

NOTICE OF EXTRA-ORDINARY MEETING

Full Council

7.30pm on Thursday 27 June 2019 at Parish Council Office

To Councillors

Dr Barnard, Mrs Barnard, Mrs Collings, Ms Dulieu, Fitzwilliams, Mrs Gill, Ms Guerard, Ms K Jones, M Jones, Strudley, Ms Thorin, Mrs Wallen and Wilson

You are summoned to attend the extra-ordinary meeting of Warfield Parish Council on Thursday 27 June 2019 at 7.30pm

Please note this meeting will take place immediately before the Planning & Transport Committee meeting.

Any apologies for absence should be communicated to the Clerk ahead of the meeting.



Jason Mawer

Clerk to the Council

AGENDA

Extra-ordinary Meeting of Warfield Parish Council

7.30pm on Thursday 27 June 2019 at Parish Council Office

Sound recording, photography, filming and use of social media at meetings that are held in public are permitted. Those wishing to record proceedings are however advised to contact the Parish Clerk for further information before the start of the meeting.

No.	Item	Page
001.	Apologies for absence	
002.	Declarations of interest Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting.	
003.	Annual Governance & Accountability Return 2	3
004.	Date of the next meeting The next meeting of the council will be held on Wednesday 10 July 2019	7
005.	Closure of the meeting	

ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN - 2

1.0 Purpose of this report

- 1.1 The council is required to approve the Annual Governance & Accountability Return each year ahead of submission to the External Auditor and its publication. This report covers the second part of the return.

2.0 Annual Financial Statements

- 2.1 Alan Harland has produced a set of financial statements for the council for year end 31 March 2019. This data has been used to populate the accounting statements.
- 2.2 The statements have been checked by the Clerk and the Internal Auditor.
- 2.3 The Annual Financial Statement is attached, along with Alan Harland's report.
- 2.4 The Clerk as Responsible Financial Officer has signed off the Accounting Statements and submits these to the council for approval.
- 2.5 Following a query at the council meeting of 12 June, confirmation is given that the figures presented were correct and the figure for total borrowings is the outstanding capital balance as evidenced by the attached loan schedule.

3.0 Requirements

- 3.1 Members are required to approved the Accounting Statements.
- 3.2 The Chairman is required to sign the Accounting Statements to confirm its approval.

Section 2 – Accounting Statements 2018/19 for

WARFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	347,002	288,661	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	165,348	179,556	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	58,651	104,180	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	70,525	64,545	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	8,191	8,191	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	203,624	190,116	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	288,661	309,545	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	272,414	290,368	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	892,732	903,623	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	56,061	48,202	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, as a body corporate, 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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

21/05/2019

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

12/06/2019

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

ALAN J. HARLAND FCA
Accounting and Advisory Services

380 WOKINGHAM ROAD, EARLEY, READING, BERKSHIRE RG6 7HX
TELEPHONE: 0118 926 2910 MOBILE: 07801 374338 E-MAIL: alan.harlandI@btinternet.com

Mr Jason Mawer
Clerk to Warfield Parish Council
Parish Office
7 County Lane
Warfield
Berkshire
RG42 3JP

3rd May 2019

Dear Jason

Accounts, year ended 31st March 2019

I have now completed preparation of the Council's accounts for the year ended 31st March 2019 and will pass my file on to Claire Connell. I confirm the matters arising from my work, as follows:

1. You will need to complete the VAT partial exemption calculations for the year 2018/19 and keep a record on the Council's records. If the Council is to retain all the input VAT incurred in the year, the input VAT attributable to VAT-exempt supplies (ie rent and hall lettings) will have to be under £7,500. I provided you with a spreadsheet for these calculations in 2016/17.
2. The Council needs to review its earmarked reserves in line with the most recent guidance from JPAG, which I left with you today. In reality, the basic principles have not changed, but the external auditors may well give this area greater scrutiny in future.
3. The JPAG guidance is that a Council's general fund balance should normally be equivalent to between three and twelve months' expenditure. In Warfield's case, three months' expenditure would be some £70,000 compared with £40,499 as at 31st March 2019. The general fund ought therefore to be higher, for example by releasing sums no longer required in earmarked reserves.

I trust these observations are helpful, and please contact me if you would like to discuss these or other matters further.

Yours sincerely



Alan Harland

BROWNLOW HALL LOAN (9106 B100A)**ORIGINALLY 100 INSTALMENTS - amended to 89 to complete 31/03/2025**

87,012.97

NEW LOAN

Instalments Remaining	Principal due £ Based on 0.625% annuity Factor	Interest £ Base rate + 1/8	Total	Principal Bal Outstanding	
				£87,012.97	31/03/2014
1	£1,911.91	£135.96	£2,047.87	£85,101.06	
2	£1,914.90	£132.97	£2,047.87	£83,186.16	
3	£1,917.89	£129.98	£2,047.87	£81,268.27	
4	£1,920.89	£126.98	£2,047.87	£79,347.38	31/03/2015
5	£1,923.89	£123.98	£2,047.87	£77,423.49	
6	£1,926.89	£120.98	£2,047.87	£75,496.60	
7	£1,929.91	£117.96	£2,047.87	£73,566.69	
8	£1,932.92	£114.95	£2,047.87	£71,633.77	31/03/2016
9	£1,935.94	£111.93	£2,047.87	£69,697.83	
10	£1,938.97	£108.90	£2,047.87	£67,758.86	
11	£1,942.00	£105.87	£2,047.87	£65,816.86	
12	£1,945.03	£102.84	£2,047.87	£63,871.83	31/03/2017
13	£1,948.07	£99.80	£2,047.87	£61,923.76	
14	£1,951.11	£96.76	£2,047.87	£59,972.65	
15	£1,954.16	£93.71	£2,047.87	£58,018.49	
16	£1,957.22	£90.65	£2,047.87	£56,061.27	31/03/2018
17	£1,960.27	£87.60	£2,047.87	£54,101.00	
18	£1,963.34	£84.53	£2,047.87	£52,137.66	
19	£1,966.40	£81.47	£2,047.87	£50,171.26	
20	£1,969.48	£78.39	£2,047.87	£48,201.78	31/03/2019
21	£1,972.55	£75.32	£2,047.87	£46,229.23	
22	£1,975.64	£72.23	£2,047.87	£44,253.59	
23	£1,978.72	£69.15	£2,047.87	£42,274.87	
24	£1,981.81	£66.06	£2,047.87	£40,293.06	31/03/2020
25	£1,984.91	£62.96	£2,047.87	£38,308.15	
26	£1,988.01	£59.86	£2,047.87	£36,320.14	
27	£1,991.12	£56.75	£2,047.87	£34,329.02	
28	£1,994.23	£53.64	£2,047.87	£32,334.79	31/03/2021
29	£1,997.35	£50.52	£2,047.87	£30,337.44	
30	£2,000.47	£47.40	£2,047.87	£28,336.97	
31	£2,003.59	£44.28	£2,047.87	£26,333.38	
32	£2,006.72	£41.15	£2,047.87	£24,326.66	31/03/2022
33	£2,009.86	£38.01	£2,047.87	£22,316.80	
34	£2,013.00	£34.87	£2,047.87	£20,303.80	
35	£2,016.14	£31.73	£2,047.87	£18,287.66	
36	£2,019.29	£28.58	£2,047.87	£16,268.37	31/03/2023
37	£2,022.45	£25.42	£2,047.87	£14,245.92	
38	£2,025.61	£22.26	£2,047.87	£12,220.31	
39	£2,028.77	£19.20	£2,047.97	£10,191.54	
40	£2,031.94	£15.93	£2,047.87	£8,159.60	31/03/2024
41	£2,035.12	£12.75	£2,047.87	£6,124.48	
42	£2,038.30	£9.57	£2,047.87	£4,086.18	
43	£2,041.48	£6.39	£2,047.87	£2,044.70	
44	£2,044.70	£3.17	£2,047.87	£0.00	31/03/2025
	£87,012.97	£3,093.39	£90,106.36		

DATE OF THE NEXT MEETING

The date of the next meeting will be on Wednesday 10 July at 7.45pm