

HIGH STOY PARISH COUNCIL

ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2017

Banking Policy High Stoy Parish Council holds no petty cash and has no investments. It operates a Current Account with HSBC.

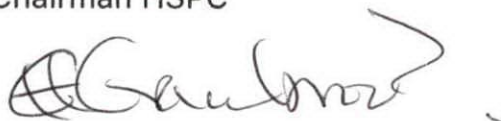
Bank Reconciliation

HSBC Bank Statement 31st March 2017 £1574.51 (taking into account 3 cheques: £5.00 to DAPTC, £19.76 to retired PC for petty cash and £5.33 to new Parish Clerk for petty cash, all written within accounting year but cashed in April)


Balance in Accounts book 31st March 2017: £1574.51

These figures are confirmed by:

George Grazebrook
Chairman HSPC



Eveline Jones
Financial Monitor HSPC



Amy Sellick
Clerk to HSPC



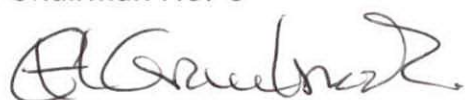
HIGH STOY PARISH COUNCIL

ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2017

Explanation of variation between year end 31 March 2016 vs 31 March 2017

1. The difference of £657 at 3 *Total receipts* (£198 y/e 31st March 2016 vs £855 y/e 31st March 2017), due to incremental payment of £840 from DAPTC for Transparency code/website development, less absence of VAT re-claims y/e 31st March 2017 (vs. £126 y/e 31st March 2016), less reduced grant payment y/e 31st March 2017 (from £72 y/e 31st March 2016 vs £15 y/e 31st March 2017), difference of £57.
2. The difference of £1,034 at 6 *All other payments*, due to website development expenses and website training (£690 in total), purchase of reference book for the Parish Council (Arnold-Baker, Local Council Administration 10th edition: £79.05), greater order of salt y/e 31st March 2017 vs previous year (£138.60 more: £69.30 y/e 2016 vs £207.90 y/e 2017), as well as some differences in staff payments including training for the new clerk (new Clerk training course £35 + travel expenses to the course £43), anti-virus software purchased for the new clerk's computer (£39.99), with the remainder of the difference due to small changes in insurance costs, DAPTC subs year on year etc.
3. The difference of £924 at 9 *The fixed assets plus long standing investments and assets*, due the write off of Parish's computer, valued at £925.69.

George Grazebrook
Chairman HSPC

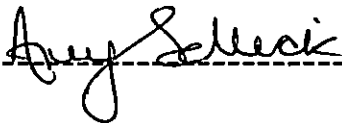


Eveline Jones



Financial Monitor HSPC

Amy Sellick
RFO and Clerk to HSPC



HIGH STOY PARISH COUNCIL

ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH
2017

RISK ASSESSMENT

- PERSONAL INJURY** Persons potentially involved include: Councillors, part-time Clerk and members of the public who attend Council meetings.
Premises for Council Meetings – All meetings take place in Hermitage village hall which is well maintained and run by the Hall Committee. The hall is fully accessible for wheelchair users and the floor is even and in good condition. Injury may arise from trips or falls or back injuries when setting out chairs and table for meetings. **Risk Reduction** – The Clerk carries out a visual check of the village hall premises before each meeting to ensure the building is in good order. Tables and chairs for meetings are set out by 2 persons to avoid injury by repetitive or heavy lifting.
Notices – are fixed to external notice boards in each of the three villages and injury here may result from a trip or fall. The Clerk puts up all notices and is aware of the uneven terrain around the boards.
Secretarial work – is undertaken at the Clerk's residence where she has use of laptop, fitted with McAfee anti-virus software, her own phone and stationery and other supplies. Contemporary documents are stored in a filing cabinet in the office and archival documents are stored in water-tight boxes; the weight

of the box means that there is a risk of personal injury if lifted and moved without due care. **Risk Reduction** – boxes are stored so that they are easily accessible (i.e not above head height or behind other items) and heavy boxes are lifted by 2 persons.

2. **RISK TO PHYSICAL ASSETS** The Council has no building or property of commercial value. Fire is a risk to HSPC records and the Clerk's premises is fitted with hardwired fire alarms which are checked regularly.

3. **INTERNAL FINANCIAL CONTROLS** The Council has a full set of current Financial Regulations to which it adheres and which are reviewed annually. **Accounts** – the Council operate a current account with HSBC and holds no cash. Payment of cheques is approved by the councillors, either at meetings or retrospectively. Cheques are issued with two signatures from authorised councillors and cheque stubs are signed by the chairman. The clerk checks bank statements on receipt and balances are announced at each council meeting. The books are checked regularly by the RFO and Financial Monitor together.

The part-time Clerk – is the Council's only employee, she is also the Responsible Financial Officer. The new clerk took office in January 2017. She was shadowed and assisted by the previous Clerk for the first 3 months and completed New Clerk training programme in March 2017. The Council operates the PAYE scheme and the Clerks salary was fixed by reference to figures produced by DAPTC at a council meeting held December 2016; paid quarterly in arrears. The clerk keeps account of all expenses incurred while carrying out her duties and is repaid at the end of the Financial Year.

The Financial Monitor - checks the records at the end of each financial year and helps to prepare the Annual Statement for audit. The accounts are available for inspection by the electorate at any time, by application to the clerk and published on an appropriate website for general view.

VAT – the Council is VAT registered and VAT is reclaimed every 2-3 years.

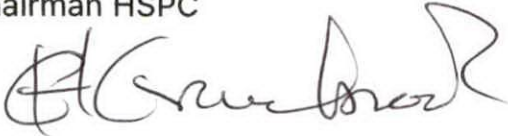
The Register of Member's Interests – is kept by the clerk with a copy deposited at the offices of WDDC. A councillor making a Declaration of Interest is required, where appropriate, to leave the council meeting and this is minuted and recorded in the Register of Interests.

INSURANCE The Council pays annual insurance premiums to Community First Insurance. This provides mandatory cover for Section 1: Part A – Public Liability; Part B – Employer's Liability; Part C- Money; Part D – Fidelity guarantee, and optional cover for Section 2: Part C - Official Indemnity; Part D

- Libel and Slander; Part F - Personal Accident for members of the Council and the clerk. New quotes for insurance are sought and compared annually to ensure Value for Money.

This Risk Assessment for High Stoy Parish Council is presented by:

George Grazebrook
Chairman HSPC



Eveline Jones
Financial Monitor HPSC



Amy Sellick
RFO and Clerk HSPC

