

# UPLOWMAN PARISH COUNCIL

Clerk to the Council : Robert Hodgson  
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Uplowman,  
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09/05/18

All Parish Councillors

Dear Councillors,

**UPLOWMAN PARISH COUNCIL - NOTICE OF ANNUAL MEETING**  
**THURSDAY 17<sup>th</sup> May 2018**, starting at 7.30pm in Uplowman Village Hall

The next meeting of this Council will be on **THURSDAY 17<sup>th</sup> May 2018**, starting at 7.30pm in Uplowman Village Hall with any comments from the public. Draft Minutes of the last meeting have been circulated and can be found at <https://parish.middevon.gov.uk/Uplowman>.

Items of particular note on the Agenda:

- Update on the Parish Planning process (second meeting minutes attached);
- Approval of governance and finance statements. Agreement to claim exemption from external Audit (see attached documents to be completed at the meeting).
- New General Data Protection Regulations will come into force on May 25<sup>th</sup>. A data protection officer is not needed, after a change in the regulations. However, we must draw up an agreed set of procedures for managing data that ensures that any data we hold is used in compliance with the Regulations.
- Sampford Peverell & Uplowman Parish Magazine have a surplus of funds and have offered £420 towards projects in Uplowman. Your suggestions welcomed.

The following dates have been booked for meetings in 2018: (all Thursdays): 19<sup>th</sup> July, 20<sup>th</sup> September and 15<sup>th</sup> November.

Yours sincerely,

Robert Hodgson (Clerk to Uplowman Parish Council)

# UPLOWMAN PARISH COUNCIL

## AGENDA FOR ANNUAL MEETING TO BE HELD AT THE VILLAGE HALL, UPLOWMAN, ON THURSDAY 17<sup>th</sup> MAY 2018 at 7.30pm

*The evening will start with an open session at which a report on the past year will be presented and parishioners may raise matters of concern. All are welcome to observe the council meeting.*

1. Attendance
  - 1.1 Election of Chair for the coming year, 2018-9
2. Procedural matters, including reports from DCC and MDDC:
  - 2.1 Apologies for Absence
3. Minutes of last meeting (15<sup>th</sup> March 2018)
4. Matters arising from Minutes of last meeting not covered elsewhere
5. Finance and procedures
  - 5.1 Current position :
 

Bank balance at last meeting :	<b>£4,177.92</b>
Income since last meeting (Precept less DALC sub)	£2,822.73
Expenditure authorised on 15 Mar:	£632.90
<b>Current balance:</b>	<b>£6,367.75</b>
  - 5.2 Payments for approval:
    - R Hodgson, Clerk's expenses (£9.15)
    - WJ Veen, grass cutting (£91.75)
    - Community First Trading, Insurance premium (£192.01)
  - 5.3 Review Governance statements
  - 5.4 Review and approve Financial Statements and approve self-certification of audit exemption.
  - 5.5 General Data Protection Regulations: DPO not required. Review of communications needed.
  - 5.6 Clerk's salary for 2018-9
6. Planning and Licensing Applications (plus applications received after this notice) :
  - 6.1 18/00041/OUT: 8 dwellings in Crosses Fm Field. Opposed by UPC, refused by MDDC
  - 6.2 17/00033/OUT: 8 dwellings, Crosses Fm Field. Appeal dismissed
  - 6.4 Locks Fm, covered yard. Permitted by MDDC
  - 6.6 18/00283/OUT: Jaspers Green, single dwelling. UPC asked it to be called in. Planning Cttee on 16th
  - 6.7 18/00250/HOUSE: Connemara, erect extension. UPC had no objection, permitted by MDDC
7. Parish Planning
  - 7.1 Update on progress of group, and proposals for taking forward. Meeting on 18 May.
8. Correspondence (See attached list plus any correspondence received after this notice)
  - 8.1 Environment, SWW, etc:
  - 8.2 Local Plans and Surveys, Including Foot Path Definitive Map Review
  - 8.3 General Correspondence
  - 8.5 Village projects
9. Hall & Recreation Association
  - 9.1 Report.
10. Emergency Planning & Neighbourhood Watch
  - 10.1 Neighbourhood Watch Report
11. Community Projects and matters.
  - 11.1 School parking update
  - 11.2 £420 available for projects in Uplowman from SP&U Parish Mag.
  - 11.3 TAP fund open again
12. Parish Transport/Paths.
  - 12.1 Definitive Map Review: Consultation until Sept 21. Proposal to divert Footpath 11 at Wood Farm
13. Date of next meeting (Thursday 19 July 2018, to be confirmed).

**CORRESPONDENCE SINCE LAST MEETING (15 Mar 2018)**

Ser No	Date received	From/to	Subject	Date replied/sent
457	07/04/18	Nat West	Statement: Balance = £3595.02	14/04/18
458	07/04/18	DALC	Invoice for subscription (£77.26)	
459	07/04/18	MDDC	Remittance advice for payment of Precept (£2822.73)	
460	12/04/18	HMRC	Changes to system for reclaiming VAT	
461	04/05/18	Community First	Insurance reneway: £192.01	

**6. PLANNING**

Ser No	Date received	From/to	Subject	Date replied/sent
626	19/03/18	MDDC	18/00041/OUT: 8 dwellings in Crosses Fm Field - refused	19/03/18
627		MDDC	18/00283/OUT: Jaspers Green, single dwelling: Call in	
628		MDDC	18/00250/HOUSE: Connemara, extension. UPC no obj	
629	13/04/18	MDDC	18/00250/House: Connemara extension: permitted	19/03/18
630	13/04/18	MDDC	18/00396/PNAG: Court Fm, Erect Ag Bldg, permitted	
<b>631</b>	<b>08/05/18</b>	<b>MDDC</b>	<b>17/00033/OUT:8 dwellings in Crosses Fm Field, Appeal dismiss</b>	

**7.1 ENVIRONMENT, including Sewerage, Recycling, Roads & rivers**

Ser No	Date received	From/to	Subject	Date replied/sent
321			Nothing this time	

**7.2 LOCAL PLANS & SURVEYS, including HRA**

Ser No	Date received	From/to	Subject	Date replied/sent
311	16/04/18	DCC	Definitive Map Review consultation until 15 Sept	
312	27/04/18	DCC	Proposed diversion of FP No 11 at Wood Fm, comments by 31/05	

**7.3 GENERAL CORRESPONDENCE**

Ser No	Date received	From/to	Subject	Date replied/sent
1572	16/04/18		HealthwatchVoices magazine	
1573	30/04/18	The shed man	Suppliers of bus shelters	
1574	08/05/18	C&CD	Clerks & Councils Direct	
1575	11/05/18	HAGS	Play equipment	

**7.5 Village projects.**

Ser No	Date received	From/to	Subject	Date replied/sent
333			Nothing this time	

Plus about 310 incoming emails. Support for councillors: <http://www.ntselearning.co.uk> for information and on-line courses.

## Certificate of Exemption

To be completed only by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

### UPLOWMAN PARISH COUNCIL

certifies that during the financial year 2017/18, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2017/18:

EN £2,900.00 T £00,000

Annual gross expenditure for the authority 2017/18:

EN £2,568.48 T £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of £200 +VAT will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website\* before 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer

*R Hood*

Date

12<sup>th</sup> May 2018

Signed by Chairman

SIGNATURE REQUIRED

Date

DD/MM/YY

Email

UplowmanPC@btconnect.com

Telephone number

01884-821239

\*Published web address (not applicable to Parish Meetings)

<https://parish.middevon.gov.uk/uplowman/>

**This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.**



# Annual Internal Audit Report 2017/18

## UPLOWMAN PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this 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 authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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 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.	✓		
<b>K. (For local councils only)</b>			
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

02/05/2018

Name of person who carried out the internal audit

RICHARD CLARK CHIEF OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

*Richard Clark*

SIGNATURE REQUIRED

Date

02/05/2018

\*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, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

### UPLOWMAN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2018, that:

	Agreed		"Yes" means that this 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.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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 authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	N/A <i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE  
dated DD/MM/YY

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman SIGNATURE REQUIRED  
Clerk SIGNATURE REQUIRED



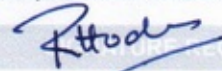
Section 2 – Accounting Statements 2017/18 for

UPLOWMAN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	£2668	£3214	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	£2812	£2829	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	£3137	£71	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	£1040	£1070	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 authority's borrowings (if any).
6. (-) All other payments	£4363	£1499	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	£3214	£3545	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	£3214	£3545	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	£3733	£3733	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments 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.
		X	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

  
SIGNED REQUIRED

Date 12<sup>th</sup> May 2018.

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED