

APEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard
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A MEETING OF THE PARISH COUNCIL WILL BE HELD ON TUESDAY, 15TH MAY 2018, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE

AGENDA

1	To RECEIVE Apologies for absence
2	To APPOINT Chairman and COMPLETE Declaration of Acceptance of Office
3	To APPOINT Vice-Chairman and COMPLETE Declaration of Acceptance of Office
4	To APPOINT Delegates, Committees and Working Parties: a) <i>Neighbourhood Watch Delegate</i> b) <i>Play Equipment Delegate</i> c) <i>Highways Delegate</i> d) <i>Public Rights of Way Delegate</i> e) <i>Planning Committee</i> f) <i>Other</i>
5	To RECEIVE any Public Address to Councillors & Surgery Feedback (10-15 minutes)
6	To APPROVE Minutes of the meeting held on 17 th April 2018 (draft attached)
7	To DECLARE any personal interests in items on Agenda
8	To DISCUSS matters arising from minutes or not covered elsewhere on agenda a) <i>Traffic Management</i> b) <i>Village Questionnaire</i> c) <i>Postman Jay Memorial Bench</i> d) <i>Defibrillator and Public Demonstration</i> e) <i>Community Bus Scheme</i> f) <i>Council Vacancy</i> g) <i>General Data Protection Regulations</i> h) <i>Other</i>
9	To RECEIVE and DISCUSS Planning Applications a) <i>Pending</i> b) <i>Other</i>
10	To RECEIVE Delegates (agreed in item 4) and other sub-committee reports not covered elsewhere a) <i>Neighbourhood Watch</i> b) <i>Play Equipment Status</i> c) <i>Highways</i> d) <i>Public Rights of Way</i> e) <i>Training/Workshops/Seminars</i> f) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i> g) <i>Other</i>
11	To RECEIVE and DISCUSS Correspondence
12	To RECEIVE 2017-2018 ACCOUNT REPORT and APPROVE (attached)
13	To RECEIVE Insurance Quotations and APPROVE Insurance Cover for 2018-2019
14	To RECEIVE, APPROVE and AUTHORISE - BACS payments and SIGN Cheques
15	To RECEIVE and DISCUSS Any Other Business concerning the Parish a) <i>Councillors' comments</i> b) <i>Approve any resolutions for discussion in confidential items in agenda item 16</i>
16	To CONFIRM date of next meeting - (Tuesday, 19 th June 2018)
17	To RECEIVE and DISCUSS confidential items approved by resolution in item 15b

LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED

1. New Waste Bins, New Dover Road (Dover District Council)
2. ER252 Bridleway surface to school rear gate for scooters etc. - (Deferred to a later date)
3. Stagecoach Bus Service Route Change
4. Replace some existing junior play equipment - (Cllr: Norris and Cllr: Pilcher)
5. Footpaths South and North New Dover Road - (Kent Highways)

Signed  (Parish Clerk). 08 May 2018

1 of 4

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 17th APRIL 2018

Present:

Cllrs; Greening, Holliday, Lake, Leppard, Pilcher, Shaw, Stone and Tutt, together with and District Councillor Frederick Scales and County Councillor Geoff Lymer.

1. **APOLOGIES** – Cllr; Norris, Andrew Hawkins (Community Warden), and PCSO Ian Fox.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
 - Address to Councillors from Rev Brian Williams
 - Thanks expressed for donations last year for the noticeboard at St Radigund's Church and the Grass Cutting of St Mary's Churchyard.
 - Copy of Church Accounts presented for information and copy of Condition Report (previously circulated) of The Victorian Lychgate at St Mary's.
 - Rev Williams requested the Council for financial help for the renewal of the grass cutting of St Mary's for another year (2018) and assistance in funding of Engineering Drawings (£500-£600) for Specialist Carpenters to quote for restoration of The Lychgate, anticipated to be approximately £20-£25,000.
 - Councillors were informed the restoration work of The Lychgate would require Diocese and specialist Architect approval. St Mary's Church is a Grade I Listed building and Councillors enquired if the curtilage, including The Lychgate, was part of the Listing – this was unknown.
 - Rev Williams was informed by Chairman, that Councillors would discuss this request later in the meeting.
3. **MINUTES OF THE MEETING HELD ON 20th FEBRUARY 2017**
 The Minutes of the meeting held on 20th March 2018 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Holliday, seconded by Cllr. Lake.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management** – A Traffic Survey had been ordered to use as part of this item for the future in possibly purchasing a replacement Vehicle Activated Signs (Folkestone bound) on the New Dover Road (B2011), or other traffic calming that would be correct for this road. *Action/Resolution: A variety of data will be available for ascertaining more investigation on spending wisely to control speeding traffic. There may be a range of things which could be done to address the traffic issues, so it was important that finances are used as effectively as possible and that Geoff Lymer would be approached for advice.*
 - b) **Village Questionnaire** – Data is still being gathered and collated on to a spreadsheet to produce a document for presentation of results. *Action/Resolution: Work in progress.*
 - c) **Postman Jay Memorial** – A “red” bench has been order and will be installed ready for an unveiling ceremony planned for Saturday, 2nd June.
 - d) **Defibrillator** – Installed on outside of Village Hall adjacent to entrance doors and is covered by CCTV camera. *Action/Resolution: 2 Demonstration sessions booked for Saturday, 5th May, 2pm and 3.30pm.*
 - e) **Community Bus Scheme** – Help for residents to go shopping, doctors' appointments, visits to hospital and access to Train Station and Folkestone Town, via Blackbull Road. *Action/Resolution: Councillors to receive owner of Thanet Community Transport Association to their June meeting to address any questions and enquiries on bus schemes. The Parish Council may not be able to join and let all residents use that membership. Residents would be made aware the value of attending the presentation.*
 - f) **Other** – Initially, a Data Protection Officer is required to be engaged, together with carrying out logistic confirmation of data held and encryption of Council computer. *Action/Resolution: To be investigated further, together with other sources of joining forces with other Councils. Work in progress.*

Signed Chairman
 Date 15th May 2018

6. PLANNING

a) Pending Applications

Applications waiting Dover District Council Decision

- 18/00264 | Increase in height of roof at first floor level including the erection of dormer extensions | Hurst Lodge, Hurst Lane, Capel-le-Ferne, CT18 7EZ

Applications waiting Parish Council Decision

- 18/00139 | Amended Plans, Change of use from residential care home to single residential dwelling | Bracknell House, 34 Helena Road, Capel-le-Ferne, CT18 7LQ
- 18/00286 | Erection of a two storey side and single storey rear extension and the erection of a detached garage (existing extension and garage to be demolished) | 13 Beatrice Road, Capel-le-Ferne, CT18 7LH
- 18/00363 | Erection of single storey rear extension to facilitate a loft conversion with 1no. rooflight to front roofslope and 1no. rooflight to rear roofslope (existing conservatory and lean-to to be demolished) | 14 Helena Road, Capel-le-Ferne, CT18 7LG

Applications granted permission by Dover District Council

- 18/00085, Erection of a single storey rear extension (existing extension to be demolished), 10 Avondale Road, Capel-le-Ferne, CT18 7LE

Applications waiting Government Inspectorate Appeal decision

- 16/01316 | Outline planning permission for the erection of 10 flats in 2 no. blocks (6x1 bed and 4x2 bed); and 31 dwellings (10x2 bed, 15x3 bed and 6x4 bed); plus associated access and parking (with appearance, landscaping and scale reserved)(amended plans and details), Land between Nos 107-127, Capel Street, Capel-le-Ferne, CT18 7HB

b) Other

- Review of Dover District Council's Local Plan.
Waiting Dover District Council Review for Public Consultation.
- Auction of Land on Clifftop – A letter of thanks received from the new owner who has secured it to maintain the open space it provides. Owner thanks everyone for their kind comments and Cllr: Lake for his assistance and accompanying to Auction.

7. DELEGATES REPORTS

a) Neighbourhood Watch

- Street-works undertaken have left various highway surfaces requiring further investigation and attention; Across Helena Road (corner of New Dover Road), discarded signage land-side of Avondale Road, Old Dover Road adjacent to sub-station (posts and barriers on grass verge) and junction Old Dover Road/Helena Road. *Action/Resolution: Clerk to report to Kent Highways.*
- Glass panel broken on bus shelter outside Battle of Britain Site. *Action/Resolution: quotation to be sought from Shepway Glass for replacement and Clerk to arrange claim on insurance.*

b) Speed Watch

- No report.

c) Capel Cares

20 People attended the last Coffee Morning.

d) Play equipment

Equipment Status Report circulated to members. Quotation received for replacement to the street planters. This was unanimously agreed by those present to accept. *Action/Resolution: Cllr Pilcher still to wash some street signs. Clerk to order new planters clarifying if installation was included.*

e) Highways

- Grass verge wooden posts on schedule for New Dover Road (near to Capel Street bus stop Folkestone bound). Thanks expressed to County Councillor Geoff Lymer for funding.
- Replacement of broken and missing plastic bollards discussed. *Action/Resolution: County Councillor Lymer agreed to also fund replacement of these with wooden posts.*

f) Public Rights of Way

- PROW between Lancaster Avenue and Alexandra Road in need of cut back of hedge.
Action/Resolution: Cllr: Lake to request work by KCC PROW.
- Pathways now drying out after wet weather and will be investigated further for any work required.

g) Training/workshops/seminars

- Introduction to Planning at Bearsted, 13th June.
- KALC Area Committee meeting at Sandwich, 25th April.

h) 1914-1918 Nation's Tribute 100 years Remembrance - Sunday, 11/11/18

Various items being booked

- A bugler from ATC and a possibility to act as an escort.
- Film Show – decision on-going to which film to show.

i) District Councillor Frederick Scales report

- Attended a LDF workshop meeting, this was not moving very quickly. Timetable to be made public in May. One item still under discussion – gypsy pitches required for District. Update of statistics ongoing. Small countryside family friendly sites was not supported by Cllr. Scales.
- Consultation on Sunday parking resulted in no charge in DDC Car Parks on Sundays.
- Land Allocation Local Plan consultation ongoing with items of Policy updates being undertaken and assessment of sites on sustainability.

Questions

- Capel changing status from Local Centre status to a Village status should the Parish Council address this now with Dover District Council. Cllr: Scales reported any objections to be addressed when consultation made available.
- Amount of empty shops in Dover was reported as a concern. Cllr: Scales reported that High Streets are a changing status.

County Councillor Geoff Lymer

- Central Government funding to improve central parts of Dover. A town centre manager has now been employed.
- £39 million to cover increase on the issue of social care in Kent.
- Litter being thrown from cars – if seen, report to Police with registration number.
- Concerns still ongoing on “Operation Stack” and disruption.
- Funding being received from Central Government relating to Asylum Seekers.

j) Other

Staff Salaries

- Parish Clerk and Litter Clearer now in receipt of Contracts of Employment and Job Descriptions.
- New Salary Scales for Clerks to be published and will be updated accordingly.
- Increase in salaries previously agreed, to comply with NALC Scales, will be adjusted.
- Hi Vis jacket to be ordered for Litter Clearer.

St Mary's Churchyard and Lychgate

- Continuation of grass cutting for a further year only was proposed by Cllr: Lake, seconded by Cllr: Shaw, with a vote of remaining Councillors present by 4 for, 1 against and 1 abstention and was subsequently agreed as a one-off donation for 2018,. *Action/Resolution: Clerk to accept Stephen Huxtable's quotation received (amount as last year £600) and to notify Rev Brian Williams of decision.*
- The cost of drawings for refurbishment of the Lychgate noted, but Councillors felt this could not be justified. More information of the curtilage of this Grade I listed building needs to be clarified and seeking assistance from other sources concerned with organisations similar to Church Conservation and/or English Heritage investigated. *Action/Resolution: Clerk to inform Rev Brian Williams of this decision. County Councillor Lymer requested his contact details are forwarded to Rev Williams to contact him for advice.*

8. CORRESPONDENCE

- **Other items received:** - List of email items received attached and/or previously forwarded.
 1. Letter reply from resident purchaser of Land on Clifftop, thanks for comments etc.
 2. Dover District Council – Community LED Housing or Self-Build leaflets and letter.
 3. Furniture at Work brochure
 4. Wicksteed leaflet on raising funds.
 5. Viking-Direct leaflet on copy paper
 6. Viking-Direct April sales brochure.
 7. The Shed Man leaflet on wooden bus shelters.

9. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Stone seconded by Cllr. Lake and signed by the Chairman, Cllr. Pilcher, having been confirmed by Clerk/Responsible Finance Officer.

To/From Whom	Particulars of Payment	TOTAL EXPENSES	TOTAL RECEIPTS	Cheque BACS DD SO	BANK A/Cs	Statement No:	Reconciliation
Brought Forward			13,578.88				
Thomas & Partners	Advert March		40.00	BACS			
Dover District Council	Precept 2018-2019		32,045.00	DD			
Nat West	Interest		0.40	DD			
Donation round up	Jay's Bench		0.05	CASH			
Dover District Council	Playing Field Rent	112.50		SO			
HMRC	PAYE	193.20		DD			
Various	Adverts		281.00	BACS			
Harmer & Sons	Grass Cutting	495.00		BACS	Reserve A/c	232	42,084.97
Kent County Council	Traffic Survey	317.00		BACS	Current	813	2,866.23
Village Hall	Hall Rent Defib Demo	20.00		BACS	Project	20	728.43
Village Hall	Hall Rent Memorial	16.00		BACS			45,679.63
Dover District Council	Grapevine Print	382.92		BACS			
Keith Pilcher	Defib instal materials	25.00		Cheq: 15 46		Less Un-Reconciled	1,782.85
Staff	Salaries and Expenses	486.93		BACS			
		2,048.55	45,945.33				
			43,896.78				43,896.78

10. MATTERS CONCERNING THE PARISH**a) Councillors' comments**

- Bank new signatory details deposited by Cllr: Greening with Nat West. *Action/Resolution: Other members reminded to take their forms into bank. Clerk to check with Nat West on outstanding.*
- Lorries parking on Dover Hill pathway a concern. *Action/Resolution: KCC looking to wheel clamping. If dangerous telephone Police.*
- Complaints still being received on speeding in Capel Street and the 20mph zone beyond Capel School towards Dover.
- Apologies for May Meeting Cllr: Tutt. Apologies for June meeting from Cllrs: Leppard and Stone.

b) Approve resolution to discuss any confidential issues in agenda item 12.

None.

11. DATE OF NEXT MEETING – Tuesday, 15th May at 7.30pm.**12. CONFIDENTIAL ITEMS - None**

Signed Chairman
Date 15th May 2018

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

Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - 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
 - Annual Internal Audit Report 2017/18

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

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	YES	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	YES	
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	YES	
Section 1	For any statement to which the response is 'no', is an explanation provided?	YES	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	YES	
	Has an explanation of significant variations from last year to this year been provided?	YES	
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?	YES	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	YES	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.	N/A	

*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

CAPEL-LE-FERNE 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.	YES		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		
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.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	YES		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
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.	YES		
K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

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

Date(s) internal audit undertaken

DD/MM/YY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who
carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

*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:

CAPEL-LE-FERNE 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.	YES		<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.	YES		<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.	YES		<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.	YES		<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.	YES		<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.	YES		<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.	YES		<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.	YES		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end 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
			N/A

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

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

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

MINUTE REFERENCE		SIGNATURE REQUIRED	
MAY 2018 MINUTES - ITEM 12		Chairman	
dated 15/05/2018 M/YY		Clerk	
		SIGNATURE REQUIRED	

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

<http://www.capel-le-fernepc.kentparishes.gov.uk/>

Section 2 – Accounting Statements 2017/18 for

CAPEL-LE-FERNE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
			<i>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.</i>
1. Balances brought forward	11,210	16,186	<i>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.</i>
2. (+) Precept or Rates and Levies	21,206	58,039	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	10,720	10,061	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	5,683	5,807	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	21,267	28,753	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	16,186	49,726	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	13,644	45,776	<i>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.</i>
9. Total fixed assets plus long term investments and assets	220,121	226,484	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		NO	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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 properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date 15/05/2018 YY

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

15/05/2018 YY

and recorded as minute reference:

MAY 2018 MINUTES - ITEM 12

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

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **CAPEL-LE-FERNE PARISH COUNCIL**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability 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 External auditor report 2017/18

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation 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 authority:

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Page 1 of 2

CAPEL-LE-FERNE PARISH COUNCIL INCOME & EXPENDITURE 2017 - 2018			
INCOME			
Precept 17/18 - £25, 994.12 + Grant £245.88	26,240.00		
Premature Receipt Precept 18/19 - £32,045	32,045.00		
Bank Interest	15.33		
Newsletter Paid Adverts	5918.00		
General Administration	859.00		
KALC Transparency Grant			
Village Hall refund/Adjustments. Donations.			
History Books	110.00		
Equipment	2913.00		
TOTAL INCOME		68,100.33	
EXPENDITURE			
Salaries/PAYE	5,806.68		
Administration:	1,291.24		
Postage/Stationary			
Subscriptions (KALC) (ICO)			
Training	288.00		
Insurance	1,284.35		
Audit Fee 2016-17	240.00		
Newsletter	4,241.28		
Hall Rent	622.50		
Grants S137	1,172.50		
Community Organisations/Wreaths			
Parks and Open Spaces	5,779.89		
Gym Equipment Maintenance			
Play Equipment Inspection/Repairs			
Mowing (B2011/Field/St Mary's Church)			
Field rent			
New Equipment & CCTV repairs	13,834.00		
TOTAL EXPENDITURE		34,560.44	
INCOME OVER EXPENDITURE			33,539.89

CAPEL-LE-FERNE PARISH COUNCIL BANK RECONCILIATION 2017 - 2018	
Prepared by: M Leppard – Year End Date: 31st March 2018	
Bank Balances per Bank Statements as at 31st March 2018	
Reserve Account – 59287802	42,084.97
Current Account – 085003346	2,890.93
Community Project Account – 48117161	728.43
Other Accounts	0.00
SUB-TOTAL	45,704.33
Less Unpresented cheques at 31 st March 2018	0.00
Add Unpresented Income at 31 st March 2018	71.63
NET BALANCES AS AT 31ST MARCH 2018	45,775.96

The net balances reconcile to the Cash Book (receipts and payments accounts for the year as follows:	
Opening Balance 1st April 2017	13,644.28
Add: Receipts in the Year	70,642.17
Less: Payments in the Year	38,510.49
Closing Balance per cash book (receipts and payments book) as at 31st March 2018	45,775.96
<i>(must equal net balances above)</i>	

APPROVED BY COUNCIL ON:	15th May 2018
SIGNED: (Chairman)	
SIGNED: (Responsible Finance Officer)	

CAPEL-LE-FERNE PARISH COUNCIL BALANCE SHEET AS AT 31st MARCH 2018		
2016/2017		2017/2018
	LONG TERM ASSETS	
0.00	Investments	0.00
0.00	Long Term Debtors	0.00
	CURRENT ASSETS	
0.00	Stocks and Shares	0.00
0.00	Debtors	0.00
2,541.84	VAT	3,950.05
0.00	Invoices	0.00
0.00	Payments in Advance	0.00
13,644.28	Cash	45,775.96
16,186.12	TOTAL ASSETS	49,726.01
	LESS CURRENT LIABILITY	
0.00	Creditors	0.00
0.00	Receipts in Advance	0.00
0.00	Cash Overdrawn	0.00
16,186.12	NET ASSETS	49,726.01

CAPEL-LE-FERNE PARISH COUNCIL - SUPPORTING STATEMENT	
<u>ASSETS</u> Movement in the year: The basis of valuation of these assets is historic cost with the exception of Community Land, which is valued at nil.	<u>COSTS</u>
Assets disposed of during the year	0.00
As at 31st March 2018 the following assets were held:	-
Ground Surfaces	41,664.00
Community Land	0.00
Furniture & Fittings – lamp-posts, seats, tables, fencing, gates, waste-bins, stone plinths, bus shelters	35,606.12
Noticeboards	1,758.00
Recreation Equipment	141,630.00
CCTV DVR	1,758.00
Dell Laptop Computer, Speed Indicator Device, Defibrillator	4,068.00
TOTAL	226,484.12
BORROWING - At the close of business on 31 st March 2018 the Council had no loans outstanding.	0.00
DEBTS OUTSTANDING - There were no debts outstanding.	
S137 PAYMENTS Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £7.57 (agreed for 2017/18) per head of electorate for the benefit of people in the area on activities not specifically authorised by other powers. The limits for this Council in the year ended 31 st March 2018 was: £1,172.50 (1655 electorate).	
ADVERTISING AND PUBLICITY	There were no costs incurred during this year.