

ANNUAL COUNCIL 17 MAY 2017

1.Election of Town Council

The results from the elections held on 04 April were as follows:

Newbiggin East Ward	NAMES OF CANDIDATES	Number of votes recorded.	
	Bromwich-Alexandra Annie Labour Party	159	Elected
	Cholerton Mavis Independent	156	Elected
	Todd Ian Stuart Percy Independent	147	
Newbiggin North Ward			
	Dixon Richard	128	
	Harrison Sheila Labour Party	248	Elected
	Hartley Eva Labour Party	247	Elected
Newbiggin South Ward			
	Kelcey Mike Labour Party	175	
	McLean Gareth Robert Labour Party	166	
	Peden Malcolm	190	Elected
	Thompson James Alan	181	Elected
Newbiggin West Ward			
	Boon David Michael Independent	96	Elected
	Burns Lynn Labour Party	165	Elected
	Lister Stuart Independent	72	

2.Appointments and Committees

Members are invited to make the following appointments to outside bodies and committees:

Finance Committee (5)

Grant Committee (3)

Environmental Working Group (3)

The Northumberland Association of Local Councils; Portas Town Team;

Newbiggin Freehold Stints (2); Friends of Woodhorn Church

3.Annual Governance Statement

A requirement of the audit process is that an Annual Governance Statement is incorporated in the Annual Return having been considered and approved by the Council and signed by the Chairman and the Town Clerk. The draft statement is attached at Appendix 1 for members' consideration which must be done ahead of consideration of the audit and accounting statements.

RECOMMENDED that members consider and approve the Annual Governance Statement.

4.Annual Internal Audit Report

The Annual Internal Audit Report has been received and informs the Town Council that satisfactory financial arrangements are in place. It also supports the Annual Return to the External Auditor to be considered later in the agenda.

The new Internal Auditor Malcolm Wilkinson has reviewed previous reports and information to familiarise himself with the Newbiggin situation. His report is attached at Appendix 2 for members' information and he made no comments or had any matters which he needed to draw to members' attention.

RECOMMENDED that the Internal Audit report be agreed.

4. Annual Accounts and Accounting Statement for 2016/2017

Attached at Appendix 3 are the Final Accounts for the financial year 2016/2017 for members' consideration. This includes actual expenditure against budget heads. The Accounts have been audited and will be available for inspection by the public as required by the legislation. The Accounting Statements set out in Appendix 4 must be endorsed by the Town Council and signed by the Chairperson and Town Clerk. Contingencies and balances are set out in Appendix 5.

RECOMMENDED that members consider the accounts in the light of the Internal Audit Report and confirm the accounting statements.

Appendix 1

ANNUAL GOVERNANCE STATEMENT 2016/17

We acknowledge as the members of Newbiggin by-the-Sea Town Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed – Yes or No	'Yes' means that this smaller authority:
1 We have put in place arrangements for the effective financial management during the year, and for the preparation of the accounting statements.	YES	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.	YES	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 codes of practice which could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	YES	Has only done things that it has the legal power to do and has complied with proper practice 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.	YES	During the year has given all persons interested the opportunity to inspect and ask questions about the authority's accounts.
5 We carried out an assessment of the risks facing this Smaller authority and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	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 council accounting records and control systems.	YES	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of this smaller authority.
7 We took appropriate action on all matters raised in reports from internal and external audit.	YES	Responded to matters brought to its attention by internal or 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 the council, and where appropriate have included them in the accounting statements.	YES	Disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds including charitable. In our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	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 C0 /16/17 dated 17 May 2017.

Newbiggin Town Council 2016_17

Internal Audit Summary

Work Carried Out

Audit testing has been carried out in accordance with the suggested approach contained in the March 2014 edition of "Governance and Accountability for Local Councils – A Practitioners Guide (England)", in the areas detailed below.

Areas of Control:

Previous External and Internal Audit Reports
Proper bookkeeping
Standing Orders and Financial Regulations
Risk Management Arrangements
Budgetary Controls
Income Controls
Petty Cash Procedures – system not in place
Payroll Controls
Assets Controls
Bank Reconciliation
VAT claims
Year-End Procedures

Conclusion

The audit testing included examination of documents relevant to amounts and disclosures in the accounts and notes. This evidence was sufficient to give reasonable assurance that the accounts and notes are free from material misstatement as well as demonstrating that there are adequate and effective controls in place.

The audit programme and testing carried out has been used to review the areas of control shown above.

In my opinion the audit work carried out fairly represents the situation of Newbiggin Town Council for the year ended 31 March 2017.

There are no matters to draw to the attention of the Town Council.

I would like to thank Town Clerk for his assistance and for the quality of documentation provided.

Malcolm Wilkinson
Internal Auditor
21st April 2017

Accounts for the year ended 31 March 2017		Appendix 3
Budget	Income	£
	Precept	197,065
	Bank interest	436
	Project Grants	14,782
	Other Receipts	<u>7,598</u>
		<u>219,881</u>
	Expenditure	
37,150	ADMINISTRATION - EMPLOYMENT COSTS	
	Employee costs NI & pension	<u>30,451</u>
7,955	OFFICE COSTS insurance utilities* & IT	<u>2,577</u>
5,290	FEES & CHARGES	
	Audit – Internal & External	607
	Bank charges	152
	Subscriptions fees & charges	864
	Publications & notices	<u>3,309</u>
	Sub-Total	<u>4,932</u>
1,350	CIVIC EXPENSES Remembrance & Expenses	<u>380</u>
59,290	LOCAL SERVICES Enhanced Services Partnership including Clean/Repair bus shelters, seats etc.	30,250
	Seasonal Christmas lighting	6,830
	Play area inspections, floral bedding	9,383
	Nipper transport scheme	<u>2,456</u>
	Sub-Total	<u>48,919</u>
27,500	REPAIR & RENEWAL	
	Asset repair & renewals	8,319
	The Bungalow	<u>2,772</u>
	Sub-Total	<u>11,091</u>
20,000	TOWN IMPROVEMENT PROJECTS	<u>1,570</u>
6,000	SPECIAL EVENTS	<u>1,200</u>
41,900	PROJECTS & EVENTS	
	Grants & donations	5,895
	Events Leaflets	1,185
	Young People Activity Events	13,335
	Youth & Adult Support Schemes	4,219
	Community Volunteering Schemes	3,000
	Environmental Projects	<u>9,865</u>
	Sub-Total	<u>37,499</u>
207,065	Budget Expenditure	<u>138,619</u>
100,000	TOWN CENTRE DEVELOPMENT	50,000
29,369	REGENERATION FUND	15,000
336,434	Total Expenditure	<u>203,619</u>

Appendix 4

Annual Return to 31 March 2017

Accounting Statements for Newbiggin by-the-Sea Town Council

	31 March 2016 £	31 March 2017 £	Figures rounded to nearest £. Report £0 or NIL balances. All figures must agree to underlying financial records.
1 Balances brought forward	167,928	191,078	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	178,795	197,065	Total amount of precept receivable or received in the year.
3 (+) Total other receipts	18,729	22,816	Total receipts or income as recorded in the cashbook less the precept received. Includes any grants.
4 (-) Staff costs	30,228	30,451	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 borrowings (if any).
6 (-) Total other costs	144,146	173,168	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	191,078	207,340	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	199,945	234,267	The sum of all current and deposit bank accounts, cash holdings and short term investments held at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	204,485	209,864	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	NO	NO	The council acts as sole trustee for and is responsible for managing trust funds or assets. Note that the figures above do not include any trust transactions

Appendix 5

		Income	Exp	£
CONTINGENCIES & BALANCES				
Balances at 31 March 2016				191078
Receipts				
Precept 2016		197065		
Community Trust Fund Grant (S106)		14782		
Income and receipts		<u>8034</u>		<u>219881</u>
				410959
Expenditure				
To 31/03/2017			<u>203619</u>	<u>203619</u>
Balances				207340
Allocations				
Earmarked contribution to Budget	20000			
Community Trust Fund	14369		15000	
Unexpected expenditure contingency	10000			
Earmarked Funds: Legal;	2000			
Pension;	28000			
Elections;	<u>5000</u>			<u>79369</u>
				127971
Committed Schemes:				
Town Centre Development – Public Toilets & Office (instalments - Arch)	50000		50000	
Skate Park flood lighting	29400			
Newbiggin Sprint Triathlon	2500			
Church Point	9843			
Atlee Playground Basket Swing	2918			
Pit Wheel scheme	960			
Promenade Painting	8580			
Sand relocation	<u>3140</u>			
Total committed from Balances	<u>107341</u>			<u>107341</u>
				20630
31/03/2017 Current Net Balances				<u>20630</u>