

<b>Associated Papers for APC Meeting on 28<sup>th</sup> September 2015</b>
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**Agenda Item 2      Councillor Dispensation**

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

**Agenda Item 5      Routine Correspondence**

No correspondence received by post.

**Agenda Item 6      Clerk's Report**

Minute	Action	Complete ✓
15/035	BDC are to change Further Street road sign by end of October 2015	
15/063	Minutes placed on website and notes sent to magazine.	✓
15/067 a	Cheques sent to suppliers.	✓
15/068	Planning Application responses sent to BDC.	✓
15/069	Wrote to SCC Highways with request to extend 30mph zone.	
15/070	Met with D Gotts and awaiting quotation.	
15/071	Allotment community shed installed.	✓
15/073	Scattered Orchard project updated with APC plans.	✓
15/073	Ryes School to look at junction.	✓
	<b>Clerk Hours</b>	
	As at 30th August 2015 - 98.25 hours worked / 88 hours paid.	

Agenda Item 7a External Audit



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Maritime Walk  
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Southampton  
SO14 3TL

Mr D Crimmin  
Cragston  
Sudbury Road  
Newton  
SUDBURY  
Suffolk  
CO10 0QH

11 August 2015

our ref: 2015/F6/ASSI01/FINAL

Dial: 023 8088 1700

Email: councilaudits@bdo.co.uk

Dear Mr Crimmin

**Assington Parish Council - Audit for the year ended 31 March 2015**

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Date selection form for 2015/16
- Contact details
- Survey 2014/15
- Annual Return

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

The enclosed annual return should be presented to the council/body/board, now that our audit opinion has been given, and a minute should be made to show that the annual return has been approved and accepted by the council/body/board. The annual return and notice of conclusion of audit should be displayed in a conspicuous place(s) for 14 days as soon as reasonably possible and before the 30 September 2015.

If you have any questions please contact Louise Caplen in the first instance.

Yours sincerely

Mrs Emma Prince  
For and on behalf of BDO LLP

Enc.



### Section 3 – External auditor certificate and report 2014/15 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

ENTER LOCAL COUNCIL NAME HERE

Council/Meeting

#### Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

#### External auditor report

(~~Except for the matters reported below~~)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

External auditor signature

External auditor name  Date

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.





Mr Dave Crimmin  
Assington Parish Council  
Craigston  
Sudbury Road  
Newton  
SUDBURY  
Suffolk  
CO10 0QH

# select

## Local Council Policy Schedule

The Policy, the Policy Schedule, Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL 272004 1953
Insured	Assington Parish Council
Business	Town/Parish Council
Period of Insurance	
From	01/10/2015
To	30/09/2016
and any other period for which cover has been agreed.	
Annual Premium	£287.42

*Premiums are inclusive of Insurance Premium Tax (IPT)*

Long Term Agreement Expiry Date	30/09/2018
Schedule Number	01
Effective Date	01/10/2015
Preparation Date	08/09/2015
Prepared by	Loma Hart (Business Services at CAS Ltd)

## Community Action Suffolk Insurance



Policy Number: YLL 272004 1953  
 Policy Type: Parish Council  
 Period of Insurance: 01/10/2015 - 30/09/2018  
 Insured: Assington Parish Council, CO10 0QH

### Summary

Effective Date: 01/10/2015

Prepared: 08/09/2015

Mr Dave Crimmin  
 Assington Parish Council  
 Craigston  
 Sudbury Road  
 Newton  
 SUDBURY  
 Suffolk  
 CO10 0QH

	Period of Cover	Sum Insured	Premium	To Pay
<b>Business Interruption (Core )</b>				
	01/10/2015 - 30/09/2016	£500.00		
<b>Employers Liability (Core)</b>				
	01/10/2015 - 30/09/2016	£10,000,000.00		
<b>Public Liability (Core )</b>				
	01/10/2015 - 30/09/2016	£6,000,000.00		
<b>Employee Dishonesty (Core )</b>				
	01/10/2015 - 30/09/2016	£25,000.00		
<b>Libel and Slander (Core )</b>				
	01/10/2015 - 30/09/2016	£250,000.00		
<b>Personal Accident (Core)</b>				
	01/10/2015 - 30/09/2016	See Policy Book / Full Policy Schedule		
<b>Legal Expenses (Core)</b>				
	01/10/2015 - 30/09/2016	£100,000.00		
<b>Money (Core)</b>				
	01/10/2015 - 30/09/2016	See Policy Book / Full Policy Schedule		
<b>Hirers Liability (Core)</b>				
	01/10/2015 - 30/09/2016	£2,000,000.00		
<b>Public Liability for Skatepark / BMX</b>				
	Not Selected			
<b>Public Liability for Playground Equipment</b>				
	Not Selected			
<b>All Risks</b>				
(Core)Office Equipment	01/10/2015 - 30/09/2016	£2,500.00		
16 Street Lights	01/10/2015 - 30/09/2016	£15,520.00		
1 Wooden Bench	01/10/2015 - 30/09/2016	£410.00		
1 Wooden Bench	01/10/2015 - 30/09/2016	£400.00		
Noticeboard	01/10/2015 - 30/09/2016	£170.00		
Grit Bin - Barracks	01/10/2015 - 30/09/2016	£115.00		
Grit Bin - Daddys Hill	01/10/2015 - 30/09/2016	£180.00		
			Premium + Administration	£273.34
			Insurance Premium Tax:	£14.08
			<b>Total:</b>	<b>£287.42</b>

5 YEAR LONG TERM UNDERTAKING. YEAR 3. CEASES 30/09/2018

**Associated Papers for APC Meeting on 28<sup>th</sup> September 2015**

**Agenda Item 7d Responsible Finance Officer (RFO) Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
11/08/15	ICO - Data Protection	D/Dr	LA 2011 ss 1 to 8	0.00	35.00
10/09/15	BDC Precept			3,823.32	0.00
25/09/15	SCC P3 Grant			165.75	0.00
28/09/15	CR Heseltine - Fence allotments	715	LA 2011 ss 1 to 8	0.00	1,710.25
28/09/15	Homefield Sheds - Allotment Shed	716	LA 2011 ss 1 to 8	0.00	780.00
28/09/15	Community Action Suffolk -	717	LA 2011 ss 1 to 8	0.00	287.42
28/09/15	DF Crimmin - Expenses Mar to Aug	718	LA 2011 ss 1 to 8	0.00	149.51
28/09/15	BDO - Audit Fee		LA 2011 ss 1 to 8	0.00	0.00
30/09/15	DF Crimmin - Salary July to Sept	719	LA 2011 ss 1 to 8	0.00	397.25
30/09/15	DF Crimmin - WFHA July to Sept	719	LA 2011 ss 1 to 8	0.00	39.00
30/09/15	HMRC - Clerk tax	720	LA 2011 ss 1 to 8	0.00	99.40

**Reconciliation**

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	28/08/15	£100.00				
Premium Accounts	28/08/15	£9,401.93	£10,028.17	£3,462.83	£3,989.07	£0.00
Cash	22/09/15	£0.00	£0.00			£0.00
		£9,501.93	£10,028.17	£3,462.83	£3,989.07	

**Statement of Accounts vs Budget**

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£8,718.84				
<b><u>Income</u></b>			<b><u>Expenditure</u></b>			
Precept	£7,646.64	£7,646.64	Clerks Salary		£2,011.00	£993.30
Grants	£331.40	£915.75	Admin		£1,260.00	£592.31
Bank Interest	£5.00	£1.59	Donations		£600.00	£350.00
Loan	£0.00	£0.00	Street Lighting		£425.00	£0.00
Other	£200.00	£181.83	Street Lighting Upgrade		£0.00	£0.00
VAT Repayment	£0.00	£144.08	Insurance		£330.00	£287.42
			Inspection		£100.00	£0.00
			P3 Scheme		£360.00	£0.00
			Licensed Footpaths		£175.00	£0.00
			Contingency		£500.00	£0.00
			Maintenance		£575.00	£0.00
			Loan Repayment		£1,417.14	£733.70
			Loan Interest		£156.18	£52.96
			Allotments / Conservation	£750.00	£455.00	£3,805.73
			VAT Paid		£0.00	£765.14
<b>Total</b>	<b>£8,183.04</b>	<b>£8,889.89</b>	<b>Total</b>	<b>£750.00</b>	<b>£8,364.32</b>	<b>£7,580.56</b>
			Assets C/Forward			£10,028.17
<b>Total</b>		<b>£17,608.73</b>	<b>Total</b>			<b>£17,608.73</b>

**Associated Papers for APC Meeting on 28<sup>th</sup> September 2015**

**Agenda Item 8c      Status of planning applications**

<b>BDC Ref</b>	<b>Application</b>	<b>APC Ref</b>	<b>Date of Response</b>	<b>APC Response</b>	<b>BDC Response</b>
<b>B/08/00316</b>	Enforcement Reference following APC's question re vehicular access at 8 The Gurdons			Raised	
	Heritage enquiry re Bambridge Hall	12/115		Raised	
<b>B/15/00736</b>	The Old School House, The Street - Change of use of land from agricultural to residential & erection of detached double garage with first floor attic store, extension of vehicular access & associated works.	15/068a	28/07/15	Support	Approved 06/08/2015
<b>B/15/00715</b>	12 The Street - Application for Listed Building Consent - Installation of replacement white UPVC windows and rear door.	15/068b	28/07/15	Support	