park lighting	DD2	14.36	13.68	0.68
08/05/2017	SJH Services	Grass cutting		226.10	226.10	
08/05/2017	S Gibbs	Dog fouling signs		15.74	13.12	2.62
08/05/2017	T Nicholls	Postage and general		87.16	81.18	5.98
02/06/2017	Southern Electric	Car Park lighting	DD3	14.75	14.05	0.70
05/06/2017	D Hudson	Recruitment ad		30.67	25.56	5.11
05/06/2017	Came & Company	Insurance		587.88	587.88	
05/06/2017	SJH Services	Grass cutting		226.10	226.10	
03/07/2017	T Nicholls	Salary		702.56	702.56	
03/07/2017	HMRC	Clerks tax		175.60	175.60	
03/07/2017	SPFA	Subs		15.00	15.00	
03/07/2017	P Clark	Internal audit		180.00	150.00	30.00
03/07/2017	SJH Services	Grass cutting		226.10	226.10	
04/07/2017	Southern Electric	Street lighting	DD4	16.61	15.82	0.79
02/08/2017	Southern Electric	Street lighting	DD5	15.35	14.62	0.73
21/08/2017	T Nicholls	Salary		270.16	267.17	2.99
21/08/2017	L Welch	Salary		241.62	241.62	
21/08/2017	Kilmersdon Meeting Room	Meeting room hire		92.00	92.00	
21/08/2017	Kilmersdon Village Hall	APM hall hire		30.00	30.00	
21/08/2017	SJH Services	Grass cutting		226.10	226.10	
21/08/2017	A T P Jolliffe	Playing Field lease		1.00	1.00	

04/09/2017	Southern Electric	Street lighting	DD6	1200	16.19	15.42	0.77
18/09/2017	SPFA	Annual inspection		1201	80.00	80.00	
18/09/2017	L Welch	Salary - Aug		1202	241.62	241.62	
18/09/2017	Clive Leat	Mending bench		1203	70.00	70.00	
18/09/2017	SJH Services	Grass cutting		1204	176.10	176.10	
16/10/2017	L Welch	Sept Salary		1205	241.62	241.62	
16/10/2017	HMRC	Clerks tax		1206	239.00	239.00	
16/10/2017	Petherick and Gillards	Payroll accounting		1207	236.00	236.00	
16/10/2017	SJH Services	Footpaths, grass		1208	526.10	526.10	
20/11/2017	Lord Hylton	Garage hire		1209	50.00	41.67	8.33
20/11/2017	L Welch	October salary		1210	241.62	241.62	
20/11/2017	L Welch website costs	I&I website costs		1211	17.96	14.97	2.99
20/11/2017	Grant Thornton	External audit		1212	120.00	100.00	20.00
03/10/2007	Southern Electric	Street lighting	DD7	1213	16.19	15.42	0.77
04/12/2017	Southern Electric	Street lighting	DD8	1214	15.77	15.02	0.75
18/12/2017	L Welch	Salary - Nov		1215	241.62	241.62	
18/12/2017	HMRC	Clerks tax		1216	180.60	180.60	
18/12/2017	SJH Services	Landscape works		1217	400.00	400.00	
18/12/2017	Apollo Services	Computer equipment		1218	987.24	822.70	164.54
18/12/2017	GB Sport and Leisure	Play equipment checks		1219	66.00	55.00	11.00
03/01/2018	Southern Electric	Street lighting	DD9	1220	16.61	15.82	0.79
15/01/2018	L Welch	Salary - Dec		1221	241.42	241.42	
15/01/2018	Coles Garden Meeting	Meeting room hire	1218/1226	1222	39.00	39.00	
15/01/2018	KP News	Grant		1223	400.00	400.00	
15/01/2018	Mendip Community Transport Grant	Grant		1224	100.00	100.00	
15/01/2018	Kilmersdon Church	Grant		1225	1,300.00	1,300.00	
19/02/2018	L Welch	Stamps/envelopes		1226	44.03	43.03	1.00
19/02/2018	L Welch	Website		1227	17.94	14.95	2.99
19/02/2018	L Welch	Salary - Jan		1228	241.62	241.62	
19/02/2018	SALC	subs		1229	145.97	145.97	
02/11/2017	Southern Electric	Street lighting	DD7A	1230	15.77	15.02	0.75

02/02/2018	Southern Electric	Street lighting	DD10	15.77	15.02	0.75
19/02/2018	Village Day	Grant for prize	1227	50.00	50.00	
19/03/2018	K Hutton	Grant for defib	1228	100.00	100.00	
19/03/2018	L Welch	reimbursed domain fee	1229	11.99	9.99	2.00
19/03/2018	L Welch	Salary - Feb	1230	241.62	241.62	
19/03/2018	GB Sport and Leisure	Quarterly play insp	1231	66.00	55.00	11.00
19/03/2018	HMRC	Clerks tax	1232	180.60	180.60	
01/03/2018	SSE	Street lighting	DD11	21.38	20.37	1.01
19/03/2018	J Kelly	Bench repair	1233	250.00	250.00	
Total				11,854.48	11,574.69	279.79

11,854.48 gross
 11,574.69 net
 279.79 vat

Year end	Reconciliation	
	Cash book balance b/f	31/03/2017 18476.78
	plus Receipts	14065.22
	less Payments	11854.48
	Cash book balance	31/03/2018 <u>20687.52</u>
	Current a/c balance	31/03/2018 5776.32
	less unrepresented chqs	39
		100
		66
		5571.32
	Reserve a/c balance	31/03/2018 15116.2
		<u>20687.52</u>

KILMERSDON PARISH COUNCIL DRAFT BUDGET 2018 19

Figures are net

	2017/18			2017/18		2018/19
	Budget	Actual at 6 months	Estimate to year end	Actual at year end	Budget	S.137
EXPENDITURE						
Clerks Salary	2780.00	1946.88	3396.60	3396.40	2950.00	
Tax	695.00	351.20	891.20	951.40	736.00	
Payroll admin	0.00	0.00	86.00	236.00	45.00	
Office expenses						
Postage	140.00	39.12	100.00	77.16	100.00	
Stationery	40.00	30.00	50.00	4.99	50.00	
Website	0.00	53.88	71.84	114.82	76.84	
Recruitment ad	0.00	25.56	25.56	25.56	0.00	
IT security	0.00	0.00	0.00	0.00	25.00	
Hire of Meeting Rooms	200.00	122.00	200.00	161.00	206.00	
Insurance	590.00	587.88	612.29	587.88	605.00	
Audit	250.00	180.00	280.00	250.00	185.00	
Subscriptions						
SALC	140.00	0.00	140.00	145.97	145.00	
SLCC	85.00	78.00	78.00	78.00	0.00	
C.C for Somerset	35.00	0.00	35.00	0.00	35.00	
SPFA	10.00	15.00	15.00	15.00	15.00	
Grass Cutting	1200.00	1080.50	1582.70	1436.60	1809.00	
Hedge trimming	180.00	0.00	180.00	320.00	180.00	
Village Cleaning/Tidying						
Footpaths	750.00	13.12	750.00	263.12	750.00	
Bench repair	0.00	0.00	0.00	250.00	0.00	
Playing Field						
Rent	1.00	1.00	1.00	1.00	1.00	
Garage	50.00	0.00	50.00	41.67	50.00	
Inspections	70.00	80.00	80.00	190.00	245.00	
Play Equipment	2000.00	70.00	2000.00	70.00	2000.00	
Capital Expenditure						

Computer equipment	0.00	0.00	823.00	822.70	0.00
General expenditure					
Street Lighting	180.00	88.75	180.00	185.42	180.00
Contingency cover	500.00	0.00	500.00	0.00	0.00
Grants					
Village Day	30.00	0.00	30.00	50.00	30.00
Parish Magazine	400.00	0.00	400.00	400.00	400.00
PCC	1300.00	0.00	1300.00	1300.00	1300.00
Ground Force	200.00	0.00	200.00	0.00	200.00
Others				200.00	
Total	11826.00	4762.89	14058.19	11574.89	12318.84

INCOME					
Playing Field hire	0	50	50.00	50.00	50.00
Precept	12630	12630	12630.00	12630.00	12630.00
Bank interest	0	0	0.00	3.87	0.00
Donation to village sign				200.00	0.00
VAT refund				352.25	0.00
Transparency grant	0	0	0.00	829.10	0.00
Total	12630	12680	12680	14065.22	12680.00

Surplus/deficit 804 7917.11 -1378.19 361.16

Certificate of Exemption

To be completed only by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

KILMERSDON PARISH COUNCIL

certifies that during the financial year 2017/18, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed £25,000

Annual gross income for the authority 2017/18:

£14,065.22

Annual gross expenditure for the authority 2017/18:

£11,854.48⁰⁰

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of £200 +VAT will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

IDENTITY

Signed by Chairman

Date

SIGNATURE REQUIRED

IDENTITY

Email

clerk@kilmersdonpc.co.uk

Telephone number

07521951471

*Published web address (not applicable to Parish Meetings)

www.kilmersdonpc.co.uk

This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.