

# CAXTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Annual Meeting of the Parish Council will be held  
in the Village Hall on

**Thursday 12 May 2016 at approximately 8.45 pm following the Annual Parish Meeting**

*The Public and Press are cordially invited to be present.*

**All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder**

LG  Gail Stoehr, Clerk, 05/05/16

## AGENDA

- 1. Election of Chairman and to receive the declaration of acceptance of office**
- 2. Election of Vice-Chairman**
- 3 To approve the minutes of the previous meeting on 12 March 2015**
- 3. Apologies for absence and declarations of interest**
  - 3.1 To receive written apologies for absence and reasons
  - 3.2 To receive declarations of interests from councilors on items on the agenda
  - 3.3 To receive written requests for dispensations and to grant any requests for dispensation as appropriate
- Comments & observations from members of the public and reports from District & County Cllrs**
- 4. Annual business**
  - 4.1 To elect a Vice-Chairman
  - 4.2 To appoint committees or any other officers which the Council deems necessary
  - 4.3 To appoint representatives on any other organisation or authority, which the Council deems necessary
  - 4.4 To review any deeds and trust instruments in the custody of the Council
  - 4.5 Standing Orders, Financial Regs, Risk Assessment and other policies review
  - 4.6 Assets, Insurance Policy and fidelity guarantee review
- 5. To consider resolutions from the Annual Parish Meeting, if any**
- 6. Matters arising from the last meeting**
  - 6.1 (3.1) Speed reduction measures including stickers for wheelie bins, repeater signage and thank you for driving carefully signage – to consider responses from CCC
  - 6.2 (4.4) Proposal for Internet Hub at Village Hall to consider quotations and the next steps<sup>(EB)</sup>
  - 6.3 (7.6) Resident – pills and litter in the car park
- 7. Local matters and members items for info only unless stated**
  - 7.1 Caxton Bridleway 5 antisocial behaviour, reporting issues and Police suggestion for a litter bin<sup>(KH)</sup>
  - 7.2 Transparency fund<sup>(KH)</sup>
- 8. Planning and tree works**
  - 8.1 Applications received since the last meeting
    - 8.1.1 S/0775/16/LB 1 Bourn Road – re-cladding and re-roofing of existing detached barn and single storey extension to barn
    - 8.1.2 S/0775/16/LB 1 Bourn Road – as above
  - 8.2 SCDC notifications - to note any received
  - 8.3 Tree works applications – to consider any received
- 9. Finance, procedure & risk assessment**
  - 9.1 To receive the financial report and approve the payment of bills
  - 9.2 To consider any quotes for urgent works required because of risk
  - 9.3 To consider play inspection reports
  - 9.5 To consider the Internal Auditor's report and to appoint an internal auditor for 2017
  - 9.6 To review the effectiveness of the system of internal control
  - 9.7 To prepare and approve the statement of assurance
  - 9.8 To approve the statement of accounts FY ending 2016
- 10. To consider any correspondence received**
  - 10.1 Invitation to join the Cambs Valley Forum at £10pa
- 11. Closure of meeting**

## Clerk report to Caxton parish Council meeting 12<sup>th</sup> May 2016

- 4.2 To appoint committees or any other officers which the Council deems necessary  
The Council's minutes from last May record –  
Police liaison – Cllr Blair  
Village Hall Trustees– Cllrs Molloy and Howard  
Recreation grounds – Cllrs Howard and Barbour  
Verges monitoring - Cllr Millard
- 4.3 To appoint representatives on any other organisation or authority, which the Council deems necessary  
Gransden Aerodrome Consultative Meetings – Cllr Blair  
Memorial site – Mr Sewell, if he is willing.  
Langwith and Barnard Trust – Mr Sewell if he is willing.  
Parish Paths Partnership (P3) and Public Rights of Way – Cllrs Howard, Blair and Barbour. Cllr Howard to cover the north of the village up to Crowdene/Eltisley Bridleway, Cllr Blair the south of the village, and Cllr Barbour the central area.
- 4.4 To review any deeds and trust instruments in the custody of the Council  
RESOLVED to note that the Council has the following registered titles:
- CB272707 land on the NW side of Gransden Road (section of hedging adjacent to the affordable Homes)
  - CB267769 land lying on the NW side of Gransden Road (pond & two small parcels/verges either side of the entrance to Tates Field)
  - Land to the NW of Gransden Road (village green adjacent to the village hall)
  - Land off Brockholt Road (playing fields)
- Leases:
- Lease – Ely Diocese & Caxton Parish Council – Village Hall
- Trust Deeds
- Caxton Parish Council & Caxton Village Hall Trustees – Village Hall
- Regs, Risk Assessment and other policies review
- 4.5 Standing Orders, Financial Regulations, Risk Assessment and other policies review – members should already have a copy of these. If another copy is required let the Clerk know.  
The Clerk again draws the council's attention to the new model financial regulations. If the Council adopts these the Clerk recommends that the existing levels of controls should be retained and the Clerk should not be a counter signatory (6.4) just the service administrator (6.15). CAPALC has also recently suggested that councils should consider adopting the attached resident's complaint form.
- 4.6 Assets, Insurance Policy and fidelity guarantee review  
The Council's assets are listed in the annual accounts.
- 6.1 Matters arising for info
- (4.2) Brockholt Road fencing – an order was placed with Cambs Outdoor Living on 1<sup>st</sup> April.
- (7.1) Village hall request for financial support – the Village Hall Chairman asked if the Parish Council could write in support of their grant application and indicate that the Parish Council's funding could be put towards the grant's third party funding. This has been done.

6.1 (3.1) Speed reduction measures including stickers for wheelie bins, repeater signage and thank you for driving carefully signage – to consider response from CCC that these would have to be funded by the Parish Council or via a bid to the Local highway Initiative

Speed reduction - Sharon Piper phoned to say there's no point in coming out as there is no funding - the only options open to the Parish Council are LHI funding or full 3rd party funding

7.2 Transparency fund <sup>(KH)</sup>

The following correspondence has been received

“It is my pleasure to announce that the Department for Communities and Local Government has approved the funding for the 2016/17 Transparency Fund. The grants team is now accepting applications for this financial year. The key action dates for county associations of local councils (CALCs) and the Association of Drainage Authorities (ADA) are as follows:

Key Action Dates			
	Payment Period	Cut off for CALCs and ADA to send applications to NALC	NALC to release funds for approved bids to CALCs / ADA
2016	May	16-May	27-May
	June	13-Jun	24-Jun
	July	18-Jul	29-Jul
	August	15-Aug	26-Aug
	September	19-Sep	30-Sep
	October	17-Oct	28-Oct
	November	14-Nov	25-Nov
	December	15-Dec	06-Jan
2017	January	16-Jan	27-Jan
	February	13-Feb	24-Feb
	March	20-Mar	31-Mar
Please allow 3 working days for funds to arrive in your bank account			
Please note that dates are subject to change.			
Applications will be accepted subject to funding availability.			

Please note that CALCs and ADA may have deadlines in place by which you may need to submit your application in order to be accepted in a certain application tranche. For additional information, please contact your CALC or ADA.

It has been confirmed by DCLG that authorities who didn't submit a claim for funding to cover any costs incurred as a result of complying with the Transparency Code in the 2015/16 financial year, may submit applications subsequently. For example, if an authority has set up a website any time after April 2015, in order to comply with the Transparency Code, covering the expenses itself, it may request funding from the Transparency Fund to cover those costs during 2016/17.

### **The Transparency Fund**

NALC is administering the Transparency Fund over three years (2015-18) to assist smaller parish councils with complying with the Transparency Code. The fund was opened in September 2015 and applications are being considered on a monthly basis, while funding remains available.

The fund will be administered through the CALCs and ADA who will be dealing with both member and non-member authorities.

Oversight of the programme is from the National Association of Local Councils' Smaller Councils Committee and the DCLG's Smaller Authorities Working Group.

For more information, please visit <http://www.nalc.gov.uk/our-work/the-transparency-fund> .

### **New application form and guidance**

The grants team has been working to make the application process smoother. Following feedback from local associations they have re-designed the application form to make it more user friendly and to minimise the chances of mistakes. You will find that the form looks familiar –minor changes were made to the contents and looks, with the focus being on making the form “smarter”. The new application form will alert the applicant if the amount claimed has exceeded our thresholds and will automatically add up the amount claimed under each category. To ensure the application process runs smoothly, the new form has been extensively tested with CALC and ADA colleagues.

The guidance, as well as the information available on the Transparency Fund website has been revised and updated to reflect the recent changes. As previously, we recommend that you refer to the guidance provided when filling out the application form, which can be found at

<http://www.nalc.gov.uk/library/our-work/transparency-fund/2017-guidance-notes-21-4-16/file>

Kind regards,

Chris Borg

Policy and Development Manager”

The webmaster has indicated that he is sorting out the login; until then the Council cannot upload its papers.

9.5 To consider the Internal Auditor's report and to appoint an internal auditor for 2017  
Attached.

9.6 To review the effectiveness of the system of internal control – see part 2 of the Accounts and Audit Regulations –  
[www.legislation.gov.uk/ukxi/2015/234/pdfs/ukxi\\_20150234\\_en.pdf](http://www.legislation.gov.uk/ukxi/2015/234/pdfs/ukxi_20150234_en.pdf)

9.7 To prepare and approve the statement of assurance

The Council should consider carefully each of the statements and after completing all the responses the Chairman should sign the statement of assurance. The Clerk will likewise before submission to Auditor and will complete all the other information such as significant variance explanations and reserves requirements and will send to Auditor.

- 9.8 To approve the statement of accounts FY ending 2016 - attached  
The Council must in the following order –
- 1) consider the accounting statements by the members meeting as a whole
  - 2) approve the accounting statements by resolution
  - 3) ensure the accounting statements are signed and dated by the person presiding at the meeting at which the approval is given

**D R A F T** for consideration by Council. Values are to be set by the Council when adopting Financial Regulations (other than the EU Procurement thresholds shown in Regulation 11)

..... **TOWN / PARISH/ NEIGHBOURHOOD/ VILLAGE/ COMMUNITY COUNCIL**  
**FINANCIAL REGULATIONS [ENGLAND]**

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**CAXTON PARISH COUNCIL MONTHLY FINANCIAL STATEMENT  
MEETING May-16**

**Summary of previous month**

**Balance brought forward** **£32,019.16**  
**Adjusts/transfs/inc during period**

**Expenditure approved at last/between meetings**

NEST	PENSION	-111.63
CANALBS	INTERNAL AUDIT FY15	-150.80

**Misc credits**

<i>Total Adjustments</i>	<u>-262.43</u>
Balance revised after adjustments	<u><u>£31,756.73</u></u>

**Bank Reconciliation to last statement**

Account	Funds	Statement	Outstanding
Unity Trust Current Acc	21,465.40	22,926.11	-1,460.71
Cambs & County Bank	10,287.55	10,287.55	
Santander Savings Acc	3.78	3.78	
<b>Total</b>	<u><u>31,756.73</u></u>	<u><u>33,217.44</u></u>	<u><u>-1,460.71</u></u>

**Expenditure for approval**

LGS SERVICES	ADMIN SUPPORT	555.18
LGS SERVICES	ADMIN SUPPORT	506.52
SALARIES		136.65
BUCHANS	GRASSCUTTING	144.00
VILLAGE HALL	ROOM HIRE	108.00
LGS SERVICES	PAYROLL	111.60
PLAYSAFETY	ROSPA INSPECTION	109.20
CANALBS	INTERNAL AUDIT	105.15

<i>Total expenditure</i>	<u>1776.30</u>
Balance c/f	<u><u>£29,980.43</u></u>

Gail Stoehr  
Responsible Financial Officer

**Notes:**

*Late invoices will be reported to the meeting*

# PLAY AREA SAFETY INSPECTION REPORT

Caxton Parish Council

04 April 2016



RoSPA inspections are an independent safety assessment of the playground and equipment and are produced for  
RoSPA by

PlaySafety Limited  
The Old Barn  
Wicklesham Lodge  
Faringdon  
Oxon SN7 7PN

Tel: 01367 244600 - Fax: 01367 244112  
E-mail: [info@rospaplaysafety.co.uk](mailto:info@rospaplaysafety.co.uk) Web Site: [www.rospa.com/playsafety](http://www.rospa.com/playsafety)







## PLAY AREA SAFETY INSPECTION REPORT



Site Owner : **Caxton Parish Council**  
Site Name : Caxton PC - Gransden Road Play Area  
Date of Inspection : 04 April 2016  
Inspected by : David Owen



The present overall risk rating for the play space is **MEDIUM**

If works and recommendations are undertaken the risk may be reduced.

Facilities				
<p>Seating</p> <p>Risk Score : 3 Risk Level : Very Low</p>	<p>Seating</p>	<p>Finding : Timber - Algae</p>  <p>Finding Date : 04/04/2016</p>  <p>Task : Remove algae and treat timber with preservative</p>	<p>Low</p>	<p>6</p>
Horticulture				
<p>Planting</p> <p>Risk Score : 4 Risk Level : Low</p>	<p>Borders</p>	<p>Satisfactory</p>		
Perimeter				
<p>Fencing</p> <p>Risk Score : 3 Risk Level : Very Low</p>	<p>Fencing - Dog Proof</p>	<p>Finding : Item - Timber rotting</p>  <p>Finding Date : 04/04/2016</p> <p>Notes : Timber rot evident in tops of site.</p>  <p>Task : Remove damaged wood</p>	<p>Low</p>	<p>7</p>

<p>Gate</p> <p>Risk Score : 3 Risk Level : Very Low</p>	<p>Entrance - Dog Proof</p>	<p>Finding : RoSPA recommend the provision of a minimum of two pedestrian gates to reduce the risk of intimidation and bullying</p>  <p>Finding Date : 04/04/2016 Task : Install a second gate</p>	<p>Low</p>	<p>6</p>
<p><b>Site</b></p>				
<p>Sign - Info</p> <p>Risk Score : 2 Risk Level : Very Low</p>	<p>Signage</p>	<p>Satisfactory</p> 		
<p><b>Surface</b></p>				
<p>General Surface</p> <p>Risk Score : 3 Risk Level : Very Low</p>	<p>General Surface</p>	<p>Satisfactory</p>		
<p><b>The overall risk for the ancillary items at the time of inspection:</b></p>			<p>Low</p>	<p>7</p>

‡ For Risk Score see Report Notes

**Balance Beams**



Risk Level : Low

Risk Score : 4


**Equipment Standard Compliance**

The item meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Surfacing EN Compliance - Grass**

The surface meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Recommended Maintenance and Risk Assessment Evaluation**

Comments, action or control required		Risk Level	Risk Score ‡
<b>Equipment</b>			
Finding :	Strimmer damage to supports is likely to accelerate timber rot.	Low	6
Finding Date :	04/04/2016		
			
Task :	Prevent further damage.		
Finding :	Algae growth on surface giving slippery conditions	Low	7
Finding Date :	04/04/2016		
Task :	Powerwashing is recommended. Care should be taken to ensure that the surface can sustain high pressure washing		
<b>Surfacing - Grass</b>			
No remedial maintenance work is required at this time.			
<b>The overall risk for this item at the time of inspection:</b>		Low	7
‡ For Risk Score see Report Notes			

**Climber Unit**



Risk Level : Low  
Risk Score : 5


**Equipment Standard Compliance**

The item meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Surfacing EN Compliance - Misc Grass Matting**

The surface meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Recommended Maintenance and Risk Assessment Evaluation**

<b>Comments, action or control required</b>		<b>Risk Level</b>	<b>Risk Score ‡</b>
<b>Equipment</b>			
Finding : Strimmer damage to supports is likely to accelerate timber rot.  Finding Date : 04/04/2016  		Low	7
Task : Prevent further damage.			
<b>Surfacing - Misc Grass Matting</b>			
No remedial maintenance work is required at this time.			
<b>The overall risk for this item at the time of inspection:</b> ‡ For Risk Score see Report Notes		Low	7

**Goal Posts - 5-A-Side**



Risk Level : Medium  
Risk Score : 8

**Equipment Standard Compliance**

The item meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Surfacing EN Compliance - Grass**

The surface meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Recommended Maintenance and Risk Assessment Evaluation**

Comments, action or control required	Risk Level	Risk Score ‡
<b>Equipment</b>		
Finding : Other / Miscellaneous	Medium	12
Notes : Replace nuts with locking type and cut off protruding threads.		
Task : Refer to Inspection Notes / Description		
Finding : Paintwork in poor condition	Low	6
Finding Date : 04/04/2016		
<div data-bbox="630 1368 1098 1659" data-label="Image"> </div> Task : De-scale and coat with lead free paint, using appropriate precautions		
<b>Surfacing - Grass</b>		
Finding : Worn ground areas	Low	6
<div data-bbox="630 1850 1098 2132" data-label="Image"> </div>		

Task : <span style="color: purple;">Make good</span>		
<b>The overall risk for this item at the time of inspection:</b> <span style="color: red;">‡ For Risk Score see Report Notes</span>	Medium	12

**Hurdles**



Risk Level : Low  
Risk Score : 4


**Equipment Standard Compliance**

The item meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Surfacing EN Compliance - Grass**

The surface meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Recommended Maintenance and Risk Assessment Evaluation**

<b>Comments, action or control required</b>		<b>Risk Level</b>	<b>Risk Score ‡</b>
<b>Equipment</b>			
Finding : Strimmer damage to supports is likely to accelerate timber rot.  Finding Date : 04/04/2016  		Low	7
Task : Prevent further damage.			
<b>Surfacing - Grass</b>			
No remedial maintenance work is required at this time.			
<b>The overall risk for this item at the time of inspection:</b> ‡ For Risk Score see Report Notes		Low	7



**MUGA**

Fenland Leisure Products Ltd



Risk Level : Medium

Risk Score : 8

**Equipment Standard Compliance**

The item fails to meet the requirement of the relevant standard.

**Surfacing EN Compliance - Misc Grass Matting**

The surface meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Recommended Maintenance and Risk Assessment Evaluation**

<b>Comments, action or control required</b>		<b>Risk Level</b>	<b>Risk Score ‡</b>
<b>Equipment</b>			
Finding :	A warning notice should be fitted to all sports related equipment with the words "Do not climb on the framework or nets", "Do not hang on the ring" (if provided), "Do not wear rings or other jewellery as these can get caught and cause injury"	Low	6
Task :	Fit warning notice		
<b>Surfacing - Misc Grass Matting</b>			
No remedial maintenance work is required at this time.			
<b>The overall risk for this item at the time of inspection:</b> ‡ For Risk Score see Report Notes		Medium	8

**Rocker - Seesaw**

Ledon A/S



Risk Level : Low

Risk Score : 5

**Equipment Standard Compliance**

The item meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Surfacing EN Compliance - Wet Pour**

The surface meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Recommended Maintenance and Risk Assessment Evaluation**

Comments, action or control required	Risk Level	Risk Score ‡
<b>Equipment</b> No remedial maintenance work is required at this time.		
<b>Surfacing - Wet Pour</b> No remedial maintenance work is required at this time.		
<b>The overall risk for this item at the time of inspection:</b> ‡ For Risk Score see Report Notes	Low	5

**Rotator - Overhead**

Wicksteed Leisure Ltd



Risk Level : Low

Risk Score : 5

**Equipment Standard Compliance**

The item meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Surfacing EN Compliance - Misc Grass Matting**

The surface meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Recommended Maintenance and Risk Assessment Evaluation**

Comments, action or control required	Risk Level	Risk Score ‡
<b>Equipment</b> No remedial maintenance work is required at this time.		
<b>Surfacing - Misc Grass Matting</b> No remedial maintenance work is required at this time.		
<b>The overall risk for this item at the time of inspection:</b> ‡ For Risk Score see Report Notes	Low	5

**Slide - With Platform**

Lappset Group Ltd



Risk Level : Low

Risk Score : 5


**Equipment Standard Compliance**

The item meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Surfacing EN Compliance - Wet Pour**

The surface meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Recommended Maintenance and Risk Assessment Evaluation**

Comments, action or control required		Risk Level	Risk Score ‡
<b>Equipment</b>			
Finding : Delamination of Wood  Finding Date : 04/04/2016  		Medium	9
Task : Repair delaminating wood			
<b>Surfacing - Wet Pour</b>			
No remedial maintenance work is required at this time.			
<b>The overall risk for this item at the time of inspection:</b> ‡ For Risk Score see Report Notes		Medium	9

## Stepping Posts



Risk Level : Low

Risk Score : 4

### Equipment Standard Compliance

The item meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

### Surfacing EN Compliance - Grass

The surface meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

### Recommended Maintenance and Risk Assessment Evaluation

Comments, action or control required		Risk Level	Risk Score ‡
<b>Equipment</b>			
Finding :	Strimmer damage to supports is likely to accelerate timber rot.	Low	7
Finding Date :	04/04/2016		
Task :	Prevent further damage.		
<b>Surfacing - Grass</b>			
No remedial maintenance work is required at this time.			
<b>The overall risk for this item at the time of inspection:</b>		Low	7
‡ For Risk Score see Report Notes			

**Swing - Basket**



Risk Level : Medium

Risk Score : 8


**Equipment Standard Compliance**

The item meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Surfacing EN Compliance - Misc Grass Matting**

The surface meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Recommended Maintenance and Risk Assessment Evaluation**

Comments, action or control required		Risk Level	Risk Score ‡
<b>Equipment</b>			
Finding :	Monitor	Low	6
Notes :	Splits in the top bar.		
Task :	Monitor and check on a routine basis		
Finding :	Strimmer damage to supports is likely to accelerate timber rot.	Low	7
Finding Date :	04/04/2016		
			
Task :	Prevent further damage.		
<b>Surfacing - Misc Grass Matting</b>			
No remedial maintenance work is required at this time.			
<b>The overall risk for this item at the time of inspection:</b>		Medium	8
‡ For Risk Score see Report Notes			

**Swing - Junior - 1 Bay 2 Seat (2400 mm)**

Lappset Group Ltd



Risk Level : Low

Risk Score : 5

**Equipment Standard Compliance**

The item meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Surfacing EN Compliance - Wet Pour**

The surface meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Recommended Maintenance and Risk Assessment Evaluation**

Comments, action or control required	Risk Level	Risk Score ‡
<b>Equipment</b> No remedial maintenance work is required at this time.		
<b>Surfacing - Wet Pour</b> No remedial maintenance work is required at this time.		
<b>The overall risk for this item at the time of inspection:</b> ‡ For Risk Score see Report Notes	Low	5

**Swing - Toddler - 1 Bay 2 Seat (2000 mm)**

Lappset Group Ltd



Risk Level : Very Low

Risk Score : 3


**Equipment Standard Compliance**

The item meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Surfacing EN Compliance - Wet Pour**

The surface meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

**Recommended Maintenance and Risk Assessment Evaluation**

Comments, action or control required		Risk Level	Risk Score ‡
<b>Equipment</b>	No remedial maintenance work is required at this time.		
<b>Surfacing - Wet Pour</b>			
Finding :	Surface - Grass, Moss or Weeds	Low	7
Finding Date :	04/04/2016		
			
Task :	Remove grass, moss & weeds from playing surface		
<b>The overall risk for this item at the time of inspection:</b>		Low	7
‡ For Risk Score see Report Notes			



## REPORT NOTES

These notes form an integral part of the inspection report. Reading them may save you unnecessary expenditure.

1	<p>The equipment has been assessed, as relevant, in accordance with BS EN 1176:2008 "Playground Equipment", BS EN 15312 (Sports Areas) and BS EN 14974 (Wheeled Sports). No standard currently exists for fitness equipment and the report may indicate compliance with EN Standards. Where action is required for fitness items this will be indicated in the report.</p> <p>The BS EN1176:1998 was published on 1 January 1999 when existing standards were withdrawn and was revised in 2008. This means that some equipment or surfacing that previously met the old standard may now fail, and vice versa.</p> <p><b>This does not mean that equipment has suddenly become dangerous or that remedial action is required. Generally equipment that fails BS EN 1176:2008 but passed the previous standard BS EN 1176:1998 at time of installation should be considered safe (excluding any maintenance issues).</b></p> <p>Where there is a compliance failure, this is briefly noted and a risk assessment made of the failure. <b>Where we believe action is required this is indicated in more detail and identified as a medium or high risk.</b> (See paragraph 13). Where no action is indicated, in our opinion there is no practical economic action that can be taken and the risks do not justify removal of the item. The judgement whether to take action or not rests with the owner.</p> <p>Low risk items should be monitored and if accidents occur, remedial action will be required (There is no such thing as NO risk). RoSPA will continue to monitor these failures to comply and, if necessary, will indicate action on future annual reports.</p> <p><b>Standard compliance is not mandatory or retrospective</b></p>
2	<p>The Society's inspections cover :</p> <ul style="list-style-type: none"> <li>Site safety</li> <li>Suitability and conditions of ancillary items</li> <li>Standard compliance, suitability and condition of equipment</li> <li>Dimensional compliance, suitability and condition of surfacing</li> </ul> <p>RoSPA reports indicate the condition of the play area at the time of inspection. Subsequent events such as weather conditions, usage, or vandalism etc. may affect the condition of the play area. Routine inspections should be undertaken by the operator to monitor the effects of these.</p>
3	<p>Standard assessment is undertaken where appraisal may be made without dismantling or destruction.</p>
4	<p>RoSPA inspections are non-dismantling inspections. Where it is felt that removal of parts for assessment is required, this will be indicated. (See paragraph 13). It is not possible to check for internal corrosion/rot without dismantling the equipment.</p>
5	<p>Surfacing has been assessed solely in terms of the area covered and its condition or security. Tests for impact absorbency are available at an economic rate if required.</p>
6	<p>Where there is open water within easy walking distance of the play area it is recommended that a water safety report be commissioned (RoSPA can undertake this).</p>
7	<p>Where there are trees within falling distance of the play area it is recommended that a report on the integrity of the tree is obtained from a competent arboricultural expert (see <a href="http://www.trees.org.uk">www.trees.org.uk</a> for a list of qualified consultants)</p>
8	<p>Where no protective surface is provided with items which have a fall height in excess of 600mm, the installation of a protective surface should be considered. Such surfacing is not mandatory but does represent good practice. An information leaflet is available on the web site. It should be noted that BS EN 1176:2008 allows well-maintained grass for fall heights of up to 1.5 metres subject to risk assessment.</p>

9	Tarmac, concrete and other hard surfaces are allowable under equipment for fall heights up to 600 mm unless there is forced movement, in which case protective surfacing is recommended. Risk assessments should still be conducted to ensure hard surfaces are suitable for the intended users.
10	In addition to inspecting the equipment and surfacing, the inspection also looked at ancillary items and general design features where relevant to safety.
11	Wear to shackle pins and bushes on swings is difficult to detect on non-dismantling inspections. Checks are made to identify excessive movement in the 'D' shackle and where dry bearings are obvious. Whilst this action can often identify serious defects it does not preclude the possibility of shackle pin failure in rare circumstances. It is recommended that random inspection by removal of the 'D' shackle and pin is carried out as a regular maintenance feature in the site owner's work programme. Units with shackles pins over 2.5 metres in height can be difficult to check from ground level and it is recommended that the operator conducts a dismantling inspection of such fixtures.
12	It should be noted that this is a safety report, not a standard compliance report, and compliance/non compliance with EN1176 is normally indicated. However failures may not be mentioned where they are very minor, or of a technical nature, and have no noticeable effect on safety.
13	A risk assessment of faults and Standard failures is given in terms of low, medium and high. <b>As a general principle items marked as "low" only require monitoring.</b> Items marked as "medium" require appropriate action within resources and individual site assessment. <b>Items marked as "high" require urgent action.</b> In rare cases where an item is likely to result in major injury or death, the operator or appropriate representative will be notified from the site by telephone. This will be indicated on the report. RoSPA risk scores come in the following bands: 1 to 3 Very Low Risk 4 to 7 Low Risk 8 to 12 Medium Risk 13 to 20 High Risk 21+ Unacceptably High Risk Our report shows on the left the default, or intrinsic, risk of the item. Any faults or findings will have their risk shown on the right of the page. If the remedial works are carried out then the item will return to its default risk score.
14	There can be problems with assessing ground decay where synthetic surface has been installed. Similar problems may occur with sub-surface degradation. While RoSPA takes every care to check ground decay and corrosion in supports, this cannot be done fully without removal and destruction of the surface.
15	In order to provide economic reports, standard wording is used for most common standard/maintenance failures. RoSPA inspectors also work using previous year's reports (where available). <b>This may mean that where there have been few changes to the site, the current report may be similar to the previous year's report.</b>
16	Brief notes on EN 1176 are displayed at the end of the report.
17	The Disability Discrimination Acts 1995 and 2005 apply to play areas. There is a duty, where practicable, to make reasonable provision for equal opportunities for disabled people and a further duty on local authorities to promote access for disabled people. RoSPA can advise on this.
18	The RoSPA web site, <a href="http://www.rospa.com/playsafety">www.rospa.com/playsafety</a> gives the answers to the most frequently asked questions and may answer any queries that you have, alternatively E-mail us on <a href="mailto:queries@rospaplaysafety.co.uk">queries@rospaplaysafety.co.uk</a> . The web site also includes copies of all our information sheets in easily downloadable form.

The copyright in this report is shared between RoSPA and the report commissioner. The report commissioner is free to share the contents of this report, but it must be shared in full.

**Computer Support  
Network & PC**

Manea, Nr. March,



**canalbs Ltd.**

35 Westfield Rd.,

Cambs. PE15 0LS

Tel: 01-354-680319

Email: admin@canalbs.co.uk

**Independent Internal Audit & Training Service  
for Parish and Town Councils**

28<sup>th</sup> April 2016

Caxton Parish Council  
C/o 30 West Drive  
Highfields  
Caldecote  
Cambridge CB23 7NY

Dear Sirs

I have completed an Independent Internal Audit check for the financial year end March 2016. In the time contracted to me, it is not possible to check every document and so any examples given below are not a comprehensive list. I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts.

Observations and recommendations:

I am pleased to report that, after examining the files and documents of Caxton Parish Council, I have no observations or recommendations to make for this financial year. I was therefore able to sign off the relevant page of the Annual Return Form.

I trust that the Parish Council have been satisfied with the level of service we have provided and that they will consider appointing Canalbs Ltd to undertake the Independent Internal Audit for the next financial year. You will note that our invoice this year was for less hours and mileage due to familiarity with the Council documents and files. Our charge has remained at £37.50 for some years but regrettably it is necessary to increase this to £39.50 per hour for the next financial year, however, in line with Inland Revenue our mileage rate will stay at 45p per mile.

Yours faithfully

Jacque Wilson (Mrs)  
Director

# Canalbs Ltd Independent Internal Audit Checks

Caxton Parish Council Year End 2016

## CHECKING PURCHASES

Question to check	Yes/No	What needs to be reported?
What spot check purchase was chosen?		Repair car park surface
Was the proposal on the agenda?	Yes	
Were three clear days notice given?	Yes	
Did councillors make legal decision?	Yes	
Evidence they check statutory power?	Yes	
Was provision made in the Budget?	Yes	
Did they conform to Standing Orders?	Yes	
Did they conform to Financial Regs?	Yes	
Was order placed with agreed supplier?	yes	County Highways
Were the goods delivered?	Yes	
Was the invoice for the correct amount?	Yes	
Was cheque for correct amount?	Yes	
Was it signed by minimum of 2 councillors?	Yes	
Are they the signatories on mandate?	yes	
Has the cheque cleared through the bank?	Yes	
Account reconciled?	Yes	
Reclaimed the VAT?	Yes	

## CHECKING EMPLOYMENT

Question to check	Yes/No	What needs to be reported?
Is the council registered with HMRC?	Yes	
Are all staff paid above minimum wage?	Yes	
Are salaries paid in line with council approval?	Yes	
Is PAYE payroll operated correctly?	Yes	
How are other payments to staff approved?		
Are Annual Returns made to HMRC?	Yes	
Is the clerk an employee?	Yes	
Do all employees have a contract?	Yes	
Do all employees have a job description?	Yes	
Is there a staff appraisal process?	Yes	
Is there a written staff grievance procedure?	Yes	
Are all vacancies advertised?	Yes	

## CHECKING AGENDAS

Question to check	Yes/No	What needs to be reported?
Are councillors summoned to meetings?	Yes	
Are the public & press invited?	Yes	
Are three clear days given?	Yes	
Are they signed by Clerk/Proper Officer?	Yes	
Is an approved copy kept signed by chairman?	Yes	
Is there a contact address?	Yes	
Was the Annual Meeting of Parish Council held in May?		14 <sup>th</sup> May
Is the 1 <sup>st</sup> item on Annual Meeting the election of the Chair?	Yes	
Was the Annual Parish Meeting held between 1 <sup>st</sup> March and 1 <sup>st</sup> June?		14 <sup>th</sup> May
Do they have "Any Other Business"?		None found in spot check

Do they have “Matters Arising”?	Yes	
---------------------------------	-----	--

# Canalbs Ltd Independent Internal Audit Checks

## CHECKING MINUTES

Question to check	Yes/No	What needs to be reported?
Is there an official signed Minute Book? *	Yes	
Are each set initialled and signed?	Yes	
Is there sequential numbering in ringbinder?	Yes	
Are decisions being made under AOB?		None found in spot check
Are decisions being made in Matters Arising?		None found in spot check
Does decision making comply with Standing Orders?	Yes	
Are Minutes verbatim reports?		reasonable
Evidence of declaration of interests?	Yes	
Evidence of public participation?		None found in spot check
Evidence of council approval of all payments?	Yes	
Evidence that planning applications are considered in public meetings?	Yes	
Evidence of a S.137 decision?		None made this financial year

## CHECKING ETHICAL FRAMEWORK

Question to check	Yes/No	What needs to be reported?
Are there current Declaration of Acceptance of Office Forms for each councillor as members?	Yes	
Has the Chairman signed as Chair?	Yes	
Is the Register of Interests Book up-to-date?	Yes	
Is there evidence it is regularly monitored?	Yes	
Is there evidence that councillors are declaring interests at meetings?	Yes	
When declaring “prejudicial” interests are councillors leaving the meeting?	Yes	
Dispensation Grant Policy	Yes	

## CHECKING CONTRACTORS

Question to check	Yes/No	What needs to be reported?
Evidence they seek Best Value	Yes	
Evidence they check that the proposed contractor has their own		
Public Liability Insurance	Yes	
Relevant qualification to undertake job	Yes	
Certificates – if required	Yes	
Own equipment regularly checked	Yes	
Observes H & S at work regulations	Yes	
Councillors not being paid to undertake work for the council?		None found in spot check



# Canalbs Ltd Independent Internal Audit Checks

## CHECKING LEGISLATION REQUIREMENTS

A

Question to check	Yes/No	What needs to be reported?
Has Council formally written and adopted the following:		All policies were reviewed and adopted unchanged. 14 <sup>th</sup> May 2015
Asset Register *		
Risk Management Policy *		
Freedom of Information Publication Scheme		
Data Protection Register		
Standing Orders		
Financial Regulations		
Disability Access Policy		
Fire Certification for buildings		
Staff Grievance Procedure		
Council Complaints Procedure		
Ethical Framework July 2014		
Archive Policy		

B

Question to check	Yes/No	What needs to be reported?
Is there evidence in the Minutes that these are regularly monitored and updated when required?		All policies were reviewed and adopted unchanged 14 <sup>th</sup> May 2015
Asset Register *		
Risk Management Policy *		
Freedom of Information Publication Scheme		
Data Protection Register		
Standing Orders		
Financial Regulations		
Disability Access Policy		
Fire Certification for buildings		
Grievance Procedure		
Archive Policy *		
Dispensation Policy		

## CHECKING INSURANCE

Question to check	Yes/No	What needs to be reported?
Do they have current insurance policy?	Yes	To Oct 2016
Public Liability	Yes	£10m
Fidelity Guarantee	Yes	£150,000
Employer's Liability	Yes	£10m
Cover for all assets on register *	Yes	
Any other insurance requirements		None found

# Canalbs Ltd Independent Internal Audit Checks

## CHECKING VAT

Question to check	Yes/No	What needs to be reported?
Is the council registered to charge VAT?	No	
If yes – are they charging it?		
Are VAT claim forms being completed?	Yes	
If so – at what intervals?		Annually
Is there evidence that they understand what can be reclaimed?		
For non-business activity?	Yes	
Business activity?	Yes	
Apportioned reclaims?	Yes	
Not claiming on 3 <sup>rd</sup> party purchases?		None found in spot check

## CHECKING BUDGETS AND BUDGETARY CONTROL

Question to check	Yes/No	What needs to be reported?
What was the year's precept request?		£15,000
Precept request justified with Budget ?	Yes	
Is it approved by the whole council?	Yes	
Precept request sent on time to District?	Yes	
Does it comply with Dist.Coun. notification?	Yes	
Has it been paid into correct bank account?	Yes	
Is a formal budget prepared?	Yes	
Does it reflect sufficient detail of assets?	Yes	
Is it approved by the whole council?	Yes	
Is Section 137 set and within limits?	Yes	
Level of General Reserves?		£18,369
Level of Earmarked Reserves?		£13,624 c
Is there evidence in minutes that these are still "live" projects?	Yes	
Evidence of Budgetary Control Statements?	Yes	

## CHECKING BOOK-KEEPING & BANK

Question to check	Yes/No	What needs to be reported?
S.137		
Is it recorded correctly in Cash Book?		No grants paid under this power
Is annual expenditure within limits?		
Is each bank account regularly reconciled?	Yes	
Cash Book		
Is it up to date and correct?	Yes	
Are all payments supported by		
Invoices/receipts	Yes	
Authorised	Yes	
Minuted	Yes	
Income		
Is it properly recorded & analysed?	Yes	
Is it promptly banked?	Yes	
Have fees been charged at correct rate?	Yes	



# Canalbs Ltd Independent Internal Audit Checks

## CHECKING RISK MANAGEMENT & ASSET CONTROL \*

Question to check	Yes/No	What needs to be reported?
Scan Minutes for unusual financial activity		Nothing found in spot check
Review Asset Register & compare with insurance schedule		Seems satisfactory
Check security for Cash Valuables Documents – Covenants – Deeds - etc Official Minute Books	N/a N/a	Copies held off site & in office Regularly archived
Risk Assessment:		
Do checks compare to Risk Mgmt Policy	Yes	
Is there a robust monitoring process?	Yes	
What is system for action on reports?	Yes	
What system picks up failure in assessment process?	?	

## CHECKING YEAR END FIGURES & RETURN

Question to check	Yes/No	What needs to be reported?
Do Year End Accounts agree with Cash Book?	Yes	
Does Bank Reconciliation agree with Accounts	Yes	
Evidence in Minutes of council approval of end of year accounts?		To go to meeting on 12 <sup>th</sup> May
Has Section 1 of Annual Return been completed in accordance with Accounts?		To go to meeting on 12 <sup>th</sup> May
Has Section 2 of Annual Return been completed and correctly considered?		To go to meeting on 12 <sup>th</sup> May
Evidence in Minutes of council approval of Of Statement of Assurance on Annual Return		To go to meeting on 12 <sup>th</sup> May
Evidence in Minutes of council receiving IIA report	Yes	
Evidence in Minutes of council receiving report from External Auditor	Yes	
Will the completed Annual Return be posted on the noticeboard?	Yes	
Do they understand the correct public inspection period which has to be given?	Yes	

# Canalbs Ltd Independent Internal Audit Checks

## CHECKING ALLOTMENTS

Question to check	Yes/No	What needs to be reported?
Do they own allotments?	No	
Do they have adequate records of tenants?		
Do they have public liability insurance?		
How do they collect rental – cash policy?		
Have they got maintenance budget?		

## CHECKING - ARE THEY A BURIAL AUTHORITY

Question to check	Yes/No	What needs to be reported?
Are they a burial authority?	No	
If yes:		
Do they have public liability insurance?		
Do they have written Risk Management Policy?		
Do they have burial records?		
Do they have up-to-date plan of site?		
Have they got maintenance provision in budget?		
If no:		
Are they responsible for Closed Churchyard?		
Do they have public liability insurance?		
Do they have written Risk Management Policy?		

## CHECKING PLAYGROUND MANAGEMENT

Question to check	Yes/No	What needs to be reported?
Do they own playground?	Yes	
Is it professionally inspected annually?	yes	April 2015
Do they have public liability insurance?	Yes	
Do they have written risk management policy?	Yes	
Have they got maintenance budget?	Yes	

## CHECKING GENERAL POWER OF COMPETENCE

Question to check	Yes/No	What needs to be reported?
Are they using the General Power of Competence?	No	
Is there a formal resolution in the Minutes for current Council term? (full council)		
Is there evidence that Council has regard to Principal Authority's Community Strategy Policy?		
Do projects achieve the promotion or improvement of economic, social or environmental well-being?		
Eligibility:		
At least two thirds of council stood for election?		
80% of current members attended training?		
Have a correctly qualified Clerk? CiLCA module 7		
Published Statement of Intent to Community Engagement?		
Is there evidence they have told their community they have using this power?		

# Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

CADWATTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	49104	27580	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	15000	15000	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5459	7587	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	1937	1838	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	40045	16310	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	27580	32019	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	27580	32019	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	81572	82095	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.
		X	

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

LG 801 SIGNATURE REQUIRED

Date

15/04/16 DD/MM/YYYY

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

# Annual internal audit report 2015/16 to

Enter name of smaller authority here:

CAXTON 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.			✓
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.			✓

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)

NO PETTY CASH TRANSACTIONS

Name of person who carried out the internal audit PRINT NAME JACQUIE WILSON

Signature of person who carried out the internal audit SIGNATURE REQUIRED Date 13/04/2016

\*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 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here:

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.			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.			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.			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.			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.			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.			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.			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.			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

dated DD/MM/YY

Signed by:

Chair

SIGNATURE REQUIRED

dated

DD/MM/YY

Signed by:

Clerk

SIGNATURE REQUIRED

dated

DD/MM/YY

\*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.

**CAXTON PARISH COUNCIL CASH BOOK RECONCILIATION  
FY 2016**

**Reconciliation from cash book**

BF 01/04/16			
Unity Trust Bank Current Acc	17,435.65		
Cambs & Counties Bank	10,140.56		
Santander Savings Acc	3.78		
O/S at bank (deposits in transit)	0.00		
O/S at bank (payments)	0.00		
	<u>27579.99</u>	Payments	18148.16
Receipts	22587.33	C/F	32019.16
	<u><u>50167.32</u></u>		<u><u>50167.32</u></u>

Balance b/f	27579.99	C/F	0.00
Receipts	22587.33	Santander Current Account	3.78
O/s receipts at bank	0.00	Santander Savings Account	22,926.11
Payments	-16949.88	Unity Trust Bank	10,287.55
O/s payments at bank	-1198.28	Cambs & Counties Bank	-1,198.28
balance c/f	<u>32019.16</u>	O/S at bank (payments)	0.00
		O/S at bank (receipts)	<u><u>32,019.16</u></u>

L680  
R50  
15/04/16

CAXTON PARISH COUNCIL ASSETS LIST		LOCATION	2014	2015	2016	NOTES
ITEM	DESCRIPTION					
1 INSURED	WOODEN THATCHED ROOF STONework ONLY	ERMINE STREET/BROCKHOLT RD	4796	4796	4796	
1 MEMORIAL SEAT		ERMINE STREET/BOURN RD	4796	4796	4796	
1 WATER FOUNTAIN		ERMINE STREET/BOURN RD	4796	4796	4796	
1 NOTICE BOARDS		VILLAGE HALL	1125	1125	562	
1 NOTICE BOARD		OPP MANOR HALL	443	443	438	Installed by N Hart
1 NOTICE BOARD	SILVER WITH LEGS	BROCKHOLT ROAD	284	284	284	Installed by N Hart
1 NOTICE BOARD	SILVER WALL MOUNT	VILLAGE HALL	1913	1913	1913	Installed by N Hart
1 WOODEN SEAT		ERMINE STREET	981.31	981.31	981.31	
3 LITTER BINS/DOG BINS		ERMINE STREET/BROCKHOLT RD - 1 DOG 1 LITTER	3656.02	3656.02	3656.02	
1 TIMBER PALISADE FENCING		ERMINE STREET OP GRANSDEN RD 1 X DOG BIN	4795.98	4795.98	4795.98	
1 SELF CLOSING GATE		PLAY AREA GRANSDEN ROAD	1209.95	1209.95	1209.95	
1 WAR MEMORIAL		ERMINE STREET/GRANSDEN RD	1855.29	1855.29	1855.29	
1 DOG MOBILE		PLAY AREA GRANSDEN ROAD	1687.85	1687.85	1687.85	
1 2.1M SWING FRAME WITH 2 CRADLE SEATS		PLAY AREA GRANSDEN ROAD	4200.64	4200.64	4200.64	
1 2.45 SWING FRAME WITH 2 FLAT SEATS		PLAY AREA GRANSDEN ROAD	546.37	546.37	546.37	
1 FOREST PANDA WOOD		PLAY AREA GRANSDEN ROAD	9800.17	9800.17	9800.17	
1 BENCH	CLIMBING FRAME/SLIDE					
1 OTHER SURFACES						
			46884.70	46884.70	46759.87	
NOT INSURED						
1 PLAY EQUIPMENT		GRANSDEN ROAD POS	22288.02	22288.02	22268.02	installed April 2014
1 PLAY AREA SIGN		GRANSDEN ROAD POS	194.00	194.00	194.00	
2 GOAL POSTS		GRANSDEN ROAD POS	599.17	599.17	599.17	Installed by Cambourne PC
2 GOAL POSTS		BROCKHOLT ROAD POS	340.00	340.00	340.00	
1 COOKER		VILLAGE HALL	150.00	150.00	150.00	
1 SAFETY SURFACING		PLAY AREA GRANSDEN ROAD	7500.00	7500.00	7500.00	
4 CUPBOARD-FILING-CABINET		VILLAGE-HALL	299.99	299.99		
1 FILING CABINET		CLERK'S OFFICE	100.00	100.00	100.00	
1 DOG BINS		FP6	160.00	160.00	160.00	
1 HEATER		VILLAGE HALL	175.00	175.00	175.00	
1 SIGN	SAFETY NOTICE		250.00	250.00	250.00	
1 SIGN	NO OVERNIGHT PARKING		65.00	65.00	65.00	
1 BALANCE BEAMS		GRANSDEN ROAD CAR PARK	250.00	250.00	250.00	
1 SET OF FIVE STEPPING STONES		PLAY AREA GRANSDEN ROAD	210.00	210.00	210.00	
1 MINI RUN & LEAP		PLAY AREA GRANSDEN ROAD	215.00	215.00	215.00	
8 TABLES	WAKE FOLDING TABLES	VILLAGE HALL	942.00	942.00	942.00	
2 SIGNS	BRIDLEWAY SIGNS	THE DRIFT	59.00	59.00	59.00	
1 WATER FOUNTAIN - SPOUT	SPOUT ONLY	ERMINE ST/BOURN ROAD	1000.00	1000.00	1000.00	
1 WATER FOUNTAIN	BRICKWORK	ERMINE ST/BOURN ROAD	17.30	17.30	665.30	
DOG FOULING SIGNS		VARIOUS LOCATIONS	95.00	95.00	95.00	purchased from ccc
1 SALT BIN		on the grass verge on the east side of Ermine Street	95.00	95.00	95.00	
1 SALT BIN		opposite number 121	95.00	95.00	95.00	
		on the grass verge on the NW corner of the Gransden	95.00	95.00	95.00	
		Road / Ermine Street Junction	95.00	95.00	95.00	purchased from ccc
LAND						
PUBLIC OPEN SPACE		BROCKHOLT ROAD	1.00	1.00	1.00	
PUBLIC OPEN SPACE - VILLAGE GREEN		GRANSDEN ROAD	1.00	1.00	1.00	
PUBLIC OPEN SPACE - POND AREA		GRANSDEN ROAD	1.00	1.00	1.00	
		OTHER ASSETS VALUE	11826.30	34687.49	35335.49	
		TOTAL ASSETS VALUE	58711.00	81572.19	82095.36	
			22861.19	22861.19	523.17	

FOLLOWING GUIDANCE FROM CAPALC. FROM FY2013 ASSETS ARE TO BE RECORDED AT HISTORIC VALUE

*W. D. R. 15/04/16*

FIDELITY GUARANTEE £100,000

CAXTON PARISH COUNCIL BUDGET

FY17 NOTES

1	2	3	4	5
	APPROVED	ACTUAL	%	APPROVED
INCOME	BUDGET 2016	31/3/16		BUDGET 2017
ADVERTISING		0.00		
AGENCY SERVICES & GRANTS				
Parish Paths				
Grasscutting	220	331.51	151%	331.51
GENERAL ADMIN				
Interest	30	182.69	609%	30
Misc				
PRECEPT	15000	15000.00	100%	18538
SPECIAL PROJECTS		0.00		
VILLAGE & ASSET MAINTENANCE		0.00		
MISC.		0.00		
Release from general reserves to support budget				
<b>TOTAL</b>	<b>15250.00</b>	<b>15514.20</b>	<b>102%</b>	<b>18899.51</b>

no information on grant but some County Cllrs are indicating might be cut altogether

new higher interest rate bank account opened in 2013

PAYMENTS				
ADVERTISING (Newsletter & Website)	122	100.00		50
AGENCY SERVICES & GRANTS				
Grasscutting	1600	1520.00	95%	1600
Parish Paths				
GENERAL ADMIN				
Salaries	1991	1837.90	92%	2051
Admin support	4576	4337.68	95%	4576
Misc gen admin	2400	2069.87	86%	2400
Election costs	0	0.00		
SECTION 137	1200	0.00	0%	1800
Cambourne Community Centre Committee				
Children's Christmas Party				
Shriv. Trust				
Neighbourhood Watch				
SPECIAL PROJECTS (unallocated)				
Signage				300
Additional Planting				250
Speedwatch				1000
Flood Risk				500
Minor Highways Improvement Scheme				1000
Daffodills				
Flood improvements				
Traffic consultant		212.34		
VILLAGE & ASSETS MAINTENANCE				
Assets maintenance	200			
POS grasscutting & landscaping & ditches				100
Play equipment inspection & repairs	500			
Trees				
Street lights	150	251.97	168%	150
Village Hall	2000	1.00	0%	2000
LEGAL FEES				
CONTINGENCY	11			1122
S145 Entertainment	500			
RELEASE FROM RESERVES				
INCREASE THE GENERAL RESERVES				
MISC				
<b>TOTAL</b>	<b>15250</b>	<b>10330.76</b>	<b>68%</b>	<b>18899</b>

Parish Council to consider website provision

year 2 of 3. 8 cuts contracted. In FY16 one additional cut.

increased by anticipated 3%

Backdated outstanding. Last year the Council asked for a time extension on the contract due to the elections. The Council to consider if it wishes to extend the contract for two further years. One year contract £4862

Elections 2018

How much does the PC want to allocate in FY2017?

past recipients shown as examples

What does the PC want to do in FY2017 and how will this be funded e.g. Precept or grants?

What repairs and maintenance might be required during FY17? Suggest all asset checked annually in November in preparation for the budget.

annual play equipment inspection plus play equipment repairs for original play equipment from earmarked reserves.

Guestimate.

underspend on fund to be moved to earmarked reserves

Any underspend will stay in general reserves

*16800-20*  
*1510416*

Reserves	B/f	Rec	Pay	C/f
POS maintenance fund	9476.70		3233.00	6243.70
Parish Paths fund	302.00			302.00
Play equipment fund	500.88			500.88

grasscutting and play equipment repairs



Cross Keys Fund (earmarked for village project)	705.83			705.83	
R/O Cross Keys S106	3124.15			3124.15	£3124.15 play equipment, £516.31 community facility space
Planting	250.00			250.00	
Minor Highways Improvement Scheme	500.00		500.00	0.00	changed during year to dog fouling signage
Trees	200.00			200.00	
Village Hall	2000.00			3999.00	£1,000 earmarked to village hall refurbishment (April 2016)
Admin support outstanding	761.92		761.92	0.00	
Notice board and speedwatch projects	1200.00		876.50	323.50	notice board installation invoice o/s
Entertainment				500.00	
General fund	8558.51			15870.10	General reserves should be 1-1.5 x annual expenditure. Council to review its policy
<b>Total</b>	<b>27579.99</b>	<b>0</b>	<b>5371.42</b>	<b>32019.16</b>	

RECEIPTS  
PAYMENTS

15514.20

15702.18

**Notes:**

Misc general admin = members and admin expenses, office fee, insurance, affiliation fees, audit fees etc.

POS grasscutting & landscaping maintenance = funded from commuted sum from developer partly verges from PC

**Other**

General reserves needs reviewing as below the 1-1.5 x policy. The Council to consider if should be increased.

LG RD  
RD  
15/04/16