

## **TOCKWITH WITH WILSTROP PARISH COUNCIL**

Minutes of the Annual meeting of the Parish Council meeting held on Wednesday 15<sup>th</sup> May 2013 in Tockwith Church

**Present:** Councillors; Mr N Waller, Mrs J Wardman, Mrs A Wilson, Mrs L Gill, Mrs S Pearce, Mrs S Corbett, Cllr J Thompson, Cllr B Smith.

**In attendance:** Mrs H Algar (Clerk to the Council), and 5 members of the public.

**Apologies:** Cllr J Savage (District & County Cllr) Mr C Billenness (late).

### **13/74 To elect a Chairman to Tockwith with Wilstrop Parish Council.**

Cllr Waller opened the meeting. Cllr Waller was proposed and seconded for chair. There were no other nominations and Cllr Waller was elected.

RESOLVED that Cllr Norman Waller be elected as chairman of the Parish Council.

### **13/75 To receive the declaration of office for the Chairman.**

Cllr Waller signed his declaration of office for chairman in the presence of the council and the clerk.

### **13/76 Apologies for absence**

RESOLVED that all apologies were accepted for Councillors absent.

### **13/77 To elect a Vice Chairman to Tockwith with Wilstrop Parish Council.**

Cllr S Corbett was proposed and seconded for vice-chair. There were no other nominations and Cllr Corbett was elected.

RESOLVED that Cllr S Corbett be elected as vice-chair of the Parish Council.

Cllr Corbett asked if training for vice-chair or chair was available as she wanted to ensure that she felt confident in the role.

RESOLVED that the Clerk enquire to YLCA for a course for the vice-chair and for her to book Cllr Corbett on for training at the earliest opportunity.

### **13/78 To elect representatives to serve on the following;**

- **Village Hall Management Committee**
- **Sportsfield Trust Committee**
- **WARDEN**
- **YLCA Harrogate Branch Committee**
- **SNG Knaresborough (Safer Neighbourhood Group)**
- **Ainsty Conservation Society**

RESOLVED that Cllr Sue Corbett shall serve as representative on the Sportsfield Trust Committee.

RESOLVED that Cllr Angela Wilson shall serve as representative on the WARDEN committee.

RESOLVED that Cllr Jackie Wardman and Cllr Jules Thompson shall serve as representatives on the YLCA Branch Committee.

RESOLVED that Cllr Lorraine Gill shall serve as representative on the Safer Neighbourhood

Group Committee.

RESOLVED that Cllr Jackie Wardman shall serve as representative on the Ainsty Conservation Trust committee with respect to Sandhole wood.

No representative was appointed onto the Village Hall Management Committee.

RESOLVED that the Village Hall Management Committee Representative vacancy shall stay open.

### **13/79 Responsible Financial Officer.**

RESOLVED that the Clerk to the Council Mrs Helen Algar be appointed as Responsible Financial Officer.

### **13/80 Internal Auditor**

RESOLVED that Mr Ian Scott Brown be appointed as Internal Auditor.

### **13/81 Sub-Committees**

- **Planning with terms of reference**

The Council discussed a need for a planning committee and decided against this.

RESOLVED that there should be no specific planning committee. If an extension could not be arranged for a planning application from the borough council that came in between meetings then an EGM should be held to discuss the application. They agreed that a councillor nearest to the proposed development should carry out a neighbour notification and report back to the full council where they will then make decision either at an ordinary meeting or EGM.

- **Audit Sub-committee with terms of reference**

RESOLVED that Cllr Clive Billenness, Cllr Jules Thompson and Cllr Lorraine Gill be appointed to that committee. Their terms of reference are to fit those specified in the current agreed financial regulations for Tockwith with Wilstrop Parish Council.

### **13/82 Minutes of last Annual Parish Meeting 25<sup>th</sup> April 2012.**

These minutes were from the previous years Annual Parish Meeting which had been carried out in an incorrect format which included a number of matters which should have been in the Annual Meeting of the Parish Councils business.

RESOLVED that the minutes of the previous annual parish meeting were signed as a true record and it was noted that the formats of the annual parish meeting and the annual meeting of the Parish council have now been altered in line with guidance from YLCA and SLCC.

### **13/83 Report from the Chairman**

Cllr Waller read out a report (Appendix 1.0) which gave a summary of the Parish Council activities over the previous year.

### **13/84. Reports from Representatives on outside bodies**

- **Village Hall Management Committee**

The Clerk read a report from Cllr Billenness describing the work of the Village Hall Management Committee over the past twelve months. (Appendix 2.0)

- **Sportsfield Trust Committee**

Cllr Corbett read a report describing the work of the Sportsfield Trust over the last year.(Appendix 3.0).

- **WARDEN**

Cllr Wilson read a report describing the work of WARDEN over the last year. (Appendix 4.0)

- **YLCA Harrogate Branch Committee**

Cllr Wardman read a report detailing the main points of the YLCA Harrogate Branch committee meetings held in the last twelve months.(Appendix 5.0)

- **SNG Knaresborough (Safer Neighbourhood Group)**

Cllr Gill read a report detailing the main points of the SNG Knaresborough meetings held in the last twelve months. (Appendix 6.0)

- **Ainsty Conservation Society**

Cllr Wardman read a report detailing the work the conservation society have been doing in Sandhole wood over the last twelve months. (Appendix 7.0)

### **13/85 Report from County & District Councillor.**

The Clerk read a report from Cllr Savage. (Appendix 8.0)

### **13/86 Report from Responsible Financial Officer.**

The Clerk read her report of the financial activities of the council over the previous year. (Appendix 9.0)

### **13/87 Report from Internal Auditor.**

The Clerk read a report from the Internal auditor relating to the Parish Council unaudited accounts 2012/13 and for compliance with the Annual Return. (Appendix 10.0)

### **13/88 Standing Orders and Financial Regulations**

RESOLVED that the Councils Current Standing Orders and Financial Regulations have been reviewed and are agreed.

### **13/89 Review of Parish Council Policies**

- **Media and Communications Policy**

RESOLVED that this has been reviewed and agreed and that a standard Parish Council header be added to the policy.

- **Volunteer Policy**

RESOLVED that this policy has been reviewed and agreed.

- **Grievance and Complaints Policy**

RESOLVED that there is a policy for complaints but the grievance and employment side of this needs to be considered and looked into over the next year.

- **Risk Assessments for Public Areas (including allotments)**

RESOLVED that the Clerk put in place a number of Risk assessments for Public areas for the council to then approve over the next twelve months.

- **Allotment Agreement**

RESOLVED that the agreement has been reviewed and agreed and that a standard Parish Council header be added to the policy.

- **Keeping of Poultry**

RESOLVED that the agreement has been reviewed and agreed and that a standard Parish Council header be added to the policy.

- **Allotment Policy**

RESOLVED that this was something that could be looked into during the following twelve months, if it was deemed necessary.

It was thought that due to the allotments previously being Harrogate Borough Council allotments we may have to allow anyone outside of the area the ability to apply for an allotment.

- **Employment Policies**

RESOLVED that there is a distinct lack of employment policies within the council and that the clerk should identify what is required over the next twelve months and as a whole the council should work towards putting policies in place.

- **Retention Policy**

**Cllr Waller had put a draft policy in place for the council to review.**

RESOLVED that the policy be adopted and also that a standard Parish Council header be added to the policy.

- **FOI Policy**

The Clerk informed the council that there were a number of documents that covered the ability for people to apply for FOI but it would be useful to bring all of these documents under one policy regarding freedom of information.

RESOLVED that the Clerk look at pulling all this information regarding FOI together and that she update the contact on the information from the old clerk to the new one and adopt a standard header for the policy as a whole. This should be aimed to be done over the next twelve months.

- **Community Resilience Plan**

Cllr Waller was keen to ensure that we get the public involved in the plan now that a basic framework is in place. It is important that an emergency committee is put in place to implement the plan in the event that it is required.

RESOLVED that the Clerk invite Mr Ian Spiers from Harrogate Borough Council to a Public meeting to be held in July to introduce the plan to the local community and to get people engaged with the idea of the plan and sign on to become involved.

### **13/90 Allotment Rents for the Year 2014/15**

RESOLVED that allotment rents be kept the same for the year 2014/15 as 2013/14.

### **13/91 Exempt Matters**

There were no exempt matters and the Chairman declared the Annual Meeting of the Parish Council closed.

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_\_



## Tockwith with Wilstrop Parish Council Chairman's Report to the Annual Meeting of the Parish Council May 2013

Shortly after the formation of the new Parish Council the Chairman Clive Saunders tendered his resignation in July due to him leaving the area and I was elected as Chairman. This came at an interesting time for the council, particularly in respect of the planning enforcement decisions made by the Government Planning Inspector the previous February. Regular meetings have been held with Bilton with Bickerton Parish Council, local residents and members of the Harrogate Borough Council to agree action plans to ensure the airfield operator complies with the Planning Inspector's findings. This has been a slow process and although some of the many thousands of tyres have been removed from the old airfield about 30,000 tyres remain and the Parish Council believes that Harrogate Borough Council should be considering enforcement action. Because of the lack of resources at Harrogate Borough Council the Parish Council has had to enlist the help of local residents to record activities on the old airfield to support any subsequent enforcement of planning breaches. We thank all those that have volunteered to record the information and sincerely hope that the Borough Council uses it to positive effect. The old airfield issues have taken up an inordinate amount of Parish Council business and expense for several years now and we share the frustration of many residents that progress is painfully slow. Communication with North Yorkshire County Council and the Highways Department has been frustrating at times.

Flooding in the area of New Row in Marston Road Tockwith, Warfield Lane Cowthorpe and Wilstrop Crossing are matters which we have earnestly been trying to resolve. We continue to raise other concerns regarding road maintenance but it seems to be a department that specialises in minimal response and we regularly have to chase up replies. Repairs have been carried out to the road in Kendal Gardens but there is little evidence of any other investment in highways in the parish council area. We continue to seek improvements to the A59 at Wilstrop and believe that the number of accidents there have been in the locality should warrant road improvement measures. Every year we press for changes to the Winter Gritting plan to try and get Kirk Lane/ Bilton Lane to given a higher gritting priority but once again it has fallen on deaf ears. The improvements we would wish to make to our highways are rarely acted on the basis of cost but relatively low cost matters like white lining, re-fixing and cleaning of road signs and general repairs to the street furniture also seem to take an age to put right. Surely to carry out minor repairs early saves costs in the long run.

The Council continues to maintain a working relationship with Harrogate Borough Council and North Yorkshire County Council. Our County Councillor and District Councillor John Savage attends when he can and usually reports when he cannot. We invite various representatives of those bodies who are also involved in various aspects of the Parish to attend as necessary. This last year for example we had talks by the Environment Agency, the Dog Warden Service, the Borough Council Emergency Planners and the local NHS regarding changes to mental health services to older people.

The Parish Council are supportive of Marton-cum-Grafton Parish Council in their opposition to the proposed Allerton Park Incinerator.

The Village Hall is owned by the Parish Council and is administered by the Village Hall

Management Committee who are representatives from each of the groups or clubs that regularly use the facilities. I would like to thank each and every one of the volunteers for their support and efforts in maintaining this important focal point within the village community and in particular their Chairman Audrey Unsworth.

Westfield Green Public Open Space is maintained by the Parish Council for the benefit of the whole community. The area does suffer from people indiscriminately discarding litter in the area which the Parish Council has to pay to clear up. We are very grateful to the village school children, and Marston Moor Scouts for organizing litter picks in the village every so often. If people could be more considerate, then litter would not be such a big issue.

Children and parents recently helped to resurface the footpath between Prince Rupert Drive and Southfield Lane with bark chippings but it has been disappointing that horse riders using this path have damaged it again. It needs to be emphasized that this path is a footpath and not a bridle way.

Dog fouling is a problem which causes great irritation to residents and we have had to enlist the help of the dog warden service to carry out enforcement in order to report irresponsible dog owners.

The Parish Council is currently in the middle of preparing a Community Resilience Plan. This is our own plan to deal with local emergencies. In the next few months we expect to hold a consultation meeting when we will talk through the draft plan and seek people to become actively involved in applying the plan should there be a need to implement it. I urge residents to attend this meeting.

I am grateful to the Cowthorpe Residents Forum who too are looking to draw up a Community Resilience Plan for their village.

The Parish Council allotments are fully tenanted and enthusiastically tended by keen gardeners. Some plots have been reduced in size which has enabled the Council to reduce its waiting list. It is possible with further consultation that some more plots may be reduced in size to make more available.

Nationally budgets have been squeezed and local councils are facing a particularly difficult time. Whilst the Parish Council is not facing quite the same pressure to freeze its budget, the freezes at both district and county level are having an impact at parish level. As budgets are tightened then services currently provided are inevitably changed, and usually this has meant a reduction.

I am grateful for the support and expert guidance of fellow councillors, who give their time willingly and freely, to help with the development of community projects in order to improve elements of the Parish. Following the elections last year we gained six new Parish Councillors and all have dealt admirably with the new challenges that the role has brought. As I write this report we still have a vacancy for one parish councillor in Tockwith.

Finally, a big thank you to all the organizations and individuals who make village life more enjoyable and community orientated and ask everyone to remember that the people who make things happen are all volunteers and need your continued support. Please feel free to attend any of our council meetings.

Norman Waller  
Chairman  
May 2013

## Appendix 2.0

### **TOCKWITH VILLAGE HALL**

#### **Report to Annual Meeting of Tockwith with Wilstrop Parish Council**

**by Councillor Clive Billenness**

This has been my first year working with the Village Hall Committee, and I would like to begin this report by expressing my praise and admiration at the energy and commitment of the Committee. With all major user groups represented on the Committee, there is a strong sense of collaboration and co-operation.

When the Parish Council, bought the hall from North Yorkshire County Council following the expiry of the lease, it was our vision to create a vibrant centre for social activities with a range of activities to suit every part of our growing community. It is clear that our vision is being made a reality by our Village Hall Committee.

During the year, we have seen the completion of the building works to extend and improve the Hall, and this has certainly greatly improved the Hall and will hopefully make it more attractive to a wider range of hirers. The Committee has in hand a development strategy which it is working to develop further.

The installation of WiFi has proven a popular and successful new facility and has in part led to one sell-out computer familiarisation course and another one hopefully to start shortly.

We are now awaiting the installation of the new central heating boiler during the summer which will reduce our current maintenance and re-lighting attendances.

Repairs have been made to the CCTV system which is now in full running order and does increase security for the premises as well as, in once case, for a neighbouring premises when thieves were caught on camera.

Financially, the Hall seems to be on a sound financial footing. The accounts for the year ended 31 March 2013 show relatively stable lettings income as well as a 50% increase from fund-raising activities. Because of development work, there are some fluctuations in specific classes of income and expenditure which are caused by specific events in the year, but the Hall is clearly a 'going concern'.

I would like to close this report by paying a special tribute to the partnership between the Tockwith Players and the Village Hall Committee. In many villages, drama activities, which make a valuable cultural contribution to community life, are on the decline. In Tockwith, however, the collaborative partnership between the Village Hall Committee and the Players means that the exact opposite is true. Long may this remain so.

*Clive Billenness*

## Appendix 3.0

# SPORTSFIELD TRUST REPORT

April 2012 – March 2013

## **Committee**

At the AGM in December 2012 a new committee was elected. It is a mix of long standing servants of the Trust and new members from the user groups, comprising:

### **Officers**

Chairman	Mike Corbett
Vice-chair	Gary Allam
Secretary	Steve Pearson
Treasurer	Deryck Wilson

### **User Groups**

Senior football	Russ Tobin
Junior Football	Steve Pearson
Bowls Club	Roger McGlone
Tennis Club	Cliff Lake
Scouts	Alex Rawlins

### **Public**

Joe Wilson  
Dave Wilson  
Mark Newsome  
Stuart Coggrave

**Parish Council** Sue Corbett

Ad hoc presence of other interested parties is welcomed.

A quorum was established as four members.

It was agreed that committee meetings be initially held monthly. All user groups have an opportunity to contribute and raise points for discussion.

## **Grounds**

Permission was kindly granted by the Parish Council for the Sportsfield Trust and Junior Football Club to have non-exclusive use of part of the Community Field bordered by the junior football pitch and Mr Burnell's drive. It was prepared professionally by Sports Turf Services, our usual contractor, with assistance from grounds staff and volunteers and funded by Tockwith Juniors FC by way of a Morrison's bag packing day. A rough pasture has been converted into a flat surface providing a safe area for sports and games and in particular a high quality training area for the growing TJFC membership.

All three of the main areas of the sportsfield now are being cared for by grounds contractor Geoff Marston. A new grass cutter will be needed in the near future. A suitable model has been identified and priced at around £5,000. The tractor we have currently is an antique Massey Ferguson that remarkably keeps going, but will need replacing eventually. A suitably powered compact tractor would cost £5,000-10,000.

All hedges have had their annual trim by Mr Burneston.

The mole population affecting many areas of the sportsfield is being controlled as far as is possible.

## **Buildings**

The machinery shed was broken into over the summer. The personnel access door was badly damaged and luckily only a small amount of diesel taken. Fortunately, much of the smaller machinery that could have been removed was away being serviced. A new, heavy duty, access door was fitted.

In the sportsfield building a new baby changing unit was fitted, kindly funded by the Tockwith Beer Festival. New double doors have been fitted to the front and rear entrances and the electrical system has been fully upgraded with a new consumer unit fitted. Money from Commuted Sums was used for some of the electrical and field work.

Three years ago a survey was made of repairs and renewals needed in and around the sportsfield building. Unfortunately, a burst pipe during a cold spell caused significant damage and only the urgent repair work was carried out at the time. A sub-committee has been formed to re-assess the current refurbishment needs. With some cost estimates still to come, a budget of £12,000 has been estimated.

## **Fund raising**

Treasurer Deryck Wilson has confirmed that regular user group contributions and hire charges are sufficient to cover all general running costs of the sportsfield. Expenditure beyond this must come from external funding such as grants, Commuted Sums and fund-raising. Fund-raising activities proposed so far include Race Nights, sponsorship advertising and helping at the Beer Festival.

Major funding sources are needed for the grounds-keeping and sportsfield building projects and an approach will be made to Yorventure and Sport England regarding grants. Matched funding may be required for these.

## **Summary**

With an injection of enthusiasm combined with a wealth of experience and expertise the new committee is positioned to take the sportsfield forward. The quality of the playing surfaces is already renowned in the greater York area, resulting in a number of football cup and league finals held here each year in May. The objective is to sustain this and match it with an attractive, working clubhouse amenity for the community of Tockwith and beyond.

Mike Corbett

*Chairman*

*Tockwith Sportsfield Trust*

*31 March 2013*

## Appendix 4.0



### REPORT ON WARDEN MEETINGS

The Wetherby Area Rural District Environment and Nature Group (WARDEN) includes local Council representatives from Bilton-in-Ainsty with Bickerton, Boston Spa, Bramham, Clifford, Thorp Arch, Tockwith, Wetherby and Wighill.

For those who are not familiar with this organisation it was formed in 1988 to oppose plans to build up to 10,000 houses near Wetherby racecourse. It has a written constitution and is a registered charity. Its aim is to promote and encourage the protection and preservation of the countryside, rural environment and appropriate infrastructure of the area and its towns and villages.

There was only one meeting held during the year which was the Annual General Meeting held on 12 November 2012 at which the existing Officers were all re-elected.

Other items on the agenda included Neighbourhood Plans which are being drawn up by Boston Spa, Thorp Arch, Clifford and Walton.

Tockwith Airfield enforcement issues were reported on by Cllr. N Waller.

Cllr. S Mackouly (Bilton with Bickerton) tabled some notes on the proposed Waste Plant at Allerton Park.

The Minutes of this meeting are attached for ease of reference.

Angela Wilson

9<sup>th</sup> May 2013

## Appendix 5.0

### **YLCA REPORT MAY 2013**

As is customary three meetings were held during the past year.

At the June 2012 meeting Gary Bell and Tracy Rathmell from Harrogate Borough Council addressed the topics of the Local Development Framework and the new National Planning Policy Framework. One of the first elements of the LDF, the core strategy, was adopted in 2009. Results of consultations over the last three years are in process of being put together and parishes together with other stakeholders will be consulted on the final draft document later this year. In the meantime Government introduced the National Planning Policy Framework condensing nationally recommended planning guidance but leaving complex requirements for local planning authorities to adhere to. Neighbourhood Plans developed by Parish Councils will form part of the Strategic Planning Guidance but must comply with the policies of the Local Plan. Other business at the Meeting included the election of Mrs Shirley Fawcett as Chairman, though the post of Vice Chairman was deferred.

The Council Leader, Cllr. Alton, attended the October 2012 Meeting reporting on recycling, particularly the black bin scheme which, on the whole, is going well, a cut in the grant from Government, the requirement to freeze Council Tax and Broadband provision. The Chief Executive, Mr. Sampson also spoke at the Meeting regarding the economic situation, and how it is affecting the Borough, although unemployment has fallen during the past year as has the number of benefit claimants. Tourism remains an important source of income and a new initiative, "Visit Harrogate", is to promote the District. A question and answer session followed the presentation.

At the February 2013 Meeting, the Chief Officer of YLCA gave a training session on procedural and topical issues, followed by a General Knowledge quiz, which proved to be quite interesting. It was also reported to the Meeting that subscription bands are to be reviewed and simplified and that casework has doubled to between 170 and 200 cases per month. Other issues included Council Tax reform and the impact on Parish Precepts, tax and national insurance for employees – reporting to HMRC and the new Real Time information method.

## Appendix 6.0

### **Knareborough Safer Neighbourhood Group Meeting**

I have attended three meetings during the year the following issues were raised:

Knareborough Anti social behaviour problems.

Knareborough traffic problems.

Knareborough young people use of alcohol.

Report from the local police updating crime figures.

Report from crime prevention officer.

Neighbourhood watch update.

Items of interest to Tockwith and Wilstrop parish Council:

Vehicle activated slow down signs which are too made available to parish councils at a rental of £1300.00 per year it was suggested that parish councils may get together and share one for up to 6 weeks at a time.

A leaflet published by the Crime prevention service which gives various contact details in the case of anti social behaviour or criminal activity, this may be of interest if the parish suffers any problems of this kind in the future.

The Group decides on three police priorities for the following three months, after the last meeting 28<sup>th</sup> March 2013 it was agreed to include rural crime, as there has been an increase, however as there is a large area to cover and a limited number of police it will be difficult.

Cllr L Gill

## Appendix 7.0

### **SANDHOLE WOOD REPORT MAY 2013**

Sandhole Wood, first planted in March 1996, is managed on behalf of Parish Council by Ainsty Conservation Society whose members continue to carry out routine maintenance work. Ten bat boxes have been put up these will be monitored and also used for education purposes. A few willow trees have been lost, apparently due to a beetle infestation. The old enemy, knot-weed has virtually been eradicated at last. Native bluebells, introduced to the wood about five years ago are now flowering well in a number of locations and wild cherry trees are still in flower.

**Statement for the 2013 AGM from County/District Councillor**  
**John Savage**

The surprise news to all was DEFRA withdrawing is £65,000,000 PFI earlier this year. The PC Group and NYWAG are seeking a Judicial Review and papers have been lodged at the High Court. The site still has planning permission hence the JR. NYCC have admitted at a recent seminar that they have no plan B. The PFI was withdrawn with 2 others as DEFRA suggest there is enough capacity in England to meet EU demands as they have granted 29 PFI schemes to existing projects. If only the Chancellor had taken heed of my letter to him in May 2010 suggesting the same as the DEFRA decision in 2013. NYCC and City of York would have saved £8,000,000 in consultancy fees alone plus any compensation they may have to pay to Amey Cespa. My thanks to the PC Group and NYWAG for their continued hard work

The condition of our roads is now critical, I'm informed that to bring all up to standard would cost £400,000,000 but NYCC only have a budget of £56,000,000. The temporary repairs are failing, every village's roads are failing miserably and even some of the final works are failing. I will continue to pursue Area 6 office.

Flooding has been a major concern this year in many areas and its difficult to find who is responsible , is it the Environment Agency, Yorkshire Water, NYCC, HBC, Drainage Board, Land owners when houses and roads flood, if only there was one organisation to contact?

Tockwith airfield still poses problems and HBC have taken further legal advice, we wait with interest. The Public Enquiry in many ways left some controversial decisions regarding enforcement etc.

Thankfully North Yorkshire is maintaining its high standard of education but cuts in budgets for some schools are planned, Adult Services are coping with increased demand with an ageing population but again massive cuts due to major funding cuts from central government.

## Appendix 9.0

### REPORT FROM HELEN ALGAR RESPONSIBLE FINANCIAL OFFICER

This is my first year as both parish clerk and RFO and it has been a very steep learning curve as I have not worked as an RFO before and not prepared annual accounts. In particular it was very difficult to walk into the job at the end of the extensive village hall development project which included both grant applications and also funding from the village hall management committee. In addition to this a large number of projects were already committed to such as the commuted sums projects at the community field, Bert's Garden and the new village hall front door. All of these projects substantially increased the amount of turnover in the accounts this year way above the annual precept of £25,000.

Our total receipts this year (not including what we brought forward from last year) were £72,435

Our total expenditure this year was £59,403

I am pleased to say that we stayed in line with expected budget as set in the previous year.

There were some variances in figures from last year to this year mainly as our assets have increased with respect to the village hall now having increased in value due to the toilet extension and with a reduction in salaries due to a less experienced clerk.

I am also very pleased to say that the internal auditor gave a very positive response to the work I had done this year which for my first year I am very proud of and I am very happy that he has approved and signed off the accounts.

He did make recommendation that an audit sub-committee be set up to look at the accounts every quarter which I think is a really great idea moving forward and that we should also aim to get risk assessments in place for all our public open spaces.

The council is financially in a healthy state with an opening balance this year of £34,314.

Of this £20,469 is a ring fenced loan for capital works on the village hall.

This therefore leaves a working balance available to the council coming into this financial year of  
£13,845

HBC have also agreed to pay our full precept value of £25,000 but a note of caution should be issued moving forward it is looking likely that this may change as the method of funding from central government regarding empty properties and properties that are eligible for benefits will change. It is likely that the government will expect the district and county councils to meet the payment for these properties in future. District and county councils may then pass that shortfall onto local council tax payers meaning that even if the precept is not increased by a Parish Council an increase in council tax for tax payers will occur in the parish council section of their bill in order to meet the gap in funding from central government.

## Appendix 10.0

### **Tockwith with Wilstrop Parish Council** **INTERNAL AUDIT REPORT- YEARENDED31 MARCH 2013**

	<b>CHECK COMPLIANCE</b>	<b>ACTION REQUIRED</b>
1 Cash book reconciled with invoices	Yes	No further action required
2 VAT is correct in cash book linked to invoices	Yes	No further action required
3 Separate column for S137 payments	Yes	No further action required
4 S137 powers checked	Yes	No further action required
5 Bank reconciliation to 31 March	Yes	No further action required
6 Financial regulations in place	Yes	No further action required
7 Financial risk assessment in place	Yes	No further action required
8 VAT has been reclaimed	Yes	No further action required
9 Annual Return figures are correct	Yes	No further action required
10 Council has approved accounts by specified date	Yes	No further action required
11 Petty cash if any managed	Yes	Column for VAT required.
12 Budget drawn up linked to invoices	Yes	No further action required
13 Bank statements reconciled to cash book and all statements present	Yes	No further action required
14 Standing order on contracts adopted	Yes	No further action required
15 All payments listed in minutes, including loan payments and income from lettings and other sources	Yes	No further action required
16 Copy of insurance policy	seen	No further action required
17 Copy of precept request seen in place	Seen	No further action required
18 Significant variances explained	Yes	No further action required
19 Asset register submitted and checked against Annual Return Box 9	Yes	No further action required
20 Tax and NI properly applied	Yes	No further action required
21 Review of effectiveness of independent internal audit	Yes	No further action required
22 Council's own internal control systems in place	Yes	No further action required

23 Risk assessment completed for facilities open to the public

Partially

Bert's Garden OK, 2 others to follow

24 Council considered recommendations made in previous years internal audit report

None

None made

25 Notes This internal audit report should be circulated to all councillors, acted upon and a minute kept of the action taken. It is required that all minutes of council and committee meetings are signed and dated on each page of the minutes when they are approved. All policies should be reviewed annually and brought up to date.

Internal Audit report carried out by Ian Scott

Date: Completed 1 May 2013