

ANNUAL COUNCIL 14 MAY 2014

1. Appointments and Committees

Members are invited to make the following appointments:

Finance Committee (5) Grant Committee (3)

Bay Environment Group (3)

Portas Town Team

Friends of Woodhorn Church

The Northumberland Association of Local Councils

2. Annual Internal Audit Report

The Annual Internal Audit Report has been received and informs the Town Council that satisfactory arrangements are in place and it also supports the Annual Return to the External Auditor and the Audit Commission. The Report from the Internal Auditor Richard Slater is attached at Appendix 1 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.

3. Annual Accounts and Accounting Statement for 2013/2014

Attached at Appendix 2 are the Final Accounts and Balance Sheet for the financial year 2013/2014 for members' consideration. 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 3 must be endorsed by the Town Council and signed by the Chairperson.

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

4. Annual Governance Statement

A further 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 4 for members' consideration.

RECOMMENDED that members consider and approve the Annual Governance Statement.

5. Fire Service Plan Consultation

- 5.1 Northumberland Fire Service is consulting on the Fire & Rescue Plan 2014 – 2017 against the background of budget reductions of 12.5% in the past few years and further reductions to come. Management posts have been reduced by 20% and wholetime firefighter posts reduced by 25% replaced by retained firefighter posts. The document has been circulated to Members and is available at www.northumberland.gov.uk/NFRplan
- 5.2 Statutory responsibilities are to promote fire safety; extinguish fires and protect life; rescue and protect from serious harm in road accidents; deal with other emergencies when necessary. Part of its remit is to identify and assess all foreseeable fire and rescue related risks to the community and its priorities are to:
- To identify and assess the full range of foreseeable fire and rescue related risks their areas face, make provision for prevention and protection activities and respond to incidents appropriately
 - To work in partnership with their communities and a wide range of partners locally and nationally to deliver their service
 - To be accountable to communities for the service they provide
- 5.3 The only whole time stations in the county are the new ones at Pegswood and West Hartford serving the 51% of the population in South East Northumberland. There are day staffed and retained services at various towns throughout the rural areas of the county. There are now 146 whole time and 218 retained personnel.
- 5.4 Prevention Protection and Response are the themes of the service approach to mitigating the impact of risk for the communities and must be demonstrated in a cost effective way. Business continuity arrangements are required under the Civil Contingencies Act as assessed through the Community Risk Register; Emergency Response Plans; training and testing arrangements and applying learning to review and amend plans.
- 5.5 During the last five year plan period fires accidents and false alarms have all reduced significantly and progress has been made against all priorities. The Plan supports the Council's Strategic priorities and Local Service themes and will undertake a number of reviews.

It is RECOMMENDED that Members consider the Plan and indicate any response to the consultation.

INTERNAL AUDIT SERVICE FOR NEWBIGGIN-BY-THE-SEA TOWN COUNCIL
AUDIT PROGRAMME – 2013/14

Internal Audit of 2013/14 Accounts

Report of Internal Auditor

I certify that I have completed the audit of the accounts and associated accounting notes of Newbiggin-by-the-Sea Town Council which have been prepared by the Responsible Financial Officer.

The audit included examination of evidence relevant to the amounts and disclosures in the accounts and notes, sufficient to give reasonable assurance that the accounts and notes are free from material misstatement.

In my opinion the accounts present fairly the income and expenditure of Newbiggin-by-the-Sea Town Council for the year ended 31 March 2014.

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

Richard Slater

Internal Auditor

6 May 2014

Accounts for the year ended 31 March 2014

Appendix 2

Income	£
Precept	83,261
CTax Benefit Grant	28,742
Bank interest	588
Project Grants	98,936
Other Income	<u>5,074</u>
	<u>219,176</u>
Expenditure	
ADMINISTRATION - EMPLOYEE COSTS	
Employee costs NI & pension	<u>28,915</u>
Sub-Total	<u>28,915</u>
OFFICE COSTS	
Office expenses incl. IT	3,933
Insurances	1,176
Woodhorn Villa	<u>2,878</u>
Sub-Total	<u>7,987</u>
FEES & CHARGES	
Audit – Internal & External	531
Bank charges	193
Subscriptions fees & charges	1,016
Publications & notices	<u>1,047</u>
Sub-Total	<u>2,787</u>
MEMBERS EXPENSES	
Councillors Expenses	279
Town Assembly	<u>84</u>
Sub-Total	<u>363</u>
SERVICES	
Seasonal Christmas lighting	2,207
Inspection/Clean/Repair play areas, bus shelters etc.	<u>23,927</u>
Sub-Total	<u>26,134</u>
PROJECTS & EVENTS	
Grants & donations	10,398
Events Leaflet	2,817
Young People Sporting Events & Triathlon	15,454
Temporary Car Park access	8,148
Skate Park	79,111
MUGA	13,025
Public Toilets Project	4,400
Dedication seats & trees	2,398
Grazing Project	<u>2,000</u>
Sub-Total	<u>137,751</u>
Total Expenditure	203,937
Balance as at 31 March 2013	146,162
Balance as at 31 March 2014	<u>161,403</u>

NEWBIGGIN BY-THE-SEA TOWN COUNCIL

Balance Sheet as at 31 March 2014

Current Assets and Liabilities;

	£
Debtors	11,080.15
Debtors	16,000.00
Net current liabilities	<u>-4,919.85</u> -----
Bank balance	162,322.84
Total assets	<u>157,402.99</u>
Represented By;	
Newbiggin by-the-Sea Town Council Balance	157,402.99
	<u>157,402.99</u>

Appendix 3

Annual Return to 31 March 2014

Accounting Statements for Newbiggin by-the-Sea Town Council

	31 March 2013 £	31 March 2014 £	Figures rounded to nearest £. Report £0 or NIL balance All figures must agree to underlying financial records.
1 Balances brought forward	165,260	142,163	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	113,110	83,261	Total amount of precept receivable or received in the year.
3 (+) Total other receipts	22,087	135,916	Total receipts or income as recorded in the cashbook less the precept received. Includes support, discretionary and revenue grants.
4 (-) Staff costs	27,982	28,915	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	130,312	175,021	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	142,163	157,403	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	142,611	162,323	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	41,004	130,189	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long-term investments
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	0	0	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions)

Appendix 4

ANNUAL GOVERNANCE STATEMENT

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 2014, that:

	Agreed – Yes or No	'Yes' means that the Council:
1 We approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES	Prepared its accounting statements the way prescribed by law.
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 the council to conduct its business or on its finances.	YES	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done 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 council's accounts.
5 We carried out an assessment of the risks facing the council 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 the council.
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 the local council and recorded as minute reference C0 /14/15 dated 14 May 2014.