

Hurstbourne Tarrant Parish Council

Transparency code publications for 2015/16

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Information which should be published annually by 1st July

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Information which should be published from April 2015

Section 9	Publication of draft minutes from all formal meetings, not later than one month after each meeting
Section 10	Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place.

Hurstbourne Tarrant Parish Council

Section 1 Transparency Code for Smaller Authorities

Parish councils, internal drainage boards, charter trustees and port health authorities with an annual turnover not exceeding £25,000 should publish:

Information title	Information which should be published
All items of expenditure above £100	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish details of each individual item of expenditure.</p> <p>Copies of all books, deeds, contracts, bills, vouchers, receipts and other related documents do not need to be published but should remain available for inspection.</p> <p>For each individual item of expenditure the following information must be published:</p> <ol style="list-style-type: none"> date the expenditure was incurred, summary of the purpose of the expenditure, amount, and Value Added Tax that cannot be recovered.
End of year accounts	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.</p> <p>Publish signed statement of accounts according to the format included in the Annual Return form. It should be accompanied by:</p> <ol style="list-style-type: none"> a copy of the bank reconciliation for the relevant financial year, an explanation of any significant variances (e.g. more than 10-15 percent) in the statement of accounts for the relevant year and previous year, and an explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable.
Annual governance statement	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.</p> <p>Publish signed annual governance statement according to the format included in the Annual Return form.</p> <p>Explain any negative responses to governance statements, including how any weaknesses will be addressed.</p>
Internal audit report	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.</p> <p>Publish signed internal audit report according to the format included in the Annual Return form.</p> <p>Explain any negative response to the internal controls objectives, including how any weaknesses will be addressed. Explain any 'not covered' responses to internal controls objectives.</p>
List of councillor or member responsibilities	<p>Annual publication of councillor or member responsibilities no later than 1 July in the year immediately following the accounting year to which it relates, including:</p> <ol style="list-style-type: none"> names of all councillors or members, committee or board membership and function (if Chairman or Vice-Chairman), and representation on external local public bodies (if nominated to represent the authority or board).

Hurstbourne Tarrant Parish Council

Location of public land and building assets	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.</p> <p>Parish councils and port health authorities to publish details of all public land and building assets – either in its full asset and liabilities register or as an edited version.</p> <p>Internal drainage boards to only publish details of registered land and buildings that have a market value and appear in Fixed Assets Register.</p> <p>The following information must be published:</p> <ul style="list-style-type: none"> a) description (what it is, including size/acreage), b) location (address or description of location), c) owner / custodian, e.g. the authority manages the land or asset on behalf of a local charity, d) date of acquisition (if known), e) cost of acquisition (or proxy value), and f) present use.
Minutes, agendas and papers of formal meetings	<p>Publication of draft minutes from all formal meetings not later than one month after the meeting has taken place.</p> <p>Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place.</p>

Note: The data and information specified in this Code is published on Hurstbourne Tarrant's village website www.hbt.org.uk which is publicly accessible free of charge.

Section 2 Proposed timeline for smaller authorities' publication of information

December 2014	Transparency Code for Smaller Authorities issued as recommended practice
By end March 2015	Subject to Parliamentary approval Regulations to come into force to require compliance with Transparency Code for Smaller Authorities
Spring 2015	Proposed new burdens funding for smaller authorities to assist compliance with the Code
July 2015	Publication by smaller authorities of first annual set of data completed
April 2015	Publication of draft minutes from all formal meetings, not later than one month after each meeting, and of meeting agendas and associated meeting papers not later than three clear days before the meeting takes place
July 2016	Publication of second annual set of data completed

Section 4

End of year accounts

Section 3 All items of expenditure for 2015.16

Quarter one

Date	Cheque No.	To Whom Paid	Particulars of Payment	KG V Field	KG V Pavillion	Tennis Court	Dene Green	Allotments	Repairs & Maintenance	Projects	General Admin	VAT	VAT not recovered	Line Total
20/Apr/15	1114	D R Baker	Salary Apr								131.38		131.38	20/Apr/15
20/Apr/15	1115	HMRC	PAYE								87.60		87.60	20/Apr/15
20/Apr/15	1116	HbT RBL	room hire								20.00		20.00	20/Apr/15
20/Apr/15	1117	HALC	Membership fee								264.00		264.00	20/Apr/15
20/Apr/15	1118	HALC	HR service								100.00	20.00	120.00	20/Apr/15
20/Apr/15	1119	HPFA	Membership fee								40.00		40.00	20/Apr/15
20/Apr/15	1120	Murdoch Farms Ltd	Maintenance Apr	20.00			40.00					12.00	72.00	20/Apr/15
18/May/15	1121	D R Baker	Salary May								131.78		131.78	18/May/15
18/May/15	1122	HMRC	PAYE								87.20		87.20	18/May/15
18/May/15	1123	SutcliffePlay	4 new Swings	2,552.00								510.40	3,062.40	18/May/15
18/May/15	1125	R Conder/Travis Perkins	Dene Green aggregate							554.31		110.87	665.18	18/May/15
18/May/15	1126	Southern Water	Allotments Oct - Apr					18.71					18.71	18/May/15
18/May/15	1127	Stanley John Ltd	Dene Green Pipe materials							307.58		61.52	369.10	18/May/15
18/May/15	1128	Murdoch Farms Ltd	Maintenance May	30.00			60.00					18.00	108.00	18/May/15
15/Jun/15	1129	D R Baker	Salary June								131.78		131.78	15/Jun/15
15/Jun/15	1130	HMRC	PAYE								87.20		87.20	15/Jun/15
15/Jun/15	1131	HbT RBL	room hire								20.00		20.00	15/Jun/15
15/Jun/15	1132	ROSPA	Inspection fee	130.00								26.00	156.00	15/Jun/15
15/Jun/15	1133	D Sullivan/Hanson	Dene Green pre-mixed concrete							706.50		141.30	847.80	15/Jun/15
15/Jun/15	1134	D Sullivan/ATF	Dene Green sleepers							122.82		24.56	147.38	15/Jun/15
15/Jun/15	1135	R Conder/Travis Perkins	Dene Green aggregate							115.16		23.03	138.19	15/Jun/15

Section 4 End of year accounts

15/Jun/15	1136	TVBC	Uncontested election costs							24.10			24.10	15/Jun/15
15/Jun/15	1137	Murdoch Farms Ltd	Maintenance June	30.00			50.00					16.00	96.00	15/Jun/15
15/Jun/15	1138	D Sullivan/Feed Solutions	Dene Green Grass seed							60.25			60.25	15/Jun/15
15/Jun/15	1139	D Sullivan/Chairman's allowance	Dene Green Thank you drinks for MACC							50.00			50.00	15/Jun/15
15/Jun/15	1140	PlaySafe Playgrounds Ltd	Swing installation							3,476.00		695.20	4,171.20	15/Jun/15

Section 3 All items of expenditure for 2015.16

Quarter two

Date	Cheque No.	To Whom Paid	Particulars of Payment	KG V Field	KG V Pavillion	Tennis Court	Dene Green	Allotments	Repairs & Maintenance	Projects	General Admin	VAT	VAT not recovered	Line Total
20/Jul/15	1141	D R Baker	Salary July								131.78		131.78	20/Jul/15
20/Jul/15	1142	HMRC	PAYE								87.20		87.20	20/Jul/15
20/Jul/15	1143	HTCC	1 room hire session								25.00		25.00	20/Jul/15
20/Jul/15	1144	D R Baker	HTCC 2 bouquets								41.67	8.33	50.00	20/Jul/15
20/Jul/15	1145	HTCC	7 room hire sessions								175.00		175.00	20/Jul/15
20/Jul/15	1146	Murdoch Farms Ltd	Maintenance July	10.00			40.00					10.00	60.00	20/Jul/15
21/Jul/15	1147	HTCC	1 room hire session Flood meeting								25.00		25.00	21/Jul/15
23/Jul/15	1148	BDO LLP	External audit fee								300.00	60.00	360.00	23/Jul/15
21/Sep/15	1149	D R Baker	Salary Aug								131.78		131.78	21/Sep/15
21/Sep/15	1150	HMRC	PAYE								87.20		87.20	21/Sep/15
21/Sep/15	1151	D R Baker	Salary Sep								131.78		131.78	21/Sep/15
21/Sep/15	1152	HMRC	PAYE								87.20		87.20	21/Sep/15
21/Sep/15	1153	Yew Tree Farm Enterprises	River Swift Posts & nails							31.00		6.20	37.20	21/Sep/15
21/Sep/15	1154	Tangley PC	SID replacement cost							40.00			40.00	21/Sep/15
21/Sep/15	1155	Came & Co	Insurance premium								708.26		708.26	21/Sep/15
21/Sep/15	1156	Murdoch Farms Ltd	Maintenance Aug/Sep	30.00			80.00		15.00			25.00	150.00	21/Sep/15
21/Sep/15	1157	HTCC	2 sign posts							124.00		24.80	148.80	21/Sep/15

Section 4 End of year accounts

Section 3 **All items** of expenditure for 2015.16

Quarter three

Date	Cheque No.	To Whom Paid	Particulars of Payment	KG V Field	KG V Pavillion	Tennis Court	Dene Green	Allotments	Repairs & Maintenance	Projects	General Admin	VAT	VAT not recovered	Line Total
19/Oct/15	1158	D R Baker	Salary Oct								131.38		131.38	19/Oct/15
19/Oct/15	1159	HMRC	PAYE								87.60		87.60	19/Oct/15
19/Oct/15	1160	HALC	Pension Course								35.00	7.00	42.00	19/Oct/15
19/Oct/15	1161	ICO	Data protection registration fee								35.00		35.00	19/Oct/15
19/Oct/15	1162	Murdoch Farms Ltd	Maintenance Oct	20.00			40.00		10.00			14.00	84.00	19/Oct/15
16/Nov/15	1163	D R Baker	Salary Nov								131.38		131.38	16/Nov/15
16/Nov/15	1164	HMRC	PAYE								87.60		87.60	16/Nov/15
16/Nov/15	1165	D R Baker	Consumables								283.64	29.28	312.92	16/Nov/15
16/Nov/15	1167	Murdoch Farms Ltd	Maintenance Nov	25.00			40.00		10.00			15.00	90.00	16/Nov/15
16/Nov/15	1168	R Scull	Allotment hedge cutting					45.00					45.00	16/Nov/15
21/Dec/15	1166	D R Baker	Salary Dec								131.38		131.38	21/Dec/15
21/Dec/15	1169	HMRC	PAYE								87.60		87.60	21/Dec/15
21/Dec/15	1170	HALC	Course fee								35.00	7.00	42.00	21/Dec/15
21/Dec/15	1171	UK2	Web hosting fee 2 years								94.80	18.96	113.76	21/Dec/15

Section 3 All items of expenditure for 2015.16

Quarter four

Date	Cheque No.	To Whom Paid	Particulars of Payment	KG V Field	KG V Pavillion	Tennis Court	Dene Green	Allotments	Repairs & Maintenance	Projects	General Admin	VAT	VAT not recovered	Line Total
18/Jan/16	1172	D R Baker	Salary Jan								131.38		131.38	18/Jan/16
18/Jan/16	1173	HMRC	PAYE								87.60		87.60	18/Jan/16
18/Jan/16	1174	Fields in Trust	Membership fee								50.00		50.00	18/Jan/16
18/Jan/16	1175	M Thomas	KG V pitch repairs	42.06								8.41	50.47	18/Jan/16
15/Feb/16	1176	D R Baker	Salary Feb								131.38		131.38	15/Feb/16
15/Feb/16	1177	HMRC	PAYE								87.60		87.60	15/Feb/16
15/Feb/16	1178	TVBC	Annual Grounds maintenance	565.73								113.15	678.88	15/Feb/16
21/Mar/16	1179	D R Baker	Salary Mar								131.38		131.38	21/Mar/16
21/Mar/16	1180	HMRC	PAYE								87.60		87.60	21/Mar/16
21/Mar/16	1181	M Thomas	KG V pitch repairs	62.50								12.50	75.00	21/Mar/16
21/Mar/16	1182	Steve Mills	Sign posts installation	85.00									85.00	21/Mar/16
21/Mar/16	1183	HTCC	Room hire 2016/17 11 Sessions 29hrs								290.00		290.00	21/Mar/16
21/Mar/16	1184	Tangley PC	SLR Shared service 2016/17							425.00			425.00	21/Mar/16
21/Mar/16	1185	D Sullivan	Diesel fuel cost - riverbed clearance							12.60			12.60	21/Mar/16
21/Mar/16	1186	D R Baker	Replacement printer								94.99		94.99	21/Mar/16
21/Mar/16	1187	D R Baker	Consumables								115.64	15.70	131.34	21/Mar/16
21/Mar/16	1188	HALC	Clerks' update course								35.00	7.00	42.00	21/Mar/16
21/Mar/16	1189	St Peter's Churchyard	Grant								500.00		500.00	21/Mar/16
Full Year				3,602.29			350.00	63.71	35.00	6,049.32	5,915.76	2,041.21	18,057.29	Full Year

Section 4a

Hurstbourne Tarrant Parish Council

Bank Reconciliation

Prepared by: David Baker (Clerk /RFO)

Date:

31 March 2015

31 March 2016

Approved by: David Sullivan

Date:

31 March 2015

31 March 2016

(Chairman of the Parish Council)

	2014/15	2015/16
Balance Treasurers Account (00730337) per Bank Statement	1,011.00	1,000.00
Balance Instant Access (07150069) per Bank Statement	17,322.45	13,218.73
Balance 30 Day Notice (07210851) per Bank Statement	7,701.31	7,705.21
Outstanding Cheques as at 31 Mar	-2,503.33	-92.47
Outstanding Credits as at 31 Mar	0.00	0.00
Net bank balances 31 Mar	23,531.43	21,831.47
Total cash	23,531.43	21,831.47
Opening Balance	19,934.59	23,531.43
Less debtors		
Add creditors		
Add: Receipts in the year to 31 Mar	54,169.04	16,357.33
Less: Payments in the year to 31 Mar	-50,572.20	18,057.29
Closing Balance per cash book as at 31 Mar	23,531.43	21,831.47
Total Cash at 31 Dec	23,531.43	21,831.47
Outstanding Debits:		
Cheque 1175	£50.47	
Cheque 1188	£42.00	

Section 4

End of year accounts

Variance notes on the Annual Return for Financial Year 2015/16

Box 3	Total other receipts	£s 2014/15	£s 2015/16	£s difference	% Variance	Comment
	1. Playing fields	50	50	n/c		No change
	2. Pavilion	165	n/a	-165		Pavilion demolished on 01/10/14 – no income earned in 15/16
	3. Tennis Court	0	0	n/c		No income from tennis court hire
	4. Allotments	190	190	n/c		No change in plot rental in 15/16
	5. Bank interest	15	12	-3	20%	Lower interest rates
	6. Wayleaves	112	115	3	3%	Very small increase in wayleave payments
	7. Grants/Donations received	21,879	500	-21,379	97.3%	Large grants in 14/15 S106 grant £21,191 Bellwin grant £688 – replaced by HCC small grant of £500 in 15/16
	8. VAT refund	634	640	6	1%	No significant change in 15/16
	9. Sale of Unit Trust shares	21,374	n/a	-21,374		One –off sale of unit trust shares in 14/15
	Income Totals	44,419	1,507	-42,912	97%	Difference of £42,912 in receipts was made up of the above items. Items 7 and 9 changes were the result of the major

Section 4b End of year accounts

one-off changes associated with
community hall build project in 14/15

Box 4	Staff costs	£s 2014/15	£s 2015/16	£s difference	% Variance	Comment
	Staff costs	-2,628	-2,628	n/c		No change in 15/16
Box 6	Total other costs					
	1. Playing fields	1,726	3,602	1,876	109%	4 new swings installed in 15/16 @ £2,552
	2. Pavilion	1,731	n/a	-1,731		Pavilion demolished in Oct 2014 – no costs in 15/16
	3. Tennis Court	0	0	n/c		No costs incurred in 2015/6
	4. Dene Green	240	350	110	46%	additional grass cuts in 2015/16
	5. Allotments	148	64	-84	43%	Lower water utility costs in 2015/16
	6. Repairs & maintenance	209	35	-175	84%	Lower maintenance spend in 2015/16
	7. Projects	2,150	6,049	3,899	181%	Higher project spend in 2015/6 includes replacement of play-area equipment and flood mitigation work on Dene Green
	8. General administration	2,439	3,288	849	35%	Higher printing, paper costs & room hire charges.
	9. VAT paid	640	2,041	1,401	219%	Higher Vat resulting from higher project spend under item 7.
	10. Grants paid	1,000	500	-500	50%	2 X £500 grants in 14/15 1 X £500 grant in 15/16

	Section 4b	End of year accounts			
11. Donations to community hall project	37,662	n/a	-37,662		Community hall build project completed in July 15. No donations in 15/16.
Total	47,945	15.929	-32,016	68%	Difference £32,016 in costs made up of one very large reduction item 11 and three smaller increases in items 1, 7 and 9

Box 9	Total fixed assets	£s 2014/15	£s 2015/16	£s difference	% Variance	Comment
	Total Fixed Assets	78,006	78006	n/c		
						Note Assets are valued at cost

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

HURST BOURNE TARRANT 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.	Y		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.	Y		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.	Y		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.	Y		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.	Y		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.	Y		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.	Y		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.	Y		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:

Minute reference: 175-2
dated 18/04/16

Signed by:

Chair

dated

Signed by:

Clerk

dated

P. Sullivan
18/04/16

J. R. Bole
18/04/16

*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:

HURSTBOURNE TARRANT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	19,935	23,531	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	9,750	14,850	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	44,419	1,507	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	-2,628	-2,628	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	0	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	-47,945	-15,429	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	23,531	21,831	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	23,531	21,831	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	78,006	78,006	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	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.

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

B L Baker

Date

18/04/16

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

18/04/16

and recorded as minute reference:

175.4

Signed by Chair of the meeting approving these accounting statements.

D Sullivan

Date

18/04/16

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

HURSTBOURNE TARRANT 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.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A		
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
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.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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 T. KING

Signature of person who carried out the internal audit



Date 16/03/2016

*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).

Section 7 List of councillor or member responsibilities for the municipal year 2015/16

Note: The parish council does not operate any system of committees, given its small size, all business is transacted by the full parish council.

Each councillor has a portfolio of responsibilities which are assigned at the annual parish council meeting each May.

Hurstbourne Tarrant Parish Council Members			
David Sullivan	<i>Chairman</i>	Allotments	01264 736 514
Jamie Williams	Vice chairman	Planning, Upton and Pill Heath	07977 077 875
Louisa Russell		Hurstbourne Tarrant primary school	07891 243488
Mark Thomas		Environment, footpaths and dog scheme	01264 736 456
Mark Betteridge		CSW, road safety and highways	07771 966058
Ian Kitson		TBA	01264 736 733
David Baker		Clerk	01264 736 436

Representation on external local public bodies:

Councillors David Sullivan is a trustee on the Hurstbourne Tarrant Community Centre CIO

All councillors are trustees on the Hurstbourne Tarrant King George V playing Fields Trust

Hurstbourne Tarrant Parish Council

Section 8 Location of public land and building assets

Fixed Assets Register

Description	Size/Acreage	Location	Owner/Custodian	Date of acquisition	Cost of acquisition	Present use
King George V Playing Fields	1.45 hectares	Off Church St Hurstbourne Tarrant SP11 0AX	Parish Council manages the land on behalf of a local trust	Not known	Not known	Playing Fields Football pitch Play areas Tennis court
Parish car park and access road	0.10 hectares	Off Church St Hurstbourne Tarrant SP11 0AX	Parish Council	Not known	Not known	Free public car park
Dines Close Play area	90.8 sqm	Entrance to Dines Close Hurstbourne Tarrant SP11 0BE	Parish Council	Not known	Not known	Play area
Dean Rise Play area	5752 sqm	Off Dean Rise Hurstbourne Tarrant SP11 0DA	Parish Council	Not known	Not known	Play area
Dene Green Informal play area	7755 sqm	Adjacent to Bourne Valley Motors Dene Green Hurstbourne Tarrant SP11 0AS	Parish Council	Not known	Not known	Open space
Allotments	Not known	Ibthorpe SP11 0BJ	Parish Council	Not known	Not known	Allotments

Note: The Parish Council does not own any public buildings

Hurstbourne Tarrant Parish Council

Minutes, agendas and papers of formal meetings

All agendas and supporting papers are published on the parish website 5 working days before each meeting takes place.

All draft minutes of parish council meetings are published within 5 working days of that meeting taking place.

Copies may be accessed at www.hbt.org.uk under the council meetings webpage