

Etton Parish Council Correspondence Record

8 March 2017 – 1 May 2017

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not be circulated, please notify the Clerk on ettonpc@outlook.com or 07887 533057.

Ref	Date Received	Attached?	From	Purpose of Correspondence
173	9 March	N	EYMS	Service 142 will no longer run on a Sunday. The Monday-Saturday journeys will continue as normal, with no change.
174	16 March	N	Yorkshire Ambulance Service	Those people using community defibrillator are not covered by YAS insurance. Detailed legal information provided.
175	17 March	N	ERYC	Planning Consultation for 17/00716/VAR Beech Lodge 104 Main Street Etton East Riding Of Yorkshire HU17 7PQ.
176	20 March	N	WP Everingham	War memorial valuation including the inscription work on the stone and being fixed in place by us but NOT the metal plaques would be £32,358.00 plus VAT.
177	20 March	N	ERYC	Invitation to Parish Council Planning Meetings – Inc Tuesday 16 May 2017 at Beverley
178	23 March	N	ERYC	Erection of entrance porch, single storey extension to side and rear, alterations to existing driveway and construction of paved patio area, Hinds Cottage Gardham Road Gardham East Riding Of Yorkshire HU17 7RY
179	27 March	N	Zurich	Insurance quote to cover increased cost of War Memorial
180	28 March	N	ERYC	Installation of 3 replacement sets of french doors and 2 windows to main house and 3 replacement windows to outbuilding, 68 Main Street, Etton
181	4 April	N	ERYC	Horse Manure Odour Advice
182	5 April	N	ERYC	Standards Committee Agenda

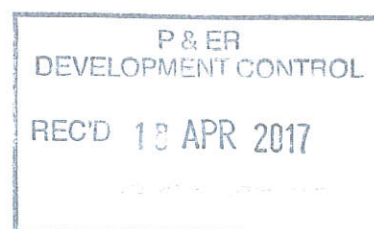
183	7 April	N	ERYC	Relaunch of Safe and Sound Grant to provide home security support for residents who have limited funds to stay safe in their own homes. Residents can apply if they are disabled and/or over 60 and are renting in either the private sector or from a Housing Association or own their own homes. They cannot have more than a cumulative bank balance linked to the address of over £5,000 and should not have applied for the grant in the last 2 years.
184	11 April	N	ERYC	Confirmation that funding for improved road signage on Malton Road approved in 2017 / 18 budget.
185	12 April	N	ERYC	Notice of planning approval - 2 Templar View Etton East Riding Of Yorkshire HU17 7FG, Construction of glazed canopy to the rear
186	12 April	N	ERYC	Notice of planning approval - Installation of new extraction flue to rear and replace existing with a new duct, Light Dragoon, Etton
187	21 April	N	ERYC	Planning Application:: Yew x2; reduce back to trunk overhanging branches as illustrated, St Marys Church Main Street Etton East Riding Of Yorkshire HU17 7PQ
188	28 April	N	ERYC	Notice that ERYC has referred the East Riding of Yorkshire Clinical Commissioning Group Governing Body's decision on urgent care centres and community beds/wrap-around patient care to the Secretary of State for Health.

18 April 2017

170418/R/120/3.1/RDS

rd stott
Architects Limited

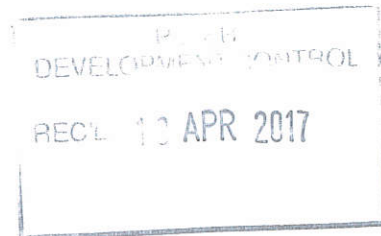
Application for Tree Works Supporting Report
for
Proposed Pruning of Two Trees
at
St Mary Church, Main Street, Etton. HU17 7PG
Submitted by
Mr Richard Stott



37a North Bar Within
Beverley
East Riding of Yorkshire
HU17 8DB

+44 (0)333 772 9707

18 April 2017



INTRODUCTION

This report has been prepared in support of a planning application for proposed tree pruning works of overhanging branches from two trees that sit within St Mary Church's boundary within the Conservation area of Etton village.

This report sets out the works involved and is supported by photographic evidence as seen in Appendix A and supporting drawing, R D Stott Architects 120-sk20 revA.

Proposal

The two trees that the works involve are identified on R D Stott Architects drawing 120-sk20 revA as T1 and T2.

The trees sit within St Mary Church's boundary, forming a boundary screening to the graveyard. They sit within the Etton Conservation Area, but are not protected.

The two trees are part of a group of mature Yew trees, approximately 12m in height. They are of a good condition.

The application proposes the pruning of just four overhanging branches, two from each tree, to remove the most prominent overhanging branches over our property, whilst restoring and maintaining the balanced screening and shape of the existing group of trees along the boundary.

Tree No.	Species	Height	Age	Condition	Recommendation	Life expectancy
T1	Yew	12m	M	Good	Prune 2 overhanging branches back to the trunk	30+
T2	Yew	12m	M	Good	Prune 2 overhanging branches back to the trunk	30+

Conclusion

It is hoped that the reasons for pruning have been justified and it is hoped that this application can therefore be approved without delay.

Richard D Stott

BA Hons Dip Arch (Oxford) RIBA

Director

18th April 2017

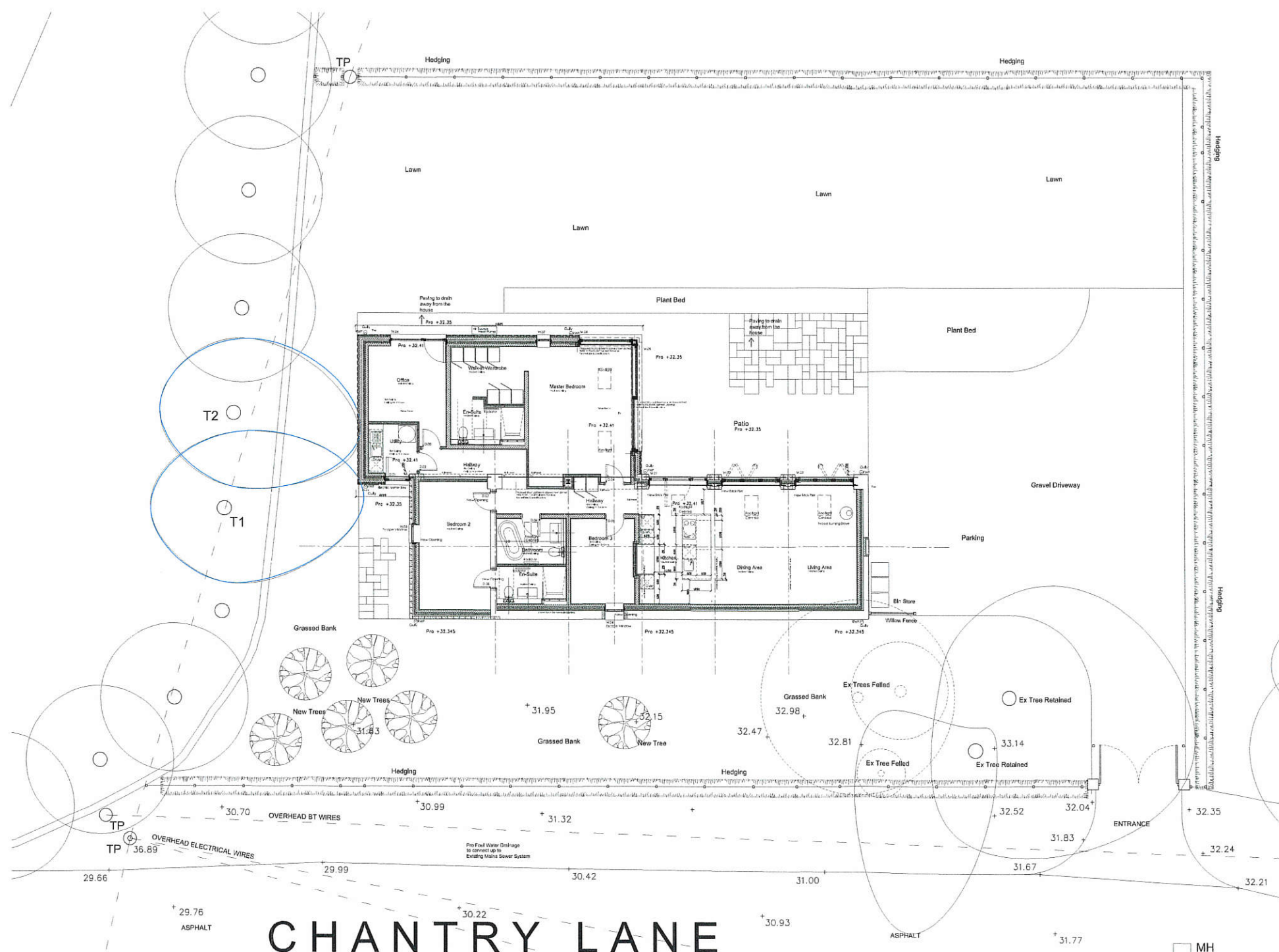
18 April 2017

P & ER
DEVELOPMENT CONTROL
REC'D 18 APR 2017

APPENDIX A – Photos



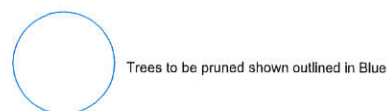
P & ER
DEVELOPMENT CONTROL
REC'D 18 APR 2017



Ground Floor Site Plan showing Neighbouring Trees to be Pruned

PROPOSED TREE WORKS

No.	Tree Name	Common Name	Ht(m)	Age	Condition	Recommendation	Life Expectancy
T1	Taxus Baccata	Yew	12m	M	Good	Prune back 2 overhanging branches	30+
T2	Taxus Baccata	Yew	12m	M	Good	Prune back 2 overhanging branches	30+



MH 32.24
Scale 1:100 @ A1



A Issued for Planning Approval RDS 18.04.17
Rev. Comments Drawn Appro Date

FOR APPROVAL

r d stott
Architects Limited

37a North Bar Within Beverley East Yorkshire HU17 8DB
T: +44 (0) 333 772 9707
E: studio@rdstott.co.uk
W: www.rdstott.co.uk

Client Mr and Mrs Richard and Sharon Stott

Project Church Farmyard Barn Chantry Lane Eton, Beverley HU17 7PE

Title Ground Floor Site Plan showing Neighbouring Trees to be pruned

Scale: 1:100 @ A1 / 1:200 @ A3

Project Number 2016.120 Drawing Number sk20 Rev A

This drawing is to be read in conjunction with all related drawings and documentation. Do not scale from this drawing. All dimensions must be checked and verified on site before commencing any work. The originator should be notified immediately of any discrepancy. This drawing is copyright and remains the property of R D Stott Architects Limited.

Etton Parish Council 2016/17 Outturn Report

	Budget	Actual	Difference	Notes
<u>Expenditure</u>	£	£	£	
Clerk's Salary	990.00	990.00	0.00	
Admin/Expenses/Postage	200.00	812.33	-612.33	Grant Funded ICT Purchases
Audit Fees	210.00	403.60	-193.60	2x Audit Fees Paid, 1 off external audit fee
Hire of Village Hall	160.00	99.00	61.00	
Subscriptions	56.00	102.00	-46.00	£38.50 contribution from Laxton PC received
Insurance	250.00	337.04	-87.04	Additional sum for higher cover
Grants	274.50	398.12	-123.62	Distributing grant received 2015/16
Footway Lighting	1200.00	1,179.80	20.20	
Salt Bins	300.00	0.00	300.00	
Pond / War Memorial / Open Spaces	1250.00	3,142.17	-1,892.17	Gate £1297, Benches, Pond Fence, Memorial Fence, Legal Fees £508, Bin - £377. Mr Ford still to pay.
Reserves	316.50	0.00	316.50	
Community Led Plan	0.00	0.00	0.00	
Total Expenditure	5207	7464	2257	
	Budget	Actual	Difference	
<u>Income</u>				
Precept	4954	4954	0	
Waste Recycling	250	7.75	-242.25	Grant Withdrawn
Interest	3	1	-2	
Grants / Re-imburements	0	1865.41	1865.41	£1217 Grant Fund, £608 from Church for Gate Posts, £508 Legal Fees still to be reclaimed
Total Income	5207	6828.16	1621.16	
Expenditure Less Income		635.90	over budget	

ETTON PARISH COUNCIL

FINANCIAL AND MANAGEMENT RISK ASSESSMENT - DRAFT 2017_2018

Hazard	Likelihood	Impact	Existing Controls of Hazard	Net Likelihood	Net Impact	Additional Action Identified
Financial Management						
Failure to keep proper financial records	Medium	Medium	All expenditure approved by Council. All income reported to Council Annual internal and external audit Financial Regulations in Place	Low	Medium	Increase financial reserves
Poor financial management	Medium	Medium	Financial regulations in place Budget report submitted to Council at year-end Budget monitoring reports submitted quarterly Regular reports on future liabilities	Low	Medium	
Loss of cash through theft/dishonesty/fraud	Medium	High	Two signatures required to withdraw the funds. All cheques to be signed by two Councilors Bank reconciliations undertaken quarterly Bank reconciliation report submitted regularly	Low	High	
Failure to comply with Inland Revenue regulations	Medium	Medium	PAYE arrangements checked by internal Auditor. HMRC fines for late payment	Low	Medium	
Failure to comply with VAT regulations	Medium	Medium	Annual VAT return prepared by Clerk Advice from HMRC Claims made at least annually depending on VAT payments made	Low	Medium	

Hazard	Likelihood	Impact	Existing Controls of Hazard	Net Likelihood	Net Impact	Additional Action Identified
Failure to use funds properly under section 137	Medium	Medium	Monitor grant allocations	Low	Medium	Report Section 137 amount to the Parish Council.
Employment of Staff						
Inability to recruit/retain staff	Medium	Medium	Annual review of salaries and regular review of contracts of employment	Medium	Medium	
Attacks on personnel	Low	Medium	Employer's liability insurance	Low	Medium	
Failure to comply with employment law	Medium	Medium	Awareness of legislation Arrangement of training, if appropriate Personnel sub-committee focusing on personnel issues.	Medium	Medium	
Etton Parish Council						
Failure to recruit new Parish Councillors	Medium	Medium	Co-option / election arrangements in place Ability to promote vacancies through newsletter, social media and website.	Medium	Medium	
Failure to declare a pecuniary / non pecuniary interest	Medium	High	Councillors aware of duties Prompt to declare interests on each agenda	Low	High	Occasional refresher training for Councillors
Failure to update Register of Interests	Low	Medium	Councillors aware of duties	Low	Medium	Councillors to be asked to update registers annually
Failure to meet statutory duty	Medium	Medium	Clerk provided with training on statutory duties Chair / Deputy Chair received training on statutory duties	Low	Medium	
Failure to comply with	Medium	High	Clerk trained on data protection legislation	Low	Medium	Consider whether the Council

Hazard	Likelihood	Impact	Existing Controls of Hazard	Net Likelihood	Net Impact	Additional Action Identified
data protection legislation			Limited personnel data held.			should register as an information holder.
Management of Assets						
Damage to assets	Medium	Medium	Property damage insurance. Occasional inspections.	Medium	Medium	
Theft of assets	Medium	Medium	All assets recorded on the Asset Register, which is regularly monitored. Insurance covers theft of assets.	Low	Medium	
Failure to ensure fences/boundary treatments are maintained	Low	Medium	Regular inspections/ public liability insurance	Low	Medium	
Failure to provide/maintain street lighting	Low	Medium	Maintenance agreement with East Riding Council.	Low	Medium	

Etton Parish Council 2016/17

Annual Governance Statement assertions

Assertion 1: Financial management and preparation of accounting statements - We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			
To warrant a positive response to this assertion, the following processes need to be in place and effective:			
	Yes	No	Comment
<ul style="list-style-type: none"> Budgeting. The authority needs to prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year. It needs to monitor actual performance against its budget during the year, taking corrective action where necessary. A financial appraisal needs to be undertaken before the authority commences any significant project or enters into any long term commitments. 	X		Budget set in Nov / Dec prior to precept demand in January. Period budget monitoring through the year.
<ul style="list-style-type: none"> Accounting records and supporting documents. All authorities, including parish meetings where there is no parish council, need to appoint an officer to be responsible for the financial administration of the authority in accordance with section 151 of the Local Government Act 1972. The authority needs to have satisfied itself that its Responsible Finance Officer (RFO) has determined a system of financial controls and discharged their duties under Regulation 4 of the Accounts and Audit Regulations 2015. The RFO needs to have put in place effective procedures to accurately and promptly record all financial transactions, and maintain up to date accounting records throughout the year, together with all necessary supporting information. The accounting statements in Section 2 of the annual return need to agree to the underlying records. 	X		Accounting systems in place and open to inspection by Councillors if required.
<ul style="list-style-type: none"> Bank reconciliation. Statements reconciling each of the authority's bank accounts with its accounting records need to be prepared on a regular basis, including at the financial year-end, and reviewed by members of the authority. 	X		Reviewed periodically at meetings.
<ul style="list-style-type: none"> Investments. Arrangements need to be in place to ensure that the authority's 	X		No investments.

<p>funds are managed properly and that any amounts surplus to requirements are invested appropriately, in accordance with an approved strategy which needs to have regard to DCLG's statutory Guidance on local government investments. If total investments are to exceed £500,000 at any time during a financial year an authority needs to produce and approve an annual Investment Strategy in accordance with the DCLG guidance.</p>			
<ul style="list-style-type: none"> Statement of accounts. The authority needs to ensure that arrangements are in place to enable preparation of an accurate and timely statement of accounts in compliance with its statutory obligations and proper practices. 	<p>X</p>		<p>Monitored through PC Meetings.</p>

Assertion 2: Internal Control - We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

In order to warrant a positive response to this assertion, the following processes need to be in place and effective:

	Yes	No	Comment
<ul style="list-style-type: none"> Standing Orders and Financial Regulations. The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the manner in which tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to. 	X		Standing Orders in place.
<ul style="list-style-type: none"> Safe and Efficient Arrangements to Safeguard Public Money. Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts. 	X		Separation between Orderer (clerk) and Payer (two Councillor signatures)
<ul style="list-style-type: none"> Authorities need to have in place safe and efficient arrangements to safeguard public money. Where doubt exists over what constitutes money, the presumption is that that it falls within the scope of this guidance. 	X		
<ul style="list-style-type: none"> Authorities need to review regularly the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs (see paragraph 1.9 above). 	X		
<ul style="list-style-type: none"> Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations. Section 150(5) of the Local Government Act 1972 required cheques or orders for payment to be signed by two elected members. Whilst this requirement has now been repealed, the 'two member signatures' control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with paragraphs 1.15.4 to 1.15.7 of this guide. 	X		
<ul style="list-style-type: none"> Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter into 'pooling' or 'sweep' arrangements whereby the bank periodically aggregates the authority's various balances via automatic 	X		N/A to Etton Parish Council this year.

transfers.			
<ul style="list-style-type: none"> • If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account. 	X		N/A to Etton Parish Council
<ul style="list-style-type: none"> • The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates. 	X		
<ul style="list-style-type: none"> • Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time. 	X		
<ul style="list-style-type: none"> • Employment. The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations. 	X		Salary approved at Full Council, Personnel Committee discharged pension duties.
<ul style="list-style-type: none"> • VAT. The authority needs to have robust arrangements in place for handling its responsibilities with regard to VAT. 	X		Reclaimed annually.
<ul style="list-style-type: none"> • Fixed Assets and Equipment. The authority's assets need to be secured, properly maintained and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt. 	X		
<ul style="list-style-type: none"> • Loans and Long Term Liabilities. Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities. 	X		
<ul style="list-style-type: none"> • Review of effectiveness. Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct each financial year a review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement. 	X		

Assertion 3: Compliance with laws, regulations and proper practices - We took all reasonable steps to assure ourselves that there are no matters of actual or potential noncompliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.			
In order to warrant a positive response to this assertion, the following processes need to be in place and effective:	Yes	No	Comment
<ul style="list-style-type: none"> Acting within its powers. All authorities' actions are controlled by statute. Therefore, appropriate decision making processes need to be in place to ensure that all activities undertaken fall within an authority's powers to act. In particular authorities need to have robust procedures in place to prevent any decisions or payments being made that are ultra vires, i.e. that the authority does not have the lawful power to make. The exercise of legal powers needs always to be carried out reasonably. For that reason, authorities making decisions need always to understand the power(s) they are exercising in the context of their decision making. 	X		
<ul style="list-style-type: none"> General power of competence. In particular an authority seeking to exercise a general power of competence under the Localism Act 2011 needs to ensure that the power is fully understood and exercised in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. 	X		N/A to Etton Parish Council
<ul style="list-style-type: none"> Regulations and proper practices. Procedures need to be in place to ensure that an authority's compliance with statutory regulations and applicable proper practices is regularly reviewed and that new requirements, or changes to existing ones, are reported to members and applied. Authorities need to have particular regard to the requirements of the Accounts and Audit Regulations 2015. 	X		
<ul style="list-style-type: none"> Actions during the year. An authority needs to have satisfied itself that it has not taken any decision during the year, or authorised any action, that exceeds its powers or contravenes any laws, regulations, or proper practices. 	X		

Assertion 4: Exercise of public rights - 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	No	Comment
In order to warrant a positive response to this assertion the authority needs to have taken the following actions in respect of the previous year's annual return:			
<ul style="list-style-type: none"> Exercise of public rights. The authority provided for the exercise of public rights set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014. Part 5 of the Accounts and Audit Regulations 2015 requires the RFO to have published, including on the authority's website or other website: <ul style="list-style-type: none"> Sections 1 and 2 of the annual return; a declaration that the status of the statement of accounts is 'unaudited'; and a statement that sets out details of how public rights can be exercised, as set out in Regulation 15(2)(b), which includes the period for the exercise of public rights. 	X		
<ul style="list-style-type: none"> External Auditor's Review. A notice of the conclusion of the external auditor's limited assurance review of the annual return, together with relevant accompanying information, was published (including on the authority's website or other website) in accordance with the requirements of Regulation 16 the Accounts and Audit Regulations 2015. 	X		
<ul style="list-style-type: none"> A parish meeting may meet the publication requirements by displaying the information in question in a conspicuous place in the area of the authority for at least 14 days. 	X		

Assertion 5: Risk Management - We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			
	Yes	No	Comments
In order to warrant a positive response to this assertion, the authority needs to have the following arrangements in place:			
<ul style="list-style-type: none"> Identifying and assessing risks. The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered 	X		

taking during the year that could have financial or reputational consequences.			
<ul style="list-style-type: none"> Addressing risks. Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover. 	X		
<ul style="list-style-type: none"> Supporting information on risk management can be found in Section 5. 	X		

Assertion 6: Internal Audit - We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			
In order to warrant a positive response to this assertion, the authority needs to have taken the following actions:	Yes	No	Comments
<ul style="list-style-type: none"> Internal audit. The authority needs to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes taking into account internal auditing guidance for smaller authorities. 	X		
<ul style="list-style-type: none"> Provision of information. The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required. 	X		

Assertion 7: Reports from Auditors - We took appropriate action on all matters raised in reports from internal and external audit.	Yes	No	Comment
To warrant a positive response to this assertion, the authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate.	X		

Assertion 8: Significant events - 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 smaller authority and, where appropriate have included them in the accounting statements.

To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary:	Yes	No	Comment
<ul style="list-style-type: none"> Significant events. The authority needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts. 	X		

Assertion 9: Trust Funds (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	Comment
Where a local authority acts as a sole managing trustee for a trust or trusts, to warrant a positive response to this assertion the authority needs to have made sure that it has discharged all of its responsibilities with regard to the trust's finances. This needs to include financial reporting and, if required, independent examination or audit. This is notwithstanding the fact that the financial transactions of the trust do not form part of the authority's accounts and are therefore not included in the figures reported on Section 2 of its annual return (see paragraph 2.30 below).	X		

Alan Bravey

Clerk to Etton Parish Council

18/04/2017

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

ETTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		'Yes' means that this smaller 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
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.		✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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 smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	

This annual governance statement is approved by this smaller authority on:

DDMM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

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

ETTON PARISH COUNCIL

ASSET REGISTER

	Valuation (£)
<u>Land Holdings</u>	
Etton Pond, fence and surrounding land (Community asset)	1.00
Land at 104 Main Street	1.00
<u>Property</u>	
15 street lamps (including 2 spare lampposts stored in Councillor Sleight's garage)	15,000.00
6 public seats (includes Jubilee Memorial seat)	2,450.00
Brick bus shelter, Main Street (Light Dragoon Inn)	3,500.00
Wooden glazed notice board on Village Hall wall (2015)	590.00
2 circular open top litter bins	100.00
1 Wybone litter bin (2014)	365.00
1 Litter Bin – Dalton Road (2016)	377.16
3 salt bins	450.00
War Memorial, Main Street (Community Asset)	1.00
1 Filing Cabinet (2 drawer) (kept at Clerk's house)	50.00
1 Defibrillator and storage cabinet (2015)	1,270.00
1 Toshiba Laptop and Microsoft Office	374.97
Total	24,530.13

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

ETTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	1542	6364	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	4825	4954	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5417	2192	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	1165	1090	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	378	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	3877	6984	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	6364	5436	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	6364	5436	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	23778	24530	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE

Date

DDMMYY

I confirm that these accounting statements were approved by this smaller authority on:

DDMMYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

May and June 2017

Schedule of Accounts for Payment

Item	Description	Total (£)	VAT (£)
1) Alan Bravey	Salary May	49.30	-
2) Post Office	PAYE May	33.20	-
3) Etton Village Hall	Replacement RCD socked for War Memorial Lights	72	12
4) HWRCC	Public Consultation	3152	-
5) Wel Medical Supplies	Replacement Defibrillator pads	44.88	7.42
6) P Ford Invoice	Gardening 2016/17	TBC	TBC
7) Village Hall	Donations / Grant fund	35.25	0
8) St Mary's Church	Donations / Grant Fund	35.25	0
9) Alan Bravey	Salary June	49.70	0
10) Post Office	PAYE June	32.80	0
TOTAL		3504.38	19.72