

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

## Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, 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** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

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

## Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here:

Dilwyn 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 2016, 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	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

066-2016 (d)  
dated 10-5-2016

Signed by:

Chair

dated

Signed by:

Clerk

dated

10/5/16

24th April 2016

\*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.



## Section 2 – Accounting statements 2015/16 for

Enter name of  
smaller authority here:

Diwlyn Parish Council

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	36755	39329	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	13019	10902	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	29407	30589	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	4616	4541	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	18663	18663	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	16753	34801	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	39329	22815	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	39329	22815	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	284110	284110	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	307331	304120	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.

I certify that for the year ended 31 March 2016 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

24th April 2016

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

10-5-2016

and recorded as minute reference:

066-2016(d)

Signed by Chair of the meeting approving these accounting statements.

*[Signature]*

Date

10/5/16

## Section 3 – External auditor certificate and report

### 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here:

Diwlyn Parish Council

### Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual 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.

### External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no 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 smaller authority:

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



## Annual internal audit report 2015/16 to

Enter name of  
smaller authority here:

Dilwyn Parish Council

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Name of person who carried out the internal audit

W. K. Poulton

Signature of person who carried out the internal audit

W. K. Poulton

Date

9/5/16

\*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, internal audit must explain why not (add separate sheets if needed).



## Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	
*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from <a href="http://www.nalc.gov.uk">www.nalc.gov.uk</a> or <a href="http://www.slcc.co.uk">www.slcc.co.uk</a> or <a href="http://www.ada.org.uk">www.ada.org.uk</a> .		

**STATEMENT OF ACCOUNTS  
DILWYN PARISH COUNCIL  
RECEIPTS AND PAYMENTS**

**SECTION 1**

	2014/2015 Last Year	2015/2016 This year	Diffce
1. Balances brought forward	36755	39329	
2. Annual Precept	13019	10902	a -2117
3. Other Receipts	29407	30589	
4. Staff Costs	4616	4541	
5. Loan Interest and Capital Repayments	18663	18663	
6. Total other payments	16573	34801	b 18228
7. Balance Carried Forward	39329	22815	
9. Total Cash & Investments	39329	22815	
12. Total Fixed Assets	284110	284110	
13. Total Borrowings	307331	304120	

**EXPLANATIONS**

a. This reduction was a realignment due to a reported unauthorised increase in the precept.

b.

Increase	
Extra audit fee	4905
Vat repayment	2660
Repayment of deposit	5850
Vat repayment	2660
Vat input	1425
Lengthsman	2015
	<hr/> 19515

Decreases	
Tree Surgery	1060
Vat input	274
	<hr/> 1334

Net Increase

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18181

  
24/4/16





Council: Dilwyn Parish Parish Council

**Section 1 The Annual return analysis**

Year ending	31/03/2015	31/03/2016
1. Balances brought forward	36755	39329
2.+ annual precept	13019	10902
3.+ Total other receipts	29407	30589
4.- staff costs	4616	4541
5.- Loan / interest / cap repayment	18663	18663
6.- total other repayments	16573	34801
7.= balance of	39329	22815
8. total cash & investments	39329	22815
9. Total fixed assests	284110	284110
10. Total borrowing	307331	304120

**Bank Reconciliation**

<b>Cash Book</b>	
Balance brought forward	39329.51
Add Receipts	41490.51
Less Payment	58004.84
Balance of	22815.18

<b>Bank Balances</b>	
Current account	1393.06
Money manager	2002.88
Hub Account	2838.48
less u/p cheques	68.80
Unit Trust Bond	16649.56
Balances @ 31/3/2016	22815.18

Unpresented cheques

434

68.80

*Handwritten signature*  
04/04/16





Reply to questions under audit for the year 2014/2015	
Bank reconciliation, including detail of any unpresented cheques or outstanding lodgements.	As attached
Explanations of variances between 2013/14 and 2014/15 for boxes 2, annual precept, and 6, total other payments.	As attached
An explanation for the reduction in the value of fixed assets in Box 9 of the Annual Return. I believe this is probably due to restating fixed assets to original purchase price as required.	This was due to an error of increasing the value to that of an insurance valuation and now resetting the value to the original purchase price
Minutes of the meetings at which internal controls and financial regulations were reviewed during 2015.	Minutes 316-2015 (attached)
Minutes of the meeting at which risk assessment reports were discussed during the year and minutes of the meetings at which the internal and external auditor's findings were discussed.	Only this in relation to the PIR as shown below. External Auditors report (minute No. 253-2015 & 272-2015 (attached)) Internal Auditors report (minute No. 341-2015 c. (attached))
Written confirmation that all issues raised in previous internal and external audit reports (including the PIR) have been addressed (more details below).	See below
A copy of the notice advertising the date for exercise of electors' rights to inspect the books and records prior to the commencement of the 2015 audit	I do not have the copy put on the notice board as it has been mislaid / lost. However, I am assured that it was placed on the notice board with due notice
Copy of the completion of audit notice for 2014	I do not have a copy of this however I am assured that it was put up
Written confirmation that the 2014 audited annual return was made available to electors	I am assured that the 2014 audited annual return was made available to electors
Details of any complaints or queries raised by any members of the public during the year	I have received no complaints, I have been asked questions in relation to the budget and precept for 2016-17
Box 1 on the 2015 column does not agree to Box 7 in the 2014 column. This appears to be due to the balance on the bank statements at 1 April 2014	Incorrect accounting method used for box 1 it was the actual year end without any uncashed cheques subtracted from the current account.

being used in Box 1 of the 2015 column. I would be grateful if you could look into this and provide an explanation.	This was brought to the attention verbally of the then clerk S. Shields
A copy of the detailed Internal auditor's report for the year ended 31 March 2015 to support Section 4 of the 2014/15 Annual Return	Attached. I as the appointed Internal Auditor reviewed the governance arrangements professionally, objectively and reported the same. In hindsight it could be said that as I was the locum clerk for 3 months and therefore not totally independent and I will accept that. The Council have appointed K. Pointon of Newcastle, Shropshire as the internal auditor for 2015-2016 (minute number 035-2016 attached)
A copy of the insurance schedule in place for 2014/15, we have been provided with a copy of the insurance schedule for 2015/16.	attached
Details of any earmarked reserves held by the council at 31 March 2015.	Nil only the investment which was originally £25k copy attached which was future development of the Crown public house
Minutes of the meeting at which you were appointed as Internal auditor for the 2014/15 Annual Return.	(minute No. 341-2016-2015 c. (attached)) of confirmation that I had been appointed. However, the original appointed auditor at the last minute had declined (minute No. 298-2015 c. (attached)) I was appointed retrospectively due to time pressures
<p>In April 2015 when the council was due to hold its public meeting to discuss the Public Interest Report I asked the clerk, Mr Shield, for a copy of the notice put in a local newspaper advertising the meeting. After quite a lot of correspondence it transpired that there was no formal notice placed in the local newspaper but the details of the meeting were mentioned in a news article by Bill Tanner in the Hereford Times on 2 April 2015. I also understand from speaking to Mr Shield on 24 April 2015 that the details of the meeting were put through every door in Dilwyn, around 330 dwellings.</p> <p>On 15 April 2015 I reminded Mr Shield of the need to notify us, as soon as practicable after the public meeting, of the decisions made at the meeting and provide us with a draft notice summarising the decisions for us to approve before it is published in a local newspaper. I have received a copy of the minutes</p>	



<p>of the public meeting, but not a draft copy of the notice for approval before publication.</p> <p>I would be grateful if you could now:</p>	
<p>Confirm that details of the public meeting were put through the door of every household in Dilwyn</p>	<p>Please see minute number 272-2015 (attached)</p>
<p>Let me know if a notice of the decision made at the public meeting has been drafted or published in a newspaper as required.</p>	<p>Please see minute number 272-2015 (attached)</p>
<p><b>Recommendations in Public Interest Report</b></p> <p>The minutes of the public meeting on 13 April 2015 record a resolution by the council to accept the public interest report in full and implement all our recommendations.</p> <p>I would be grateful if you could provide evidence that all the 8 recommendations listed at paragraphs 4.3 to 4.10 of the Report in the Public Interest have now been implemented</p>	
<p><b><i>Recommendations to review Standing Orders and Financial Regulations and to update them with consideration for the Model Financial Regulations available from the NALC.</i></b></p> <p>We have been provided with a copy of the Financial Regulations dated July 2015, but these are not based on the NALC model Financial regulations issued in April 2014.</p>	<p>This is noted please see copy of required regulations which will be placed before council for approval in the April 2016 meeting.</p>
<p><b><i>Recommendation to review the Hub Committee guidelines</i></b></p> <p>I would be grateful if you could let me know if this has been done and provide a copy of the revised guidelines and a copy of minutes of the meeting at which the revised guidelines were approved by the council.</p>	<p>The Hub committee has now been disbanded (see minute number 384-2015 (attached))</p>
<p><b><i>Recommendation that risk assessments must be undertaken annually and should consider all aspects of the Council's business</i></b></p>	<p>Attached.</p> <p>I disagree, there is mention of the Crown as a risk, however I concede that this risk should be expanded in far more detail which it will be this year.</p>

<p><i>including the operation of The Crown.</i></p> <p>We have been provided with a copy of the council's risk assessment but this is undated and there is no mention of The Crown as a specific risk.</p>	
<p><b><i>Recommendation that the council retrospectively authorised the signing of the lease and records this in the minutes</i></b></p> <p>I would be grateful if you could provide evidence that this has been done, and copies of the relevant minutes.</p>	<p>Minutes No. 273-2015 (attached).</p>
<p style="text-align: center;"><b>Action on external audit reports</b></p> <p>I would be grateful if you could provide evidence to show that the council has taken appropriate action on the external audit reports for 2012/13 and 2013/14 dated 23 March 2015. In summary these are:</p>	
<p><b><i>2013 audit report</i></b></p> <p>The council keeps copies of all relevant notices as they may be required by the external auditors (I am aware from our conversation yesterday that this may not have been done).</p>	<p>This is correct. I can assure auditors that this will be undertaken in future, notwithstanding that, it is my understanding that they were and have been mislaid either.</p> <ol style="list-style-type: none"> <li>1. Mr Shield's house move</li> <li>2. Transfer of documents from one clerk to another.</li> </ol>
<p><b><i>2014 audit report</i></b></p> <p>Accounting for fixed assets – all fixed assets should be stated at purchase price (or a proxy) on the Annual Return.</p>	<p>Agreed that is the reason why there was a difference on the annual return box 9</p>
<p><b>2015/16 Audit</b></p> <p>Some matters have been drawn to our attention that relate to the council's activities in 2015/16. It would be helpful if you could provide the following information now to help us plan the 2015/16 audit.</p>	
<p><b>1) The Crown</b></p> <p>I understand that the landlady of The Crown was asked to leave in October 2015. I would be grateful if you could provide the following information:</p>	
<p>a) Confirm whether it is correct that, in order to repay the land lady the three months of rent due to her, the council had to cash in monies held in a bond?</p>	<p>This is incorrect however please see below that part of the bond will be uncashed due to the reasons as explained below.</p>



<p>b) I understand that the decision to ask the land lady to leave was made by you, as clerk, and the chair in between council meetings. Is this correct? If so could you please provide evidence to demonstrate that authority to make decisions about the tenancy of The Crown was properly delegated to the clerk and chair.</p>	<p>This is correct, see minute No. 355-2015 (attached) however it was in conjunction with the Council's solicitor. Letters attached which you can see escalated into requesting the tenants vacate the premises. Yes, I was contacted and only reiterated what had been sent by the solicitor to the tenants in relation to</p> <ol style="list-style-type: none"> <li>1. Non-payment of rent and deposit</li> <li>2. No licence (Crown being run illegally) requested that the cease trading.</li> </ol> <p>The tenants left of their own accord.</p>
<p>c) Provide an update on the current situation regarding the tenancy of The Crown.</p>	<p>The current situation is that a previous employee has been appointed manager for a six month period and this will then be reviewed with a view of a permanent tenancy There have been two serious enquiries for the tenancy</p>
<p><b>Notice of meetings</b> Please provide copies of the notices of all council meetings for April 2015 to January 2016</p>	<p>Attached (no meeting in August)</p>
<p><b>Amount due to PWLB February 2016</b> It has been suggested that the council will not be able to pay its February 2016 repayment to the PWLB due to cash flow. I would be grateful if you could let me know if this is correct, and if so what the council plans to do</p>	<p>Due to the period of the tenant leaving and securing a new tenant there is obviously a period when there could possibly be a short fall it has been agreed that £10K will be drawn down from the £26K bond to meet this. At present there is a manager in situ however they are starting from scratch therefore there has been no income from November to date, however trade is improving and the manager has informed Council that there will be a surplus in March in the region of 2K</p>

## Section 1 – Accounting statements 2014/15 for

Enter name of

reporting body here:

Dilwyn Parish Council

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	45443	36755	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 (+) Annual precept	10846	13019	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	30838	29407	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	4985	4616	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	18663	18663	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	26724	16573	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	36755	39329	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	36755	39329	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	536246	284110	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	313564	310480	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. <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 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date



6/1/2016

BT Mail (689) - copripon@btinternet.com

**From:** fostersatbadgers@btinternet.com  
**Sent date:** 31/01/2016 - 10:49  
**To:** parish.clerk@dilwyn.com  
**Subject:** Fwd: Dilwyn Precept

-----Original message-----

From : fostersatbadgers@btinternet.com  
Date :  
To : parish.clerk@dilwyn.com  
Subject : Dilwyn Precept

Dear Mr Rippon

In the January Dilwynner, under PC matters, it was stated that full details of the Village Precept for the financial year would be published in the February Dilwynner, however only the gross total of £14206.00 has been declared in the February issue. There has been an increase of about £2000 which seems a very large amount and must have resulted from an unforeseen need. I would appreciate it if you would send me a copy of the detailed budget which I believe it is incumbent on the PC to publish in full to the village community.

Yours sincerely

Bruce Foster





**From:** DilwynParishCouncil@mybtinternet.com  
**Sent date:** 31/01/2016 - 11:53  
**To:** fostersatbadgers@btinternet.com  
**Cc:** peter@kylesp.freemove.co.uk, pete@pcstilwell.co.uk  
**Subject:** Re: Dilwyn Precept  
**Attachments:** 2010PractitionersGuide page 20 reserves.pdf 77.8 KB  
 budget final.pdf 83.2 KB

Mr. Foster

There are many misconceptions in relation to what a Parish Council 'has' to publish. A Parish Council has to publish the conclusion of audit and only that however best practice, openness and transparency is another matter.

I will attach a copy of the budget also an explanation which I presented to the council for their consideration.

In that report I have tried to explain what is a complicated matter which is out of all councils hands in England that is the allocation of the support grant.

For every £1.00 of council tax a council can raise a certain amount of money the way that is worked out is via the tax base, which is variable in every council it is based on the number of band D properties in the area.

The tax base for Dilwyn is 294.97 in other words the council can raise £294.97 for every £1.00p on the Council tax

That is the basics of how the precept is arrived at.

I have explained how the support grant works I hope you have understood how that part. You can see that the Council would have to find £688 for the withdrawal of the support grant just to have a stand still position.

The next thing I looked at was the amount of reserves that the council was holding. This was far too low I have also attached a section from the Good Governance guide which is known as the practitioners guide which show roughly what a council should hold in reserves, you can see that there is a broad variable but it is best described as the smaller the council the larger the % (not money) of reserves it should keep.

You also have to bear in mind that that the enquiry by the external Auditor as a result of unknown individuals making complaints under audit also cost money. That enquiry cost £7000 that in essence £23.80 per household, if you use the tax base and divide it into the £7000. This is why the reserves have to be kept for instances such as this.

I will next year be advising to council that they put an amount over and above the cost of a normal audit to cover instances such as this, they may or may not take my advise on this but I will advise caution because complaints such as this could bankrupt a council if there are not contingencies in place.

If there is anything else you wish to have explained please feel free to contact me.

Gwilym Rippon

-----Original message-----

From : fostersatbadgers@btinternet.com  
 Date : 31/01/2016 - 10:49 (GMTST)  
 To : parish.clerk@dilwyn.com  
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From : fostersatbadgers@btinternet.com  
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