

ANNUAL REPORT 2013/14

I am pleased to present and publish the annual external audit return for 2013/14 carried out by Littlejohn LLP. Arrangements to inspect the full accounts can of course be made with our Clerk. The Parish Council has continued to manage its budgets carefully and prudently throughout the past year, and the Council remains in a healthy financial position. As you may know, the Council resolved not to increase the precept for the current financial year (2013/14), despite the increasing pressures on Parish Councils, as more and more responsibilities are devolved down to local level.

The pre-submission Neighbourhood Plan is now out for public consultation under Regulation 14 of the rules on neighbourhood planning, along with the Sustainability appraisal against which it has to be assessed, and we hope to have all comments and input received and considered in the next few months. We then have to prepare a Consultation Statement and Basic Conditions Statement, so that we can formally submit the Plan to Mid Sussex District Council for the independent examination stage, and finally the referendum. Once again, we are indebted to Councillor Mick Gratton's leadership, and to Councillor Nikki Ernest for all the work that continues to be put into this Plan. The good news is that the Government is beginning to take real note of Neighbourhood Plans, and once submitted will ensure that they are given proper weight in any planning applications that come forward. In the meantime, Albourne Parish Council continues to lead on, and be one of many local Parishes keeping a close watch on the proposals of Mayfield Market Towns for a new market town in our area between Henfield and Sayers Common.

Last year, saw two resignations from the Council for various personal reasons of two of our Councillors, John Gooch and Elaine Makey, and we thank them for all their work and contributions over the years. We have welcomed on to the Council as a co-opted member, Heather Jordan, who is also our Tree Warden, and at the time of writing we have a vacancy for our seventh Councillor. We hope to fill this vacancy very soon. Of course, May next year brings the Parish Council elections, so if anyone wants to consider becoming a Parish Councillor that will be your chance!

Over the course of the year, we have been consulted on, and commented on 32 planning applications in the Parish, and hope that our input has contributed to the well being, and character of our rural Parish. We have undertaken a number of capital projects, and are very pleased that the long awaited projects to restore the clapperboards along Church Lane, and the installation of the new finger post at High Cross, have been successfully completed. Also, through the hard work of Councillors Graham Stafford and Barry Compton, the Council is making excellent use of the Operation Watershed grant we received from West Sussex County Council in tackling the many neglected drainage and flooding issues in and around the Village. Ongoing projects include trying to install a few more dog bins, grounds maintenance works at the Millennium Garden, rationalising all our traffic signs, and looking at road safety issues, particularly around the School.

As trustee, the Parish Council has overseen the continuing improvement works to the Village Hall, and you may have noted the changes to the Village Hall. The project has been managed by the Village Hall Management Committee, under former Councillor Elaine Makey's Chairmanship. Elaine and the Committee have worked extremely hard to make all this happen, and we are very grateful to her and her team.

Finally, I would like to thank my fellow Councillors, our County and District Councillors, for all their work and support over the past year, and particular thanks go to our Clerk, Iain McLean, for his invaluable work and advice. I hope that we can continue to take our Parish forward in the interests of all of our residents.

Meg Price

Chairman of Albourne Parish Council

Reporting body here:

ALBOURNE 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 2013 £ RE STATED	31 March 2014 £			
Balances brought forward	9362	14021	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.		
(+) Annual precept	14633	14054	Total amount of precept received or receivable in the year.		
(+) Total other receipts	3284	23998	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
(-) Staff costs	6842	4318	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.		
(-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).		
(-) All other payments	6416	15177	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).		
(-) Balances carried forward	14021	32578	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)		
Total cash and short term investments	14021	32578	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.		
Total fixed assets plus other long term investments and assets	59720	61220	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March		
Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		
Disclosure note	yes	no	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.
Trust funds (including charitable)		✓		✓	

I certify that for the year ended 31 March 2014 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

Gavin B. W. McKeon

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

01/07/2014

and recorded as minute reference:

14/293/3

Signed by Chair of the meeting approving these accounting statements.

[Signature] REQUIRED

acknowledge as the members of:

TER LOCAL COUNCIL NAME HERE

Council/Meeting

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 2014, that:

	Agreed –		‘Yes’ means that the council:
	Yes	No*	
We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
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.
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 the council 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.
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 has given all persons interested the opportunity to inspect and ask questions about the council’s accounts.
We carried out an assessment of the risks facing the council 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.
We maintained throughout the year an adequate and effective system of internal audit of the council 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 the council.
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.
We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council 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.
Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability 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.
			✓

s annual governance statement is approved the council and recorded as minute reference

14/293/3

REFERENCE

01/07/2014

ed

Signed by:

Chair

dated

Signed by:

Clerk

dated

Mary Ann Price

01/07/2014

Liam B.W. McKeam

3rd June 2014

Respective responsibilities of the council and the auditor

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

- summarises the accounting records for the year ended 31 March 2014; and
 - confirms and provides assurance on those matters that are important to our audit responsibilities.
- Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

auditor report (ACWS0001)

In the matters reported below on the basis of our review, in our opinion the information in the annual return is true and correct, prepared 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.

The council failed to approve the Annual Return by 30 June 2014, the date required by the Accounts and Audit (England) Regulations 2011.

Matters not affecting our opinion which we draw to the attention of the council:

The Annual Return was not fully completed before submission for audit.

The Council name has been omitted from Section 2 and 4.

Section 1 Box 10 for both years has not been completed.

Auditor signature

PKF Littlejohn LLP

Auditor name

PKF Littlejohn LLP

Date

26 September 2014