

Parish Clerk's supplementary report – Parish Council meeting 1 July 2019

Agenda

Item No.

457.0

A REVIEW PROCESS FOR MPC ASSETS

Note comment from 2018-19 Internal Audit:

“The reasons behind [MPC’s asset] valuations should be ascertained as far as possible.....”

Assets held at 31 March 2019 (valuations begun 2013/14 financial year)

<u>Asset</u>	<u>Basis of Valuation</u>	<u>Value</u>
The Hollow	Nominal	£1.00
Sports Field	Nominal	£1.00
Village Green	Nominal	£1.00
Tennis Courts	Nominal	£1.00
Bowls Green	Purchase price	£5000.00
24 Street lights	Insurance	£14157.00
13 Village Benches	Insurance	£4000.00
War Memorial	Insurance	£23100.00
Parish Mower	Insurance	£1236.00
Office equipment	Purchase totals	£1000.00
Total:		£48,497.00

Leases held at 31 March 2019

<u>Tenant</u>	<u>Property</u>	<u>Annual Rent</u>
Sports Club	Sports Field	£20.00
Tennis Club	Tennis Courts	Peppercorn
Bowls Club	Bowls green	£1.00

Value recorded of Assets at 31 March 2019 : **£48,497**

Note: ‘The Good Councillor’s Guide to Finance and Transparency’ states:
“The following information should be published for each land and building asset:

- description (what it is, including size/acreage);
- location (address or description of location);
- owner/custodian, e.g. the council manages the land or asset on behalf of a local charity;
- date of acquisition (if known);
- cost of acquisition (or proxy value);
- present use.

[.....] If the council owns any property or physical assets these should be insured on a reinstatement or replacement basis. For buildings, it is important to ensure the sums insured are correct and would cover the rebuilding of the property. Professional valuations should be obtained where necessary.”

458.0	<p>2019-20 REVIEW OF MPC POLICIES</p> <ul style="list-style-type: none"> - Copy of existing Risk Register attached below, for review and update. - Equality Policy to be agreed - Review of existing policies to be undertaken through following format: <ul style="list-style-type: none"> • Name of policy • Purpose of policy • Date of review • Amendments made (if any) • Date of next review • Signature
459.0	<p>LED REPLACEMENT OF STREET LIGHTING</p> <p><i>Information from LCC Highways:</i></p> <p>Ernie Roberts <Ernie.Roberts@leics.gov.uk> to me</p> <p>Martin</p> <p>The total cost to replace the all the lights, including the two lights not previously covered (as I could not locate them) and the HDC owned light on Drayton Rd, would be £8170.74 plus VAT</p> <p>Regards Ernie Roberts Estimator Highways Delivery Leicestershire County Council ernie.roberts@leics.gov.uk Tel 0116 305 2086</p> <p>From: Clerk RFO [mailto:pcmedbourne@gmail.com] Sent: 31 March 2019 11:38 To: Ernie Roberts Subject: Re: Medbourne Parish Street lighting</p> <p>Ernie,</p> <p>My apologies that it has taken a while to come back to you.....</p> <p>With regard to the addresses you have raised on the location of certain lighting columns, we cannot provide you with any more information at present. Parish Councillors however felt that we would still wish that you can provide us with a price for changing all the number of columns on the original list,</p>

	<p>plus the price for the conversion you mention outside the Village Hall. We can clarify the final identification of all addresses and locations in due course.</p> <p>Notwithstanding that one column in Drayton Road seems to be the responsibility of HDC, we would be grateful for a price to convert this light to LED as well, so that we could liaise with HDC on this happening in line with other things.</p> <p><i>Information from E-on:</i></p> <p>Awaiting further detail on options to replace existing lamps with LEDs. It is hoped that information will be available for the PC meeting on 1 July 2019.</p>																																																									
461.0	2019-20 BUDGET AND APPROVAL OF PAYMENTS																																																									
461.1	Bank reconciliation and 1st Qtr payments to June 2019 [See below]																																																									
461.2	Payments to approve 2019-20 – Copies of invoices [See below] - Autela Payroll (payroll services) : £39.33 - E-on (lighting maintenance) : £126.43																																																									
	<p>MPC BANK ACCOUNT RECONCILIATIONS TO 31 MARCH 2020</p> <table><tr><td colspan="2"><i>31.03.2019</i></td><td><i>July PC</i></td></tr><tr><td>19975.19</td><td>Balance brought forward</td><td>24832.72</td></tr><tr><td>14269.83</td><td>Period receipts 19-20</td><td>6224.58</td></tr><tr><td>-9412.30</td><td>Period payments 19-20</td><td>-2509.82</td></tr><tr><td><hr/></td><td></td><td><hr/></td></tr><tr><td>24832.72</td><td>Balance carried forward</td><td>28547.48</td></tr><tr><td colspan="3"><hr/></td></tr><tr><td colspan="3"><i>Represented by:</i></td></tr><tr><td>11076.88</td><td>Main Account</td><td>14554.15</td></tr><tr><td>5519.29</td><td>Business Saver Account</td><td>5522.04</td></tr><tr><td>4306.30</td><td>National Savings Account</td><td>4306.30</td></tr><tr><td>24.84</td><td>2.5% Consolidated Stock</td><td>24.84</td></tr><tr><td>5506.69</td><td>Mower Fund</td><td>5506.69</td></tr><tr><td></td><td>Less unrepresented</td><td></td></tr><tr><td>- 1,601.28</td><td>cheques</td><td>- 1,366.54</td></tr><tr><td><hr/></td><td></td><td><hr/></td></tr><tr><td>24832.72</td><td></td><td>28547.48</td></tr><tr><td colspan="3"><hr/></td></tr><tr><td>0.00</td><td><i>Discrepancies</i></td><td>0.00</td></tr></table>	<i>31.03.2019</i>		<i>July PC</i>	19975.19	Balance brought forward	24832.72	14269.83	Period receipts 19-20	6224.58	-9412.30	Period payments 19-20	-2509.82	<hr/>		<hr/>	24832.72	Balance carried forward	28547.48	<hr/>			<i>Represented by:</i>			11076.88	Main Account	14554.15	5519.29	Business Saver Account	5522.04	4306.30	National Savings Account	4306.30	24.84	2.5% Consolidated Stock	24.84	5506.69	Mower Fund	5506.69		Less unrepresented		- 1,601.28	cheques	- 1,366.54	<hr/>		<hr/>	24832.72		28547.48	<hr/>			0.00	<i>Discrepancies</i>	0.00
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MPC BANK ACCOUNT EXPENDITURE 1st Quarter 2019-20

Actual Debits	<u>Apr</u>	<u>May</u>	<u>June</u>
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General Expenses

Salary & Tax/NI		307.56	153.78
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Payroll services

Admin Expenses

Training

Insurance			490.60
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Audit

PC Website	9.60	9.60	
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Hire of Village Hall	385.00	75.00	
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Subscriptions

RCC Subscription

LRALC Subscription		197.92	
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SLCC Subscription

Election Expenses

Election Expenses

Contingency

Street Lighting

Electricity Charges		460.76	
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Repairs & Mainten.

Church Gate Light

Lighting Contingency

Village Environment

Parish Mainten./cont.

Grass Cutting

Tree Maintenance

Dog Bins - Emptying

Litter Bins

Recreation Grounds

Mower Fuel

Parish Mower Repairs

Parish Mower Conting.		420.00	
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One-off expenditure

Grants and Donations

Neighbourhood Plan

The Hollow

Traffic Survey

<u>Actual 2019-20 spend</u>	394.60	1470.84	644.38
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2509.82 Sub- total

Autela Payroll Services Limited

Autela House
Skirlaugh
Hull
East Riding of Yorkshire
HU11 5EP
Tel : 01964 562918
Email:- office@autelapayrollservices.co.uk
Email:- accounts@autelapayrollservices.co.uk

VAT Reg No:

<https://www.autelapayrollservices.co.uk>

Medbourne Parish Council
27 Wreake Drive
Rearsby
Leicester
Leicestershire
LE7 4YZ

AUTELA PAYROLL SERVICES

INVOICE

Page 1

Invoice No	2081
Invoice Date	05/06/2019
Order No	QTR_Invoice
Account Ref	PCMED001

Your Average time to pay is 0 Days

Quantity	Description	Unit Price	Disc Amt	Net Amt	VAT %	VAT
	Parish Payroll - 2019/2020 - Q1		0.00			
	Period - April, May & June		0.00			
3.00	Monthly Payroll Process (1-2)	18.95	17.62	39.23	0.00	0.00
	Payroll - April, May, June		0.00			

DISCOUNT

0.00 %

0.00

PLEASE NOTICE
NEW BANK DETAILS BELOW

CHEQUES NOW PAYABLE TO AUTELA PAYROLL SERVICES

Make payment online, quoting your invoice number
Sort Code 40-25-49 - Account Number 30313270
Please make Cheques payable to "Autela Payroll Services Limited"

Registered in England, Company No. 11311762

Total Discount	£	17.62
Total Net Amount	£	39.23
Carriage Net	£	0.00
Total VAT Amount	£	0.00
Invoice Total	£	39.23

Payment Terms : 30 Days



INVOICE

VAT Reg No. 559097889

Invoice Address
MEDBOURNE PARISH COUNCIL
27 WREAKE DRIVE
REARSBY
LEICESTERSHIRE
LE7 4YZ

Job Location
HINCKLEY PARISH REPAIRS
C/O SANDRA TOWNSON
NUTTS LANE
HINCKLEY
LE10 3EG
(PLR035)

Account No	Job Number	Engineer	Your Order No	Invoice No	Invoice Date	Page
MED108	977572/000	357 TBC		091921	18/06/19	

STREET LIGHTING MAINTENANCE FOR QUARTER ENDING 30/6/19

Amount
105.36

PAYMENT TERMS - 30 DAYS FROM INVOICE

OUR BANK DETAILS: SORTCODE: 60-80-09

A/C: 61305049 REMIT TO ADDRESS AT BOTTOM

OF INVOICE OR SESFINANCE@EONENERGY.COM

IN CASE OF QUERY PLEASE CONTACT:

SANDRA TOWNSON 02476 195995

Remittance Advice Attached

NETT TOTAL £ 105.36

V.A.T. £ 21.07

Code	Vat Description	Goods	Rate	Vat Due
1	Standard	105.36	20.00	21.07

TOTAL DUE

£ 126.43

PLEASE SUBMIT PAYMENT TO: E.ON ENERGY SOLUTIONS LTD (HIGHWAY LIGHTING)
NEWSTEAD, LITTLE OAK DRIVE, SHERWOOD PARK, ANNESLEY, NOTTS, NG15 0DR

462.0 AUDIT OF PC ACCOUNTS

462.1 Internal Auditors report 2018-19 - Actions to be addressed 2019-20:

- Assessment of Risks
- Levels of financial reserves
- Exemption from a limited assurance review
- Asset Register review
- Powers of expenditure and use of personal accounts
- Bank reconciliations to be signed
- Holding of Deeds

462.2	Submission of AGAR (External Audit 2018-19) AGAR forms completed. Period for public inspection of records to commence from Thursday 27 June 2019.
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<p style="text-align: center;">RISK ASSESSMENT REGISTER</p>			
ITEM	RISK PROBABILITY	RISK CONTROL	DATE REVIEWED
Sports field	Low	Insurance, including Public Liability Cover, arranged by Medbourne Sports Club under the terms of the lease together with a requirement to maintain the property in good repair	Confirmation of renewal for insurance cover being obtained from the Sports Club October 2011 Maintenance and repair undertaken on a regular basis by Sports Club
Tennis Courts	Low	Insurance, including Public Liability Cover, arranged by Medbourne Tennis Club under the terms of the lease together with a requirement to maintain the property in good repair	Confirmation of renewal for insurance cover received from Tennis Club October 2011 Maintenance and repair undertaken on a regular basis by Tennis Club
Bowls Green	Low	Insurance, including Public Liability Cover, arranged by Medbourne Bowls Club under terms of the lease together with a requirement to maintain the property in good repair.	Confirmation of renewal for insurance cover received from Bowls Club October 2011 Maintenance and repair undertaken on a regular basis by Bowls Club
The Hollow Conservation Area	Low	Public Liability Cover included in Parish Council insurance policy. As the area includes a pond it was discussed with the Parish Council insurers, as a result of which a lifebelt and warning signs were erected. The area is maintained and checked by volunteers.	Ongoing
Village Hall	Low	Insurance, including Public Liability Cover, arranged by Medbourne Village Hall Committee together with maintenance and repair of the building.	Confirmation of renewal for insurance cover received from Village Hall Committee October 2011. Maintenance and repair undertaken by Village Hall Committee on a regular basis

Village Benches	Low	Maintained and repaired by a volunteer.	Ongoing
Parish Notice Boards	Low	Visual inspection by Clerk who would report any defects	Ongoing
Trees	Low	Checked and maintained on a regular basis by volunteer Tree Warden	Ongoing
Loss of money or goods caused by theft of employee ie fraud or dishonest	Low	Fidelity guarantee insurance provided by Parish Council insurance policy covers any Councillor, Clerk or employee. Cheques require three signatories	May 2011
Street lights owned by Parish Council	Low	Covered by Parish Council insurance policy. Maintenance and repair contract with E.on.	May 2011 Maintenance undertaken on a quarterly basis together with an annual inspection of all street lights by contractors
War Memorial	Low	Covered by Parish Council insurance policy. Maintenance undertaken by volunteers.	May 2011 Ongoing
Parish Mower	Low	Covered by Parish Council insurance policy. Serviced annually and repairs carried out as required	May 2011 Serviced Jan 2011. Repairs undertaken July 2011
Non-negotiable Money Negotiable Cash/Uncrossed cheques held at Clerk's/Councillors home	Low	Covered by Parish Council insurance policy up to £250,000 Although the Parish Council does not hold any Petty Cash, fundraising money from Village Teas & donations are totalled by the relevant fundraising organization and handed to the Clerk for banking. The amounts	May 2011

		involved are relatively small and are within the limit of £350 covered by the Parish Council's insurances for monies held in the private dwelling of any Councillor or Clerk. Such monies are only held for a couple of days until banked.	
Employers Liability	Low	Covered by Parish Council insurance policy	May 2011
Personal Accident to Councillors, Clerk, employee or voluntary worker	Low	Covered by Parish Council insurance policy	May 2011
Libel and Slander	Low	Covered by Parish Council insurance policy	May 2011
Legal Expenses	Low	Covered by Parish Council insurance policy	May 2011
Legal Documents	Low	Kept in safe	May 2011
electronic Records	Low	Back up disc updated monthly and separate back up disc kept off site	May 2011