



Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,
clerk@clipstoneparishcouncil.org, 01623-626857

Tuesday, 16 March 2021

Summons:

You are summoned to a meeting of Clipstone Parish Council which will be held online on Wednesday, 24 March 2021 at 19.00.

LOGIN – please follow [this link](#):

<https://us02web.zoom.us/j/83792227372?pwd=VEJsZUw5eEUyNC9CeFJkNGhYWjJXQT09>

Meeting ID: 837 9222 7372

Passcode: ^M3\$D

One tap mobile

+442030512874,,87281767521#,,,,*058448# United Kingdom

If you cannot connect to the internet you can join the meeting by phoning one of these numbers for an audio connection. Your phone provider may charge you for this call. Dial by your location

+44 131 460 1196 United Kingdom	+44 203 051 2874 United Kingdom
---------------------------------	---------------------------------

Meeting ID: 837 9222 7372

Passcode: 542661

Signed

Belina Boyer

Clerk to the Council

- CPC21-45 Declarations of intent to record, film or photograph the meeting by members, members of the public or the press.
- CPC21-46 To receive apologies for absence.
- CPC21-47 To receive questions and petitions from members of the public – for information only.
- CPC21-48 To receive a report from the County and District Councillors.
- CPC21-49 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.
- CPC21-50 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items. The Exclusion of public and press is recommended for item CPC21-67 due to the personal nature of the matters under discussion.
- CPC21-51 To receive minutes of previous Clipstone Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s).
- CPC21-52 To receive draft newsletter and proposed contributors (Cllr Swiffin).
- CPC21-53 To receive an oral report on the progress on mandate changes and new bank accounts.
- CPC21-54 To consider a grant application from Citizens Advice Sherwood & Newark for £750.
- CPC21-55 To determine sites for additional litter bins on Cavendish Estate.
- CPC21-56 To consider the purchase of replacement dog bins.
- CPC21-57 To note the THE NOTTINGHAMSHIRE COUNTY COUNCIL (MANSFIELD WOODHOUSE FOOTPATH NOS. 59 & 60 AND CLIPSTONE FOOTPATH NOS. 20, 21, 22 & 23) MODIFICATION ORDER 2016 as made
- CPC21-58 To consider adopting new cemetery fees.
- CPC21-59 To consider membership of the Institute of Cemetery and Crematorium Management at £95 per year.
- CPC21-60 FINANCE:
- a. To receive the Payments and Receipts report for February and note that any payments not previously listed were made under delegated powers (CPC20-079).
 - b. To receive bank reconciliations for February 2021 and agree to sign them.
 - c. To consider any additional items to be added to the printed schedule.
 - d. To approve the payment schedule for March/April and resolve to sign it.
 - e. To review and approve the Regular Due payments list in accordance to Financial Regulations 5.6.
 - f. To review and approve the Financial Risk Assessment
 - g. To review and approve Internal Controls
- CPC21-61 PLANNING
- a. To consider commenting on the following planning applications:

- [21/00546/HOUSE | Proposed single storey wraparound extension with internal alterations | 46 Central Drive Clipstone NG21 9AG](#)
 - [21/00423/HOUSE | Single storey rear extension \(retrospective\) | 25 Waterfield Way Clipstone NG21 9FD \(newark-sherwooddc.gov.uk\)](#)
- b. To note the following planning decision:
- 21/00307/FUL | Proposed drop kerb to form new vehicle access to front of property including new vehicular and pedestrian access gates | 3 Mansfield Road Clipstone NG21 9BA – **Application permitted**

CPC21-62 To consider Public Spaces Protection Orders for Clipstone – whether to renew existing ones and add new ones.

CPC21-63 To consider the NSDC Open Spaces Strategy consultation and propose any amendments.

CPC21-64 To receive and note correspondence previously circulated by email.

CPC21-65 To receive Items for Notification to be included on next meeting's agenda. (for information only).

CPC21-66 To confirm date of next scheduled meeting.

CPC21-67 To consider an appeal regarding interment in Clipstone Cemetery. Exclusion of Public and press recommended due to the personal nature of the appeal.



Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,
clerk@clipstoneparishcouncil.org, 01623-626857

Minutes of the meeting of Clipstone Parish Council held Wednesday, 24 February 2021 at 19:00

Members Present	Members Present	Members Absent
	Cllr W Swiffin	Cllr K Croshaw
	Cllr C Wigman (chairman)	Cllr D Moore
Cllr R Clarey	Cllr JC Wigman	Cllr F Ford
Cllr J Fishwick		
		Cllr P Greenwood

Also present:

In Attendance: The Clerk

Frequently used abbreviations:

CMWCT	Clipstone Miners Welfare Community Trust
CPC	Clipstone Parish Council
NCC	Nottinghamshire County Council
NSDC	Newark and Sherwood District Council

CPC21-24 Declarations of intent to record, film or photograph the meeting by members, members of the public or the press.

The Clerk would record the meeting to aid the production of the minutes before deleting the files.

CPC21-25 To receive apologies for absence.

The following apologies were received and noted:

- Cllr Ford – family responsibility
- Cllr Greenwood – no reason given
- Cllr Croshaw - medical

CPC21-26 To receive questions and petitions from members of the public – for information only.

There were none.

CPC21-27 To receive a report from the County and District Councillors.

District Councillor Carlton's email report was shared on screen.

Initial _____

CPC21-28 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.

Cllr Clarey declared an interest as a Trustee of Clipstone Miners Welfare Community Trust.

CPC21-29 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items. The Exclusion of public and press is recommended for item CPC21-44 due to the confidential nature of the personnel matters under discussion.

The Council resolved to exclude Public and Press for item CPC21-44.

CPC21-30 To receive minutes of previous Clipstone Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s).

Proposed by Cllr Clarey seconded by Cllr Swiffin, the Council resolved to sign the minutes of the meeting 27 January 2021 as a true record of that meeting.

CPC21-31 To receive quotations for a tree survey and decide how to progress.

The Clerk explained that she had approached two suitably qualified companies to prepare a quote in good time to the meeting and followed this up with phone calls. Only one arborist had replied, looked at the areas to be covered and provided a quote. The Clerk explained that a tree survey was rather more specialist than tree surgery and that there were fewer suppliers in the local area.

Proposed by Fishwick seconded by Cllr JC Wigman, the council resolved to go with the arborist who had provided a quote and approved the quoted expenditure of £720 +VAT.

CPC21-32 To receive an independent valuation for a business rental agreement of the Miners Welfare Institute and consider what further steps to take.

Cllr Clarey assisted with providing background information on this project but abstained from any decision making.

The Council noted and acknowledged the independent valuation for a business rental agreement for the Miners Welfare Institute.

Based on the report and the recommendations therein proposed by Cllr Wigman seconded by Cllr Swiffin the Council resolved to agree in principle to a 25-year lease on a repair and maintain basis and to ask Clipstone Miners Welfare Community Trust to present a draft contract.

CPC21-33 To receive an outline draft newsletter and proposed contributors (Cllr Swiffin).

Cllr Swiffin presented an outline newsletter. The council approved the format. Cllr Swiffin would work with the Clerk on the finished product.

CPC21-34 To consider moving the Annual Parish Council meeting to Wednesday 4th May to reduce the potentially detrimental effects of returning to Face-to-Face meetings.

The Council considered the new information that online meetings would unlikely to be permitted after the 6th May.

The annual Parish Council Meeting must be held in May, but restrictions may not be lifted until June.

Proposed by Cllr Wigman, seconded by Cllr Clarey, the Council resolved to move the Annual Parish Council Meeting to Tuesday 04 May 2021 at 19.00 via ZOOM.

CPC21-35 To receive an oral report on the progress on mandate changes and new bank accounts.

The Council received an update. The Clerk pointed out that she needed the completed banking details sheets from all councillors before she could progress the application for a new account..

CPC21-36 To review the dog waste bin contract with NSDC and approve for signature if applicable.

Proposed by Cllr Clarey seconded by Cllr JC Wigman, the Council resolved to continue the dog bin contract as in previous years.

CPC21-37 To note the Council's acceptance on the BRAMM Registration Scheme and decide whether to restrict access to the cemetery to BRAMM registered monumental masons only.

Proposed by Cllr Clarey Seconded by Cllr JC Wigman the Council resolved to only permit BRAMM registered monumental masons to work in the cemetery from now on.

CPC21-38 To discuss and propose sites for litter and dog waste bins on Cavendish Estate.

The Council agreed that litter bins should be at all bus stops. Further sites would be agreed at the next meeting.

CPC21-39 FINANCE:

Cllr JC Wigman briefly left the room and was not present to vote on the finance items. He rejoined afterwards.

- a. To receive the Payments and Receipts report for January and note that any payments not previously listed were made under delegated powers (CPC20-079).
- b. To receive bank reconciliations for January 2021 and agree to sign them.
- c. To consider any additional items to be added to the printed schedule.
- d. To approve the payment schedule for February/March and resolve to sign it.

Proposed by Cllr Clarey seconded by Cllr Swiffin, the council approved the receipts and payments reports and the bank reconciliations for January 2021 and agreed to sign these.

Proposed by Cllr Clarey seconded by Cllr C Wigman the Council resolved to approve the payment schedule including the five additional items.

CASH POSITION			£
NatWest Current Account	31-Jan		159,843.09

Method	Ref	Supplier	Description	Total
DD	4101023877	NSDC	Non-Dom cemetery per month	52.00
BACS	43037	NSDC	Rent portion S&S current per month	331.25
BACS		Salaries and Wages per month	Approximate amount Salaries and Wages	5,161.79
DD		NatWest	Approximate Bank Charges	20.00
DD	MO47 9C	BT	Broadband and Phone	139.81
DD		Water Plus	Water VH	76.19
BACS	N012102058	County Supplies	wall calendar	4.26
BACS	I0139552	NSDC	Dog Bin emptying 2020-21	1,809.60
BACS	1136383700	B&Q	Postcrete	45.10
BACS	111027418	B&Q	Spanner +WD 40	28.50
BACS	1127947915	B&Q	Painting materials	63.78
DD	1134907354	B&Q	Aligning bar	23.75
DD	132522222	British Gas	Gas Village Hall	451.32
DD		SSE	Electricity Cemetery	49.65
BACS	6792	UK Fuel	Fuel - unleaded	65.98
BACS	1138168653	B&Q	Postcrete	72.16
BACS	1154904536	Konica Minolta	4rth quarter	88.38
BACS	A00927	Russels	Mower Parts	56.29
BACS	18/02/2021	Groundworks Architects LLP	Stage 1 CDM	918.00
BACS	IM028954	VIA	2x tonne Grit	264.00
BACS	16428	Musson Liggins	Market rent report and valuation	720.00
			Total	10,441.81

CPC21-40 PLANNING

a. To consider commenting on the following planning applications:

- [21/00307/FUL | Proposed drop kerb to form new vehicle access to front of property including new vehicular and pedestrian access gates | 3 Mansfield Road Clipstone NG21 9BA](#)

Proposed by Cllr Swiffin seconded by Cllr C Wigman, the council resolved to object to the application on road safety grounds.

- [21/00332/LDC | Certificate of lawfulness for proposed rear extension | 25 Waterfield Way Clipstone NG21 9FD](#)

- - b. To note the following planning decision:
- 20/02260/LDC | Certificate of lawfulness for proposed ground floor rear extension to existing property | 37 Chaffinch Close Clipstone NG21 9GT - **Certificate Issued**
- 20/02286/HOUSE | Single storey side and rear extension to kitchen/diner to join existing house with detached garage. | 81 Guylers Hill Drive Clipstone NG21 9RT – **Application permitted**
- 21/00114/NMA | Application for a non-amendment to planning permission 17/02051/RMAM to amend the approved layout plan | Land West Of Waterfield Way Clipstone – **application permitted**

CPC21-41 To receive and note correspondence previously circulated by email.

The Council noted the correspondence which had previously been circulated.

CPC21-42 To receive Items for Notification to be included on next meeting's agenda. (for information only).

- Litter bins
- Newsletter
- Defibrillator Quotes
- Quad bikes – local police

CPC21-43 To confirm date of next scheduled meeting.

The date for the March Meeting was confirmed as 24 March 2021 at 19.00

CPC21-44 To discuss personnel matters or nominate members for a personnel committee and re-adopt the Terms of Reference.

Proposed by Cllr Clarey seconded by Cllr Swiffin the Council resolved to award one additional Spinal Column Point to the Clerk from March 2021 onwards following her examination success and completing her BA (Hons) in Community Governance.

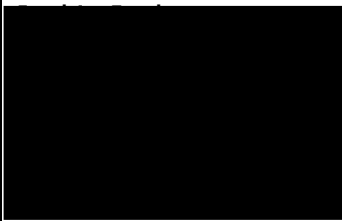
Signature of presiding chairman

Date

Grant Application Form

Please complete this form and attach the relevant information and send to:

The Clerk to Clipstone Parish Council, Village Hall, Church Road, Clipstone, NG21 9DF

Name of Organisation	Citizens Advice Sherwood & Newark
Contact Details	
Position within Organisation	Chief Officer
Telephone	01623 861769
Email	jackieinsley@sn-ca.org.uk
Is your organisation a registered charity?	Yes
If yes, charity number	1112930
Project for which grant is required?	<p>To deliver an Advice Service to everyone within the community to enhance their quality of life. Our service is open to everyone.</p> <p>A grant from Clipstone Parish Council would contribute essential resources needed to cover the cost of supporting our volunteers who work for no cost. The support they need includes training, supervision, an equipped office and an organisational infrastructure that meets the quality membership requirements of Citizens Advice. This ensures quality of advice and consistency for people in your local area.</p> <p>Currently parishioners in your village location can access our service by calling the local number on 01623 861769 or Individuals can also email at advice@sn-ca.org.uk for advice.</p> <p>We also offer telephone advice 5 days a week through the main Advice Line on 0800 144 8848 or they can access 24 hour advice through our online website at www.citizensadvice.org.uk.</p>

We hope to reopen face to face services across the District as soon as it is safe to do so. So by funding us you would be enabling us to continue delivering advice now and into the future.

Response to the Pandemic

Citizens Advice Sherwood & Newark have had to work extremely hard this financial year to meet the immediate challenges created by the pandemic, ensure that its service users in the greatest need, especially those that have been economically and socially impacted by COVID-19, can access advice - but the current crisis has provided new challenges for us.

In response to the pandemic we quickly moved to remote working during lockdown and successfully delivered substantial levels of advice by facilitating staff to work remotely from home. We plan to restart face to face as soon as Government guidelines allow us to do so.

Reliance on a volunteer workforce

Our service relies on volunteers to deliver advice to clients and involves having adequate numbers each week to meet client demand. Due to our high quality training programme many volunteers gain experience then move onto paid employment. In March we lost 94% of our volunteer workforce due to the pandemic and the lack of digital resources to get them homeworking.

Throughout the year, we have rebuilt our volunteer team back up again to meet client demand. The crisis has highlighted the need to build a stronger and larger team of volunteers to meet existing and future demand. Additional core funding will enable us to recruit and train new volunteers going forward.

Increase in demand

We've seen a huge spike in enquiries around employment issues as the furlough scheme was being rolled out; we are now bracing ourselves for further increases in this and debt/ benefits advice as the government schemes end and the market reacts. Any increase in our core funding will enable us build capacity to meet this future demand

We Confirm that Citizens Advice Sherwood & Newark agrees with the Parish Council's Equal Opportunities Policy. We are governed by our national body Citizens Advice to adhere to our own Equal

	<p>Opportunities policy. This forms part of our membership with Citizens Advice and our audit process.</p> <p>In 2019/2020 we saw 231 people from the Clipstone area and dealt with 1,532 new problems.</p> <p>See attached Annual Report and Accounts ending 31st March 2020.</p>
Total Cost	Total cost of the Core Service in 2020/2021 £139,056
Have any funds been requested from other sources?	<p>Newark & Sherwood District Council</p> <p>Notts County Council</p> <p>Parish Councils across Newark & Sherwood</p> <p>Ollerton & Boughton Town Council</p> <p>Newark Town Council</p>
Success/failure of application, and amount requested	<p>To date, we have the following funding in place or pending approval for 2020/2021:</p> <p>NSDC £73,946 - Funding agreed</p> <p>NCC £29,000 - Funding agreed</p> <p>Parish Councils - £1,000 Application submitted awaiting outcome</p> <p>Ollerton & Boughton Town Council £5,300 - Funding agreed</p> <p>Newark Town Council £5,000 - Funding agreed</p> <p>Sir John Eastwood Foundation £3,000 Funding agreed</p> <p>COOP £ 2,277 Funding agreed</p> <p>Donations & other contributions £13,036</p> <p>Total funding applications agreed/pending £132,559.</p>
Amount of grant requested from Clipstone Parish Council.	<p>As in previous years we would like to request that the Local Government Act 1972, s142 (2A) which can be taken into account for Grant Aid funding and states "Citizens Advice Bureaux and similar bodies, that Parish Councils have a separate power to assist such bodies as Citizens Advice Bureau." this section of the act be considered again when assessing our application for grant aid this financial year 20/21.</p> <p>£750</p>
When are the funds required?	For the current Financial year ending 31st March 2021
Please give your organisation's bank details so any grant can be paid by BACS.	<p>Account Name: Sherwood & Newark Citizens Advice</p> <p>Bank: Cooperative Bank Sort Code: 08-92-99</p> <p>Account Number 65733464</p>

REPORT OF THE DIRECTORS AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2020

FOR

SHERWOOD & NEWARK CITIZENS ADVICE BUREAU
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK

REGISTERED COMPANY NO. 05656961

REGISTERED CHARITY NO. 1112930

SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK

CONTENTS OF THE FINANCIAL STATEMENTS
for the Year Ended 31st March 2020

	Page
Company Information	1
Report of the Directors and Trustees	2
Report of the Independent Examiner	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10

SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK

COMPANY INFORMATION
for the Year Ended 31st March 2020

DIRECTORS:

N Buckley
M A Pringle
D Smith
B Wells
M W H Williams

CHIEF OFFICER:

J Insley

REGISTERED OFFICE:

5 Forest Court
New Ollerton
Newark
Nottinghamshire
NG22 9PL

REGISTERED CHARITY NUMBER:

1112930

REGISTERED COMPANY NUMBER:

5656961 (England and Wales)

INDEPENDENT EXAMINER:

Adrian Haigh FCA
Stephenson Nuttall & Co
Chartered Accountants
Ossington Chambers
6/8 Castle Gate
Newark
Nottinghamshire
NG24 1AX

SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK

REPORT OF THE DIRECTORS AND TRUSTEES
for the Year Ended 31st March 2020

The trustees, who are also directors of the company for the purposes of the Companies Act, submit their annual report and the financial statements of Sherwood & Newark Citizens Advice Bureau for the year ended 31st March 2020. The trustees confirm that the annual report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published in October 2019.

TRUSTEES

The trustees shown below have held office during the whole of the period from 1st April 2019 to the date of this report.

N Buckley
M A Pringle
D Smith
B Wells

Other changes in trustees holding office are as follows:

Mrs E de Gilbert - resigned 3rd February 2020
S Dickman - resigned 19th November 2019
M W H Williams - appointed 8th May 2019

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 16th December 2005. The company took over the funds of Ollerton & District Citizens Advice Bureau (unincorporated charity) on 1st April 2006.

Method of Appointment or Election of Trustees

The management of the company is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association.

Induction of Trustees

Newly appointed trustees are provided with a comprehensive induction to Sherwood & Newark Citizens Advice Bureau through the provision of training courses and mentoring by established trustees.

Organisational Structure

Sherwood & Newark Citizens Advice Bureau is governed by its trustee board which is responsible for setting the strategic direction of the organization and the policy of the charity. The trustees carry the ultimate responsibility for the conduct of Sherwood & Newark Citizens Advice Bureau and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day to day operation of the organisation to the Chief Officer (J Insley).

Key Management Personnel Remuneration

The trustees consider the board of trustees and the Chief Officer as comprising the key management personnel of the charity in charge of directing and controlling the charity. All trustees give of their time freely and no trustee remuneration was paid in the year. The pay of the charity's Chief Officer is reviewed annually and increased in accordance with the National Joint Council for Local Government Services pay scales.

Related Parties

Sherwood & Newark Citizens Advice Bureau is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the trustee board of Sherwood & Newark Citizens Advice Bureau in order to fulfill its charitable objects and comply with the national membership requirements.

The charity also co-operates and liaises with a number of other advisory services, local charities and social services departments on behalf of clients. Where one of the trustees holds the position of trustee/director of another charity they may be involved in discussion regarding that other charity but not in the ultimate decision making process.

SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK

REPORT OF THE DIRECTORS AND TRUSTEES
for the Year Ended 31st March 2020

Risk Management

The trustees have a risk management strategy which comprises an annual review of the major risks to which the company is exposed, in particular those related to the operations and finances of the company, together with a review of the systems and procedures in place to minimise the potential impact of the risks identified. The trustees are satisfied that adequate systems and procedures are in place to minimise the potential impact of the major risks.

OBJECTIVES AND ACTIVITIES

Objects

The principal objectives of the company are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Nottinghamshire.

Aims, Objectives, Strategies and Activities for the Year

Sherwood & Newark Citizens Advice Bureau aims to provide free, confidential, impartial and independent advice and information for the benefit of the local community, to exercise a responsible influence on the development of social policies and services and to ensure individuals do not suffer through lack of knowledge or an inability to express their need effectively.

The company achieves its objectives by liaising with the statutory authorities and similar bodies to obtain funding for specific projects and to cover its administration. It then employs people to run the projects, to administer the day to day running of the company and to liaise with the community.

The trustees confirm that they have referred to the guidance contained in the Charity Commissions general guidance on public benefits when reviewing the charity's aims and objectives and in planning future activities.

Contribution of Volunteers

The charity received help and support in the form of voluntary assistance in advising the public, administering and governing the charity. 36 volunteers contributed many hours of work to the bureau during the year. For the year ended 31st March 2020 we estimate the value of this help to be around £170,000.

Free Face to Face Debt Advice Project

The Free Face to Face Debt Advice Project (previously known as the Financial Inclusion Fund) is a government initiative to tackle financial exclusion. It has been designed to target three priority areas: access to free face to face money advice; access to banking services; and access to affordable credit.

The bureau receives funding from the Money Advice Service through the Community Advice & Law Service which administers the East Midlands Money Advice Initiative (EMMA). This project funds face to face debt advice and provides funding for Debt Caseworkers who give advice and assistance to clients on managing debts and debt related problems. The project is due to run in its present form until 31st March 2022.

Community Debt and Homeless Prevention Project

Newark & Sherwood District Council Housing Options and Newark & Sherwood Homes have jointly funded a project to provide a district wide money advice, income maximisation and help at court service for residents at risk of losing their homes. Direct referrals are received from the funders and other agencies. The project is due to run until 31st March 2021.

Energy Advice Programme

The Energy Advice Programme is a Citizens Advice initiative, funded by the energy companies as part of their obligations. This is a specialist energy advice service for clients who are in fuel poverty or at risk of being in fuel poverty. It is provided alongside general advice. The programme will provide one-to-one advice to clients in fuel poverty, or in a fuel poverty risk group, who visit their local bureau and present an energy problem, or to clients who have been referred to their local bureau for energy advice support by local voluntary/public organisations.

Sherwood & Newark Citizens Advice Bureau have delivered this project by proactively targeting fuel poor clients. Advisers will support clients, as appropriate, with the full range of our support services such as identifying and claiming benefits, and dealing with debt.

Sherwood & Newark Citizens Advice Bureau secured funding through Citizens Advice to become a delivery partner from October 2019 to 31st March 2020.

SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK

REPORT OF THE DIRECTORS AND TRUSTEES
for the Year Ended 31st March 2020

Universal Support Help to Claim Project

This project gives people the support they need to make a claim for Universal Credit, from starting an application to receiving their first full payment. The service is available face-to-face, over the phone and online through webchat. Clients can self-refer, be signposted into the service or be referred by DWP staff through a national referral route or by other partners through locally agreed routes. Everyone going through the service will be triaged to assess their individual level of support needs. Those who can support themselves with some reassurance are helped to do so. More intense support will go to those who need it most. The bureau has received one year's funding from April 2019 to March 2020 with a further year's funding agreed from April 2020 to March 2021.

ACHIEVEMENTS AND PERFORMANCE

Sherwood & Newark Citizens Advice Bureau advised 4,281 individual clients and dealt with 20,028 new advice issues in 2019/20. In total 6,119 client contacts were made to our advice services during the year.

The bureau assisted clients to claim £2,010,577 in benefits and other income. The debt service dealt with over £5.3 million of new debt and helped clients get over £1.4 million of debt written off through bankruptcies, debt relief orders, trust fund applications etc.

Debt enquiries remain high totalling 53% of the bureau workload. With financial services and capability also included, this figure increases to 64%. Welfare benefits advice makes up 21% of the bureau workload.

Other key achievements were the continuation of the funding for the Free Face to Face Debt Advice Project and obtaining further funding for the Community Debt and Homeless Prevention Project. New funding was also obtained for the Energy Advice Programme.

Each year Sherwood & Newark Citizens Advice Bureau continues to ensure that resources are secured so that we can continue to meet the needs of clients. This year we have been successful in obtaining additional funds to support people who struggle to claim Universal Credit, launching the Help To Claim service.

Sherwood & Newark Citizens Advice Bureau continued to play a key role in partnership working with the neighbouring five bureaux.

In partnership with other bureaux, a dedicated North Nottinghamshire telephone helpline service was provided by five of the Nottinghamshire bureaux five days per week with Sherwood & Newark Citizens Advice Bureau covering the helpline one day per week. The bureau has been operating Citizens Advice Adviceline since 2015.

The Generalist Service saw an increase of six volunteer advisers at the bureau, however three volunteers left either to go into paid employment or for other reasons.

To improve the bureau profile and public awareness, media articles were circulated throughout the year to local parish newsletters and talks were delivered to local groups.

SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK

REPORT OF THE DIRECTORS AND TRUSTEES
for the Year Ended 31st March 2020

FINANCIAL REVIEW

Financial Position

Sherwood & Newark Citizens Advice Bureau is reliant on income from Local Authority grants and project funding.

Income during the year was £329,335 (2019 - £318,239). Of this £158,141 (2019 - £146,053) related to project restricted activities.

Net expenditure for the year ended 31st March 2020 was £11,926 (2019 - £11,656). There was also a remeasurement loss on defined benefit pension scheme for the year ended 31st March 2020 of £21,000 (2019 - gain £108,000).

At 31st March 2020 total reserves were in deficit by £477,226 (2019 - £444,300) including a pension reserve deficit of £651,000 (2019 - £589,000).

Principal Funding Sources

Newark & Sherwood District Council provides the charity with accommodation in Newark at a concession to the market rent and also administers the charity's payroll facility at no financial cost to the charity. Also, the bureau qualifies for a full exemption for business rates from the local authority.

The trustee board extend their gratitude to Newark & Sherwood District Council, Nottinghamshire County Council and those local parish and town councils which have supported the core operating capacity of the company. Additionally, project specific funding was received from the Community Advice & Law Service in support of debt services, from Newark & Sherwood District Council and Newark & Sherwood Homes in support of homelessness prevention and from the National Association of Citizens Advice Bureaux in support of energy advice services.

The company did not have any borrowings from either providers of funding or other sources at the balance sheet date.

Principal Risks and Uncertainties

In the present economic climate there is an increased level of uncertainty in respect of future sources of funding. The bureau maintains a projection of income for at least three years ahead and will ensure that this continues to be derived from as wide a variety of sources as possible. The trustees will take all necessary steps to ensure that at no time within this period would it be possible for the cessation of one or more funding streams to present so serious a challenge to the future of the organisation that it could not be managed so as to continue to provide a best value advice service.

Investment Policy

Aside from retaining a prudent amount in reserves each year, most of the company's funds are to be spent in the short term so there are few funds for long term investment. Having considered the options available, the trustee board has decided to invest available funds in a fixed rate bond account to yield a better rate of return. There is no risk to capital in this type of investment. However, the trustee board regularly review investment opportunities in order to maximise returns.

Pension Scheme Liability

The charity has a defined benefit pension scheme liability of £651,000 as at 31st March 2020 (2019 - £589,000) in respect of the Nottinghamshire County Council Pension Fund. The trustees are fully aware of the impact of this liability on the unrestricted funds and are actively considering future options to manage the consequences of this situation. This is dependent on various factors including the level of future returns generated and the other actuarial assumptions.

Reserves Policy

Sherwood & Newark Citizens Advice Bureau is required to ensure that reserves are available in each financial year to meet any reasonable foreseeable contingency. In reviewing the potential costs should a significant reduction in income arise, the trustees have determined that unrestricted reserves be maintained at three months running costs. Reserves are also needed on an ongoing basis for the following:

- To maintain the freehold property at 5 Forest Court;
- To replace equipment when it becomes obsolete or beyond economic repair;
- To allow the bureau to undertake the development of new projects and areas of work and to conduct full feasibility studies on the advisability of such proposals.

SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK

REPORT OF THE DIRECTORS AND TRUSTEES
for the Year Ended 31st March 2020

FUTURE PLANS

Sherwood & Newark Citizens Advice Bureau aims to continually improve access to its services and intends to extend the service to an even wider section of the community throughout the Newark & Sherwood District and to increase the provision of telephone advice and introduce Webchat and email over the coming year.

Sherwood & Newark Citizens Advice Bureau's current three year Business and Development Plan runs from April 2019 to March 2022 and continues to be reviewed on an annual basis. The plan covers development for the whole district. The plan puts forward eight strategic aims:

- To sustain our core and debt advice service so as to remain the first point of contact for individuals, particularly those who are vulnerable and facing social exclusion and discrimination.
- To increase the capacity of telephone services via the Citizens Advice National Advice Line.
- To develop the strengths and skills of all our staff, with special emphasis on harnessing the contribution of volunteers and trustee board members.
- To demonstrate to our principal donors the achievement of positive outcomes and value for money along with broadening our funding base to secure the bureau's future.
- To promote the service.
- To represent our clients' interests by exerting influence over local and national policies and practices.
- To continue to work in partnership with partners & stakeholders including Nottinghamshire Citizens Advice Consortium.
- To put equality at the heart of everything that we do, with the overarching aim to improve access and inclusive service delivery and preserve intensified support for those who need it.

Looking Forward

In March 2020 Sherwood & Newark Citizens Advice Bureau had to make the transition to home working due to Coronavirus and worked swiftly to ensure residents in Newark & Sherwood could still access our service during the pandemic by switching to give advice remotely.

Telephone, email and webchat advice continued to be offered to clients. Sherwood & Newark Citizens Advice Bureau are slowly phasing back to our face to face advice to help the most vulnerable and those that cannot access advice in any other way.

In partnership with Newark & Sherwood District Council, the Newark and Ollerton premises were one of the first Citizens Advice offices across England and Wales to re-open to limited face to face advice.

During the lockdown all local projects continued, including the money advice and universal credit, with advisers working remotely. High numbers of enquiries around housing, benefits, employment and debt were received via the various delivery channels.

The expected demand for Sherwood & Newark Citizens Advice Bureau's services is expected to be very high going forward dealing with economic hardships and multiple problems due to the economic downturn. This makes survival of Sherwood & Newark Citizens Advice Bureau in the Newark & Sherwood District absolutely crucial with a high priority to secure enough funding to meet the increase in demand.

MEMBERS' LIABILITY

The members of the company guarantee to contribute an amount not exceeding £1 to the assets of the company in the event of winding up.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



.....
N Buckley - Director and Trustee

Date 01/12/2020

REPORT OF THE INDEPENDENT EXAMINER
TO THE MEMBERS ON THE ACCOUNTS OF SHERWOOD & NEWARK CITIZENS ADVICE BUREAU
(REGISTERED NUMBER : 05656961)
for the Year Ended 31st March 2020

Independent Examiner's Report to the Members of Sherwood & Newark Citizens Advice Bureau

I report to the charity members on my examination of the accounts of the company for the year ended 31st March 2020 which are set out on pages 8 to 19.

Responsibilities and Basis of Report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

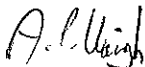
Independent Examiner's Statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England & Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Adrian Haigh FCA
Stephenson Nuttall & Co
Chartered Accountants
Ossington Chambers
6/8 Castle Gate
Newark
Nottinghamshire
NG24 1AX

Date: 19th January 2021.....

**SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
for the Year Ended 31st March 2020**

	Notes	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
INCOME					
Income from investments					
Investment income		609	-	609	754
Income from charitable activities					
Primary grants	2	-	158,141	158,141	146,053
Local authority grants	3	110,105	-	110,105	111,847
Donations and other income		<u>60,480</u>	<u>-</u>	<u>60,480</u>	<u>59,585</u>
TOTAL INCOME		<u>171,194</u>	<u>158,141</u>	<u>329,335</u>	<u>318,239</u>
EXPENDITURE					
Charitable activities	4	182,194	156,437	338,631	326,841
Other costs	5	<u>926</u>	<u>1,704</u>	<u>2,630</u>	<u>3,054</u>
TOTAL EXPENDITURE		<u>183,120</u>	<u>158,141</u>	<u>341,261</u>	<u>329,895</u>
NET INCOME/(EXPENDITURE)		(11,926)	-	(11,926)	(11,656)
Transfers between funds		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		(11,926)	-	(11,926)	(11,656)
OTHER RECOGNISED GAINS/(LOSSES)					
Remeasurement gain/(loss) on defined benefit pension scheme	12	<u>(21,000)</u>	<u>-</u>	<u>(21,000)</u>	<u>108,000</u>
NET MOVEMENT IN FUNDS	6	(32,926)	-	(32,926)	96,344
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>(444,300)</u>	<u>-</u>	<u>(444,300)</u>	<u>(540,644)</u>
TOTAL FUNDS CARRIED FORWARD		<u>(477,226)</u>	<u>-</u>	<u>(477,226)</u>	<u>(444,300)</u>

The notes form part of these financial statements

SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK

BALANCE SHEET
31st March 2020

	Notes	31/3/20		31/3/19	
		£	£	£	£
FIXED ASSETS					
Tangible assets	8		37,530		42,072
CURRENT ASSETS					
Debtors	9	41,888		28,382	
Cash at bank and in hand		<u>151,118</u>		<u>129,794</u>	
		193,006		158,176	
LIABILITIES					
Creditors: Amounts falling due within one year	10	<u>56,762</u>		<u>55,548</u>	
NET CURRENT ASSETS			<u>136,244</u>		<u>102,628</u>
NET ASSETS EXCLUDING PENSION LIABILITY			173,774		144,700
Defined benefit pension scheme liability	12		<u>651,000</u>		<u>589,000</u>
TOTAL NET LIABILITIES			<u>(477,226)</u>		<u>(444,300)</u>
CHARITY FUNDS					
Unrestricted					
General	13		137,878		106,574
Designated	13		35,896		38,126
Pension reserve	13		<u>(651,000)</u>		<u>(589,000)</u>
			<u>(477,226)</u>		<u>(444,300)</u>
Restricted	13		-		-
TOTAL CHARITY FUNDS			<u>(477,226)</u>		<u>(444,300)</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2020.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2020 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved and authorised for issue by the Board of Directors on.....1/12/20..... and were signed on its behalf by:



.....
N Buckley - Director and Trustee



.....
D Smith - Director and Trustee

The notes form part of these financial statements

SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK

NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31st March 2020

1. ACCOUNTING POLICIES

General Information and Basis of Preparation

Sherwood & Newark Citizens Advice Bureau a charitable company limited by guarantee. The registered office address is given in the Company Information on page 1 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) including the provisions of Section 1A "Small Entities", the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are to be used for a specific purpose in accordance with restrictions imposed by donors. Where entitlement to a grant is based on non-financial targets, any surplus of income received over expenditure incurred is transferred from restricted to unrestricted reserves once the targets have been met.

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the trustees' discretion.

The costs of administering each fund are charged against the relevant fund, together with a fair allocation of management costs.

Income

Grants receivable - Grants made to finance the activities of the bureau are credited to the Statement of Financial Activities in the period to which they relate.

Sales of services and investment income are included in the Statement of Financial Activities in the period to which they relate. Donations, gifts and covenants are included in the Statement of Financial Activities on receipt.

Donated services and facilities are included at the value to the charity where this can be quantified.

Gifts and intangible income - In addition to the above, the charity also receives help and support in the form of voluntary assistance in advising the public. This help and support is not included in the financial statements. However, its value to the charity has been estimated and disclosed in the Report of the Trustees.

Deferred income - Grants received in advance of the period in which the funder requires the expenditure to be applied will be reflected in deferred income within the balance sheet. Where entitlement to a grant is conditional on expenditure being incurred for a specific purpose then the grant is also reflected in deferred income until the related expenditure is incurred.

Grants received for the restricted purpose of providing fixed assets are accounted for immediately as restricted funds. Where the fixed assets' acquisition discharges the restriction, the assets will be held in unrestricted funds. If the use of the assets is unrestricted the trustees consider creating a designated fund reflecting the net book value of the assets is appropriate. The relevant fund will then be reduced over the useful economic life of the asset in line with its depreciation.

SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK

NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31st March 2020

1. ACCOUNTING POLICIES – continued

Expenditure

All expenditure is accounted for on an accruals basis. Expenditure includes VAT, which cannot be recovered as the charity is not VAT registered.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Other costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiner's fees and costs linked to the strategic management of the charity.

Where such costs relate to more than one functional cost category they have been split in proportion to the hours of both staff and volunteers applied to that fund.

Tangible Fixed Assets

Depreciation is not charged on the freehold property as it is regularly maintained and considered to have a residual value in excess of the carrying value. Depreciation is provided on other assets at the following annual rates in order to write off each asset over its estimated useful life:

Improvements to Property	- straight line over 10 years
Fixture and Fittings	- straight line over 5 years
Computer Equipment	- straight line over 3 years

Debtors and Creditors Receivable/Payable within one year

Debtors and creditors receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the Statement of Financial Activities.

Investments

Current asset investments are held at fair value and comprise short term liquid investments with a maturity of less than one year.

Pension Costs

The charity has adopted status as part of the local government pension scheme, which is administered by Nottinghamshire County Council. The pension scheme is a multi-employer scheme where it is possible for individual employers as admitted bodies to identify their share of the assets and liabilities of the pension scheme. Therefore, Sherwood & Newark Citizens Advice Bureau must account for the scheme as a defined benefit scheme in accordance with FRS 102.

The defined benefit pension scheme provides benefits based on final pensionable salary. The costs of providing pension benefits have been recognised in accordance with FRS 102.

Under FRS 102, the assets and liabilities of the multi-employer scheme are essentially treated as assets and liabilities of the individual employer. The operating costs of providing retirement benefits to employees are recognised in the period in which they are earned by employees and finance costs and other changes in the value of the pension scheme assets and liabilities are recognised in the period in which they arise.

The charity also operates a separate defined contribution pension scheme. Contributions payable to this scheme are charged to the Statement of Financial Activities in the period they are incurred.

Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011.

Hire Purchase and Leasing Commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK**

**NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31st March 2020**

1. ACCOUNTING POLICIES – continued

Going Concern

The financial statements have been prepared on a going concern basis. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The forecast income and expenditure is sufficient with the level of funds for the charity to be able to continue as a going concern during this period.

The longer term implications of the defined benefit pension scheme liability are more uncertain and are dependent on various factors including the level of future returns generated and the other actuarial assumptions referred to in note 12.

Judgement and Key Sources of Estimation Uncertainty

With the exception of the defined benefit pension scheme liability which is subject to the assumptions referred to in note 12, the trustees do not believe that any accounting judgements or estimates have been applied to these financial statements that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next financial year.

2. INCOME FROM CHARITABLE ACTIVITIES – PRIMARY GRANTS

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Charities Aid Foundation		-	-	4,530
Community Advice & Law Service	-	75,985	75,985	75,564
National Association of Citizens Advice Bureaux	-	32,156	32,156	15,959
Newark & Sherwood District Council	-	25,000	25,000	25,000
Newark & Sherwood Homes	-	25,000	25,000	25,000
	<u>-</u>	<u>158,141</u>	<u>158,141</u>	<u>146,053</u>

3. INCOME FROM CHARITABLE ACTIVITIES – LOCAL AUTHORITY GRANTS

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Nottinghamshire County Council	29,200	-	29,200	32,567
Newark & Sherwood District Council	68,330	-	68,330	68,330
Newark Town Council	5,000	-	5,000	5,000
Ollerton & Boughton Town Council	5,300	-	5,300	5,300
Balderton Parish Council	500	-	500	-
Bilsthorpe Parish Council	200	-	200	250
Clipstone Parish Council	750	-	750	-
Eakring Parish Council	75	-	75	50
Edwinstowe Parish Council	-	-	-	250
Fernwood Parish Council	500	-	500	-
Kneesall Parish Council	50	-	50	-
South Muskham Parish Council	100	-	100	100
Walesby Parish Council	50	-	50	-
Wellow Parish Council	50	-	50	-
	<u>110,105</u>	<u>-</u>	<u>110,105</u>	<u>111,847</u>

SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK

NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31st March 2020

4. EXPENDITURE – CHARITABLE ACTIVITIES

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Gross Salaries	74,219	108,359	182,578	175,691
Employer's National Insurance	3,383	4,830	8,213	10,135
Employer's Pension Contribution Defined Benefit Scheme	40,162	18,838	59,000	52,000
Employer's Pension Contribution Defined Contribution Scheme	946	1,350	2,296	2,169
Telephone	954	1,972	2,926	2,976
Printing, Postage and Stationery	2,621	3,666	6,287	4,795
Computer Running Costs	1,691	2,870	4,561	3,003
Recruitment and Training	-	100	100	589
Travelling	4,514	1,930	6,444	6,506
Subsistence	85	186	271	334
Sundry Expenses	329	361	690	57
Cleaning and Refuse	435	709	1,144	1,264
Rent and Services	32,155	8,081	40,236	40,290
Insurance	848	1,490	2,338	1,825
Light and Heat	939	1,531	2,470	1,062
Repairs and Maintenance	371	164	535	1,591
Publicity and Promotions	-	-	-	373
Net Interest Expense of Defined Benefit Pension Scheme	14,000	-	14,000	17,000
Depreciation - Improvements to Property	2,230	-	2,230	2,230
Depreciation - Fixtures and Fittings	319	-	319	918
Depreciation - Computer Equipment	1,993	-	1,993	2,033
	<u>182,194</u>	<u>156,437</u>	<u>338,631</u>	<u>326,841</u>

There were seven (2019 - seven) full time equivalent employees during the year. No employees received emoluments and employee benefits (excluding employer pension costs) of more than £60,000.

No key management personnel remuneration benefits (excluding employer pension costs) were paid during the year (2019 - £nil).

5. OTHER COSTS

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Legal and Professional Fees	-	230	230	654
Accountancy	463	737	1,200	1,200
Independent Examiner's Fee	463	737	1,200	1,200
	<u>926</u>	<u>1,704</u>	<u>2,630</u>	<u>3,054</u>

6. NET MOVEMENT IN FUNDS

The net movement in funds is stated after charging:

	31/3/20 £	31/3/19 £
Depreciation - owned assets	4,542	5,181
Pension costs - Defined benefit scheme	59,000	52,000
Pension costs - Defined contribution scheme	2,296	2,169
Directors' emoluments and other benefits etc	<u>-</u>	<u>-</u>

**SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK**

**NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31st March 2020**

7. TAXATION

The company is a registered charity and is exempt from UK taxation.

8. TANGIBLE FIXED ASSETS

	Freehold Property £	Improvements to Property £	Fixtures and Fittings £	Computer Equipment £	Total £
COST					
At 1 st April 2019	35,000	22,301	6,135	34,028	97,464
Additions	-	-	-	-	-
At 31 st March 2020	<u>35,000</u>	<u>22,301</u>	<u>6,135</u>	<u>34,028</u>	<u>97,464</u>
DEPRECIATION					
At 1 st April 2019	-	19,175	5,698	30,519	55,392
Charge for year	-	<u>2,230</u>	<u>319</u>	<u>1,993</u>	<u>4,542</u>
At 31 st March 2020	-	<u>21,405</u>	<u>6,017</u>	<u>32,512</u>	<u>59,934</u>
NET BOOK VALUE					
At 31 st March 2020	<u>35,000</u>	<u>896</u>	<u>118</u>	<u>1,516</u>	<u>37,530</u>
At 31 st March 2019	<u>35,000</u>	<u>3,126</u>	<u>437</u>	<u>3,509</u>	<u>42,072</u>

**9. DEBTORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR**

	31/3/20 £	31/3/19 £
Accrued Income	41,141	27,670
Prepayments	<u>747</u>	<u>712</u>
	<u>41,888</u>	<u>28,382</u>

**10. CREDITORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR**

	31/3/20 £	31/3/19 £
Other Creditors	46,290	45,198
Accrued Expenses	2,972	2,850
Deferred Income	<u>7,500</u>	<u>7,500</u>
	<u>56,762</u>	<u>55,548</u>

Included within other creditors is an amount of £40,287 (2019 - £44,168) owed to Newark & Sherwood District Council in respect of salaries of the Bureau staff. Throughout the year Newark & Sherwood District Council pays the salaries of the Bureau staff which are then recharged at three monthly intervals.

Deferred Income:	31/3/20 £	31/3/19 £
Balance at 1 st April 2019	7,500	10,167
Amount released to income	(7,500)	(10,167)
Amount deferred in the year	<u>7,500</u>	<u>7,500</u>
Balance at 31 st March 2020	<u>7,500</u>	<u>7,500</u>

SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK

NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31st March 2020

11. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31/3/20	31/3/19
	£	£
Within one year	<u>3,750</u>	<u>3,750</u>

12. PENSION COMMITMENTS

a) Defined contribution pension scheme

The charity operates a defined contribution pension scheme for its employees. The amount recognised as an expense in the period was £2,296 (2019 - £2,169).

b) Defined benefit pension scheme

The charity is one of many participants in a pension scheme operated by Nottinghamshire County Council Pension Fund. The assets of the scheme are held separately from those of the charity. Pension costs are assessed in accordance with the advice of an independent qualified actuary using the projected unit method.

Actuarial valuations are carried out on a triennial basis at which time the calculations and actuarial assumptions are revised. From 1st April 2017 the charity's contribution to the ongoing service cost has been 16.5% of pensionable pay. Future contributions are based on the latest actuarial valuation and the present value of the defined benefit obligation carried out at 31st March 2020. This has resulted in the charity's contribution to the ongoing service cost from 1st April 2020 increasing to 20.2% of pensionable pay.

In order to reduce the pension scheme deficit the charity pays additional contributions which for the year ended 31st March 2020 totalled £13,847 (2019 - £13,523). The additional contributions for the year ended 31st March 2021 will be £7,298, rising each year by an inflation rate of 3.7% for each of the following twenty years. It is expected that this should be sufficient for the charity's share of the scheme to be fully funded by 2040 and that thereafter the charity's contributions will revert to the ongoing service cost.

In addition to the above, the following information is required to be disclosed in accordance with FRS 102 in respect of the part of the Nottinghamshire County Council Pension Fund attributable to the charity.

The total cost recognised in the period was as follows:-

	31/3/20	31/3/19
	£	£
Current service cost	45,000	52,000
Past service cost, including curtailments	14,000	-
Net interest (income)/expense	<u>14,000</u>	<u>17,000</u>
Recognised in net income/expenditure	73,000	69,000
Remeasurement (gain)/loss recognised in other gains/losses (see below)	<u>21,000</u>	<u>(108,000)</u>
Total cost recognised	<u>94,000</u>	<u>(39,000)</u>

The remeasurement (gain)/loss recognised in other gains/losses comprises the following amounts:-

	31/3/20	31/3/19
	£	£
Actuarial (gain)/loss	(135,000)	58,000
Other actuarial (gain)/loss	38,000	-
Change in demographic assumptions	(23,000)	(91,000)
Experience (gain)/loss on defined benefit obligation	24,000	-
Actual return on scheme assets (excluding interest income)	<u>117,000</u>	<u>(75,000)</u>
Remeasurement (gain)/loss recognised in other gains/losses	<u>21,000</u>	<u>(108,000)</u>

Amounts recognised on the Balance Sheet were as follows:-

	31/3/20	31/3/19
	£	£
Present value of funded obligations	(1,623,000)	(1,689,000)
Fair value of scheme assets	<u>972,000</u>	<u>1,100,000</u>
Net defined benefit pension scheme liability	<u>(651,000)</u>	<u>(589,000)</u>

**SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK**

**NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31st March 2020**

12. PENSION COMMITMENTS – continued

Changes in the present value of the defined benefit obligations were as follows:-

	31/3/20	31/3/19
	£	£
Opening defined benefit obligation	1,689,000	1,649,000
Current service cost	45,000	52,000
Past service cost, including curtailments	14,000	-
Interest expense	40,000	42,000
Actuarial (gain)/loss	(135,000)	58,000
Change in demographic assumptions	(23,000)	(91,000)
Experience (gain)/loss	24,000	-
Contributions by scheme participants	7,000	8,000
Benefits paid	<u>(38,000)</u>	<u>(29,000)</u>
Closing defined benefit obligation	<u>1,623,000</u>	<u>1,689,000</u>

Changes in fair value of the pension scheme assets were as follows:-

	31/3/20	31/3/19
	£	£
Opening scheme assets	1,100,000	987,000
Interest income	26,000	25,000
Actual return on scheme assets (excluding interest income)	(117,000)	75,000
Other actuarial gain/(loss)	(38,000)	-
Contributions by employer	32,000	34,000
Contributions by scheme participants	7,000	8,000
Benefits paid	<u>(38,000)</u>	<u>(29,000)</u>
Closing scheme assets	<u>972,000</u>	<u>1,100,000</u>

The amount that each major class of pension scheme assets constitutes of the fair value of the total scheme assets was as follows:-

	31/3/20		31/3/19	
	£		£	
Equities	622,000	64%	661,000	60%
Gilts	32,000	3%	32,000	3%
Other bonds	84,000	9%	109,000	10%
Property	123,000	13%	171,000	15%
Cash	24,000	2%	33,000	3%
Inflation-linked pooled fund	35,000	4%	40,000	4%
Infrastructure	<u>52,000</u>	5%	<u>54,000</u>	5%
Total assets	<u>972,000</u>	100%	<u>1,100,000</u>	100%

The return on scheme assets was as follows:-

	31/3/20	31/3/19
	£	£
Interest income	26,000	25,000
Actual return on scheme assets (excluding interest income)	(117,000)	75,000
Other actuarial gain/(loss)	<u>(38,000)</u>	<u>-</u>
Total return on scheme assets	<u>(129,000)</u>	<u>100,000</u>

The principal actuarial assumptions used were as follows:-

	31/3/20	31/3/19
Discount rate	2.35%	2.40%
Expected rates of salary increases	2.95%	3.90%
Expected rates of pension increases	1.95%	2.40%
Expected rate of inflation	1.95%	2.40%

The mortality assumptions used for longevity (in years) on retirement at age 65 are:

Retiring at the Statement of Financial Position date	21.8	21.6
- Males	21.8	21.6
- Females	24.4	24.4
Retiring in 20 years		
- Males	23.2	23.3
- Females	25.8	26.2

SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK

NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31st March 2020

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Year Ended 31 st March 2020				
	General	Designated	Pension	Restricted	Total
	Funds	Funds	Reserve	Funds	Funds
	£	£	£	£	£
Tangible fixed assets	1,634	35,896	-	-	37,530
Current assets	166,179	-	-	26,827	193,006
Creditors due within one year	(29,935)	-	-	(26,827)	(56,762)
Defined benefit pension scheme liability	-	-	(651,000)	-	(651,000)
Total net assets/(liabilities)	<u>137,878</u>	<u>35,896</u>	<u>(651,000)</u>	<u>-</u>	<u>(477,226)</u>

	Year Ended 31 st March 2019				
	General	Designated	Pension	Restricted	Total
	Funds	Funds	Reserve	Funds	Funds
	£	£	£	£	£
Tangible fixed assets	3,946	38,126	-	-	42,072
Current assets	134,510	-	-	23,666	158,176
Creditors due within one year	(31,882)	-	-	(23,666)	(55,548)
Defined benefit pension scheme liability	-	-	(589,000)	-	(589,000)
Total net assets/(liabilities)	<u>106,574</u>	<u>38,126</u>	<u>(589,000)</u>	<u>-</u>	<u>(444,300)</u>

14. STATEMENT OF FUNDS

	Year Ended 31 st March 2020					At 31 st March 2020 £
	At	Income	Expenditure	Transfers	Gain/ (Loss)	
	1 st April 2019 £	£	£	£	£	
Unrestricted Funds						
General Funds	106,574	171,194	(107,890)	(32,000)	-	137,878
Designated Funds - Freehold Property	35,000	-	-	-	-	35,000
Designated Funds - Improvements to Property	3,126	-	(2,230)	-	-	896
Pension Reserve	(589,000)	-	(73,000)	32,000	(21,000)	(651,000)
Total Unrestricted Funds	<u>(444,300)</u>	<u>171,194</u>	<u>(183,120)</u>	<u>-</u>	<u>(21,000)</u>	<u>(477,226)</u>
Restricted Funds						
Community Debt and Homeless Prevention Project	-	50,000	(50,000)	-	-	-
Energy Advice Programme	-	8,100	(8,100)	-	-	-
Free Face to Face Debt Advice Project	-	75,985	(75,985)	-	-	-
Universal Support Help to Claim Project	-	24,056	(24,056)	-	-	-
Total Restricted Funds	<u>-</u>	<u>158,141</u>	<u>(158,141)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Funds	<u>(444,300)</u>	<u>329,335</u>	<u>(341,261)</u>	<u>-</u>	<u>(21,000)</u>	<u>(477,226)</u>

**SHERWOOD & NEWARK CITIZENS ADVICE BUREAU (REGISTERED NUMBER: 05656961)
OPERATING AS CITIZENS ADVICE SHERWOOD & NEWARK**

**NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31st March 2020**

14. **STATEMENT OF FUNDS - continued**

	Year Ended 31 st March 2019					
	At 1 st April 2018 £	Income £	Expenditure £	Transfers £	Gain/ (Loss) £	At 31 st March 2019 £
Unrestricted Funds						
General Funds	81,000	172,186	(115,308)	(31,304)	-	106,574
Designated Funds - Freehold Property	35,000	-	-	-	-	35,000
Designated Funds - Improvements to Property	5,356	-	(2,230)	-	-	3,126
Pension Reserve	<u>(662,000)</u>	-	<u>(69,000)</u>	<u>34,000</u>	<u>108,000</u>	<u>(589,000)</u>
Total Unrestricted Funds	<u>(540,644)</u>	<u>172,186</u>	<u>(186,538)</u>	<u>2,696</u>	<u>108,000</u>	<u>(444,300)</u>
Restricted Funds						
Community Debt and Homeless Prevention Project	-	50,000	(50,000)	-	-	-
Energy Best Deal Extra Project	-	13,015	(10,319)	(2,696)	-	-
Free Face to Face Debt Advice Project	-	75,564	(75,564)	-	-	-
Smart Energy GB in Communities Project	-	4,530	(4,530)	-	-	-
Universal Support Help to Claim Project	-	2,944	(2,944)	-	-	-
Total Restricted Funds	<u>-</u>	<u>146,053</u>	<u>(143,357)</u>	<u>(2,696)</u>	<u>-</u>	<u>-</u>
Total Funds	<u>(540,644)</u>	<u>318,239</u>	<u>(329,895)</u>	<u>-</u>	<u>108,000</u>	<u>(444,300)</u>

15. **PURPOSE OF FUNDS**

Unrestricted Funds

Unrestricted funds are available to be spent for any of the purposes of the charity.

Within unrestricted funds there is a designated fund balance of £35,000 representing an amount equal to the net book value of the charity's freehold property. Unless the freehold property was to be sold, this balance of £35,000 would not be available for utilisation.

Also within unrestricted funds there is a designated fund representing an amount equal to the net book value of the improvements to the property undertaken by the charity. Unless the property was to be sold, this balance would not be available for utilisation. The balance is reducing as the improvements depreciate.

Restricted Funds

Community Debt and Homeless Prevention Project:

Funded by Newark & Sherwood District Council and Newark & Sherwood Homes this project funds a community based debt and income maximisation service to clients within the Newark & Sherwood District in order to prevent homelessness.

Energy Advice Programme:

Funded by National Association of Citizens Advice Bureaux the project supports the provision of energy advice to consumers through the delivery of one to one sessions to clients.

Free Face to Face Debt Advice Project:

Funded by Community Advice and Law Service the project aims to deliver face to face debt advice and provides funding for Debt Caseworkers who give advice and assistance to clients on managing debts and debt related problems.

Universal Support Help to Claim Project:

Funded by National Association of Citizens Advice Bureaux the project aims to provide advice and assistance to help claimants to manage their Universal Credit claim, with a focus on budgeting advice and digital support.

16. **CONTINGENT LIABILITIES**

The company had no contingent liabilities at 31st March 2020 (2019 - none).

17. **CAPITAL COMMITMENTS**

The company had no capital commitments at 31st March 2020 (2019 - none).

NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31st March 2020

18. RELATED PARTY TRANSACTIONS

Due to the nature of the charity's operations and the fact that some of the trustees of the charity are representatives of local public sector organisations, it is inevitable that transactions will take place with organisations in which a trustee may have an interest. All transactions involving such organisations are conducted on normal commercial terms.

The charity receives grants from various local authorities, as referred to in notes 2 and 3. Trustees who were also local councillors during the year were as follows:

B Wells was a councillor on Newark & Sherwood District Council;
M A Pringle was a councilor on Nottinghamshire County Council;
M A Pringle and B Wells were councillors on Ollerton & Boughton Town Council.

None of the trustees received any emoluments for their services as trustees, but were reimbursed for expenses which were necessarily incurred in the performance of their duties.

19. LIMIT OF MEMBERS LIABILITY

The liability of the members of the company is limited by guarantee to £1 each.

Membership of Institute of Cemetery and Crematorium Management

1. Corporate Benefits:

A single fee per authority / company and not per crematorium /cemetery –
Representing Best Value

Burial and/or Cremation Authority / Company – £455.00 (includes 2 free Professional membership places)

Town or Parish Council – £95.00

Associate Member – £160.00 (Open to suppliers of goods and services to cemeteries and crematoria)

MEMBERSHIP BENEFITS

Representation at Government level providing a single united voice.

Democratically elected Board to serve your interest.

A right to stand for election to the Board.

Ballots of membership prior to change.

Access to support, help and advice from full-time officers (Diploma Qualified).

Reduced rates for the annual Learning Convention.

Best Practice Guidance and information on a vast range of subjects.

4 quarterly copies of The Journal.

Comprehensive website.

Access to **accredited** training and educational initiatives for your staff.

Reduced rates for short training events.

Access to branch meetings to discuss common problems with like-minded people.

Board reports posted in the Member's area.

An editable entry for your service(s) on the Bereavement Services Portal.

E-Newsletters designed to keep you up to speed.

Recruitment Service.

Authorities and companies now have access to Institute membership benefits and can have a direct say in steering the industry forward. Applications forms for both Corporate members and Associate Corporate members are available as downloads opposite.

CLIPSTONE PARISH COUNCIL

CEMETERY CHARGES APPLICABLE FROM 01 April 2019

BURIAL FEES – Earthen Grave	Non Resident	Clipstone Resident
<u>Adults and children over 12 (16 for residents)</u>		
Purchase of Exclusive Rights of Burial – adults and children over 12 inclusive first interment	Not available	1050
Second Interment in a plot with ERB	450	450
Second interment in plot without previous ERB, inclusive of 50 years ERB – next of kin	525	525
<u>Children (No Exclusive Rights on Plot or right to subsequent interments)</u>		
Interment fee resident Child 16 or under	Not available	0
Interment fee - Still Born child (under 1 month)	Not available	0
CREMATED REMAINS <u>Adults and children over 16</u>		
Purchase of Exclusive Rights to Cremated Remains plot inclusive of first interment	Not available	350
Second interment in plot with ERB	200	200
Second interment in plot without previous ERB, inclusive of 50 years ERB – next of kin	250	250
MEMORIALS (Must not exceed the dimensions of the plot. For dimensions for new or replacement memorials, plaques, desktops etc in the old part of the cemetery, please enquire giving plot location) Memorials may only be placed on graves where an Exclusive Right of Burial exists.		
Headstone (maximum dimensions in new part of cemetery: h100cm x w95cm x d50cm, in old section may have to be smaller)	150	150
Plaque/Desk top cremated remains section (new part, section F) Maximum dimensions 50cm x 50cm x 50cm	150	150
Vase	50	50
Additional Inscription	50	50
Replacement Memorial (new maximum dimensions apply, no curbs allowed)	50	50
There are no memorial charges for child burials. (please enquire for dimensions permitted)	0	0
OTHER FEES		
Administration fee for transfer of Exclusive Rights to non-resident or resident defined by the residency status of the transferee.	30	15

Residency is defined as the residency of the deceased within the boundaries of Clipstone Parish.

Time: 21:24

Bank Reconciliation up to 28/02/2021 for Cashbook No 4 - Petty Cash

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/02/2021	PC48	2.25		2.25		R <input checked="" type="checkbox"/>	Post Office
01/02/2021	Top-up		450.00	450.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/02/2021	PC49	10.00		10.00		R <input checked="" type="checkbox"/>	GiffGaff
03/02/2021	PC51	2.36		2.36		R <input checked="" type="checkbox"/>	Royal Mail
03/02/2021	PC52	10.00		10.00		R <input checked="" type="checkbox"/>	GiffGaff
04/02/2021	PC50	6.00		6.00		R <input checked="" type="checkbox"/>	GiffGaff
11/02/2021	PC53	52.40		52.40		R <input checked="" type="checkbox"/>	Liz Garden Centre
23/02/2021	PC54	1.99		1.99		R <input checked="" type="checkbox"/>	Pockit Card
		<u>85.00</u>	<u>450.00</u>				

**Bank Reconciliation Statement as at 28/02/2021
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Community Fund	31/12/2020		3,638.73
NatWest 96626240	26/02/2021		151,605.86
			<u>155,244.59</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			155,244.59
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			155,244.59
		Balance per Cash Book is :-	155,244.59
		Difference is :-	0.00

Branch Details	Your current details	Period	30 Jan 2021 to 26 Feb 2021
MANSFIELD 9 CHURCH STREET MANSFIELD NOTTS NG18 1AF	MRS BELINA BOYER CLERK TO THE COUNCIL CLIPSTONE PARISH COUNCIL VILLAGE HALL CHURCH RD CLIPSTONE NG21 9DF	Previous Balance	£159,843.09
		Paid out	£9,507.23
		Paid in	£1,270.00
		New Balance	£151,605.86

Date	Type	Description	Paid in	Paid out	Balance
BROUGHT FORWARD					159,843.09
1 Feb 2021	AUTOMATED CREDIT	MISS [REDACTED] LIMITED , VH2021-63 , FP 31/01/21 1542 , 300000000713036496	75.00		159,918.09
	ONLINE TRANSACTION	SLCC ENTERPRISES , BK199935 , VIA ONLINE - PYMT , FP 01/02/21 10 , 02180415153559000N		90.00	159,828.09
	ONLINE TRANSACTION	POCKIT CARD , 596262961 B BOYER , VIA ONLINE - PYMT , FP 01/02/21 10 , 42181012767814000N		450.00	159,378.09
	DIRECT DEBIT	UK FUELS LTD , FLO00006792		65.98	159,312.11
	DIRECT DEBIT	BRITISH TELECOM , VP49554770M04601		64.65	159,247.46
	DIRECT DEBIT	WATER PLUS , 0703003947		76.19	159,171.27
4 Feb 2021	ONLINE TRANSACTION	ACS LTD , 1063 , VIA ONLINE - PYMT , FP 04/02/21 10 , 37104440238795000N		2,520.00	156,651.27
10 Feb 2021	AUTOMATED CREDIT	[REDACTED] RENT , FP 10/02/21 1446 , 500000000714122330	70.00		156,721.27
11 Feb 2021	DIRECT DEBIT	SMART PENSION LTD , 9S4RH5H		246.13	156,475.14
12 Feb 2021	AUTOMATED CREDIT	INGHAM WS+SON LT , CEM-60 , FP 12/02/21 1029 , RP4659989384226800	465.00		156,940.14
	AUTOMATED CREDIT	SLCC ENTERPRISES L, SLCC 199935 , FP 12/02/21 1034 , 56103419540694000N, SLCC 199935	90.00		157,030.14
15 Feb 2021	ONLINE TRANSACTION	TRADE ACCOUNT UK , 633164*****6346 , VIA ONLINE - PYMT , FP 15/02/21 10 , 45175019256149000N		28.50	157,001.64

Branch Details	Your current details
MANSFIELD 9 CHURCH STREET MANSFIELD NOTTS NG18 1AF	MRS BELINA BOYER CLERK TO THE COUNCIL CLIPSTONE PARISH COUNCIL VILLAGE HALL CHURCH RD CLIPSTONE NG21 9DF

Date	Type	Description	Paid in	Paid out	Balance
CONTINUED					
15 Feb 2021	ONLINE TRANSACTION	TRADE ACCOUNT UK , 633164*****6346 , VIA ONLINE - PYMT , FP 15/02/21 10 , 10174736743916000N		63.78	156,937.86
	STANDING ORDER	NSDC - 43037 , CUSTOMER 43037 , FP 15/02/21 30 , 28013315180819000N		331.25	156,606.61
16 Feb 2021	CREDIT	100856	50.00		156,656.61
17 Feb 2021	AUTOMATED CREDIT	THE CO-OPERATIVE , 50021849	450.00		157,106.61
19 Feb 2021	DIRECT DEBIT	BG BUSINESS , 603451082151020000		451.32	156,655.29
22 Feb 2021	ONLINE TRANSACTION	RUSSELS , P76770/A00848 , VIA ONLINE - PYMT , FP 20/02/21 10 , 61154143808142000N		56.29	156,599.00
	ONLINE TRANSACTION	MICHAEL BETTS , CPC WAGES , VIA ONLINE - PYMT , FP 22/02/21 10 , 02180240306988000N			
	ONLINE TRANSACTION	PETER SIMS , CPC WAGES , VIA ONLINE - PYMT , FP 22/02/21 10 , 27180317409298000N			
	ONLINE TRANSACTION	STUART HARPER , CPC WAGES , VIA ONLINE - PYMT , FP 22/02/21 10 , 37180406282688000N			
	ONLINE TRANSACTION	BELINA BOYER , CPC SALARY , VIA ONLINE - PYMT , FP 22/02/21 10 , 47180107981232000N			
	ONLINE TRANSACTION	GARY CLARKSON , CPC WAGES , VIA ONLINE - PYMT , FP 22/02/21 10 , 48180201352742000N			
	ONLINE TRANSACTION	HMRC CUMBERNAULD , 507PP00169390 , VIA ONLINE - PYMT , FP 22/02/21 10 , 15180619504436000N		996.08	151,683.34

Branch Details	Your current details
MANSFIELD 9 CHURCH STREET MANSFIELD NOTTS NG18 1AF	MRS BELINA BOYER CLERK TO THE COUNCIL CLIPSTONE PARISH COUNCIL VILLAGE HALL CHURCH RD CLIPSTONE NG21 9DF

Date	Type	Description	Paid in	Paid out	Balance
CONTINUED					
23 Feb 2021	AUTOMATED CREDIT	[REDACTED] [REDACTED] , FP 23/02/21 0925 , FP21054O19682326	70.00		151,753.34
26 Feb 2021	CHARGES	29JAN-A/C 96626240		9.45	151,743.89
	ONLINE TRANSACTION	KONICA , 1153510256 , VIA MOBILE - PYMT		88.38	151,655.51
	DIRECT DEBIT	SOUTHERN ELECTRIC , 191537841		49.65	151,605.86

Deposit Guarantee Scheme Information

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your online statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

© National Westminster Bank Plc. Downloaded from NatWest Bank Online Statement Service on 1/03/2021. Search 'statements' on www.natwest.com for more information.

National Westminster Bank Plc, registered in England and Wales No. 929027. Registered office: 250 Bishopsgate, London EC2M 4AA. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Time: 20:21

Bank Reconciliation up to 28/02/2021 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
06/10/2020	P20-137	50.64		50.64		R <input checked="" type="checkbox"/>	Water Plus
06/10/2020	P20-137	-50.64		-50.64		R <input checked="" type="checkbox"/>	Water Plus
28/01/2021	P20-191	64.65		64.65		R <input checked="" type="checkbox"/>	BT
01/02/2021	P20-194	65.98		65.98		R <input checked="" type="checkbox"/>	UK Fuels Limited
01/02/2021	Top-up	450.00		450.00		R <input checked="" type="checkbox"/>	Petty Cash
01/02/2021	P20-195	76.19		76.19		R <input checked="" type="checkbox"/>	Water Plus
04/02/2021	P20-196	2,520.00		2,520.00		R <input checked="" type="checkbox"/>	ACS Asbestos Compliance Soluti
10/02/2021	VH21-34+48		70.00	70.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/02/2021	Cem-60		465.00	465.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/02/2021	P20197	331.25		331.25		R <input checked="" type="checkbox"/>	NSDC
15/02/2021	P20-198	28.50		28.50		R <input checked="" type="checkbox"/>	Trade UK
15/02/2021	P20-199	63.78		63.78		R <input checked="" type="checkbox"/>	Trade UK
16/02/2021	100856		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/02/2021	CEM-61		450.00	450.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/02/2021	P20-200	451.32		451.32		R <input checked="" type="checkbox"/>	BrightPay
22/02/2021	P20-202	56.29		56.29		R <input checked="" type="checkbox"/>	Russels LTD
22/02/2021	P20-204	88.38		88.38		R <input checked="" type="checkbox"/>	Konica Minolta
22/02/2021	P20-205	9.45		9.45		R <input checked="" type="checkbox"/>	National Westminster
23/02/2021	AutoCredit		70.00	70.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/02/2021	P20-201	49.65		49.65		R <input checked="" type="checkbox"/>	Southern Electric
28/02/2021	S+W Feb	5,131.79		5,131.79		R <input checked="" type="checkbox"/>	Salaries and Wages
28/02/2021	SW Feb	30.00		30.00		R <input checked="" type="checkbox"/>	Salaries and Wages
28/02/2021	VH2021-63		75.00	75.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>9,417.23</u>	<u>1,180.00</u>				

**Bank Reconciliation Statement as at 28/02/2021
for Cashbook 2 - Reserve Account 1**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest 71869905	26/02/2021		49,054.06
Mansfield BS Deposit 13-138910	31/12/2020		173,915.00
			<u>222,969.06</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			222,969.06
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			222,969.06
		Balance per Cash Book is :-	222,969.06
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2021
for Cashbook 4 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash held	31/12/2020		43.41
Pockit card	28/02/2021		367.85
			<hr/> 411.26
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			411.26
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			411.26
		Balance per Cash Book is :-	411.26
		Difference is :-	0.00

Detailed Receipts & Payments by Budget Heading 28/02/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Staffing							
4000 Salary and Wages	44,578	73,411	28,833		28,833	60.7%	
4001 National Insurance	5,493	5,800	307		307	94.7%	
4002 PAYE	4,657	7,329	2,672		2,672	63.5%	
4003 Attachment of Earnings	0	194	194		194	0.0%	
4006 Pension contribution	2,728	3,264	536		536	83.6%	
4010 Workwear and PPE	709	500	(209)		(209)	141.8%	
4015 Training and Development - St	375	1,000	625		625	37.5%	
Staffing :- Indirect Payments	58,540	91,498	32,958	0	32,958	64.0%	0
Net Payments	(58,540)	(91,498)	(32,958)				
201 Parish Office							
4200 Telephone and Broadband	647	700	53		53	92.4%	
4205 Printing and Stationery	321	600	280		280	53.4%	
4206 Office Supplies	107	250	143		143	42.8%	
4210 Postage	165	100	(65)		(65)	164.6%	
4215 Software Support	153	1,000	847		847	15.3%	
4220 Office Equipment	303	300	(3)		(3)	100.9%	
4420 Cleaning Materials/Consumables	0	25	25		25	0.0%	
4430 Repairs and Maintenance	0	150	150		150	0.0%	
4506 Health and Safety Equipment	0	10	10		10	0.0%	
4511 Equipment Purchases	0	1,000	1,000		1,000	0.0%	
4512 Equipment Maintenance	0	25	25		25	0.0%	
Parish Office :- Indirect Payments	1,695	4,160	2,465	0	2,465	40.7%	0
Net Payments	(1,695)	(4,160)	(2,465)				
301 General Overheads							
1076 Precept	144,850	144,850	0			100.0%	
1090 Interest Received	1,554	1,000	(554)			155.4%	
1151 Miscellaneous Receipts	7,534	0	(7,534)			0.0%	7,534
General Overheads :- Receipts	153,938	145,850	(8,088)			105.5%	7,534
4202 Website and Domain	380	3,000	2,620		2,620	12.7%	
4300 Insurance	3,201	4,500	1,299		1,299	71.1%	
4305 Covid-19 management	1,231	0	(1,231)		(1,231)	0.0%	
4310 Audit Fees	590	1,500	910		910	39.3%	
4315 Legal and Professional Fees	6,481	6,000	(481)		(481)	108.0%	2,100
4318 Bank Charges	161	350	189		189	46.1%	
4320 Subscriptions	1,156	1,230	74		74	94.0%	

Detailed Receipts & Payments by Budget Heading 28/02/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4325 Grants/Donations	22,232	22,960	728		728	96.8%	
4330 Election Fees	261	1,000	739		739	26.1%	261
4335 Councillor Training & Expenses	69	100	31		31	68.6%	
4340 Rent	0	92	92		92	0.0%	
4345 Communication	0	150	150		150	0.0%	
4350 Social/Welfare Activities	0	1,000	1,000		1,000	0.0%	
4420 Cleaning Materials/Consumables	0	100	100		100	0.0%	
4430 Repairs and Maintenance	83	500	417		417	16.6%	
4435 Replacement of Equipment	0	100	100		100	0.0%	
4440 Van Expenses	1,070	1,020	(50)		(50)	104.9%	
4441 Fuel - Van	209	308	99		99	67.9%	
4444 Van Purchase	0	10,000	10,000		10,000	0.0%	
4506 Health and Safety Equipment	0	50	50		50	0.0%	
4511 Equipment Purchases	149	4,500	4,351		4,351	3.3%	
4512 Equipment Maintenance	908	1,800	892		892	50.4%	
4513 Fuel - Ground Maintenance	249	650	401		401	38.3%	
4620 Christmas Lights	4,376	6,500	2,124		2,124	67.3%	
4625 Events	0	1,500	1,500		1,500	0.0%	
4650 Miscellaneous Payment	58	50	(8)		(8)	116.2%	
4660 Contingency	0	2,650	2,650		2,650	0.0%	
General Overheads :- Indirect Payments	42,863	71,610	28,747	0	28,747	59.9%	2,361
Net Receipts over Payments	111,075	74,240	(36,835)				
6000 plus Transfer from EMR	2,361						
6001 less Transfer to EMR	7,534						
Movement to/(from) Gen Reserve	105,902						
<u>401 Village Hall</u>							
1100 Grants/Donations Received	18,859	0	(18,859)			0.0%	
1400 Hall Hire	1,499	16,000	14,501			9.4%	
Village Hall :- Receipts	20,358	16,000	(4,358)			127.2%	0
4315 Legal and Professional Fees	0	1,000	1,000		1,000	0.0%	
4400 Heat, Light and Power	2,578	5,000	2,422		2,422	51.6%	
4405 Non-Domestic Rates	(1,764)	4,500	6,264		6,264	(39.2%)	
4410 Water Charges	564	1,500	936		936	37.6%	
4415 Waste Disposal	(194)	800	994		994	(24.3%)	
4420 Cleaning Materials/Consumables	438	800	362		362	54.8%	
4425 Annual Testing and Servicing	808	1,500	692		692	53.9%	
4430 Repairs and Maintenance	1,021	500	(521)		(521)	204.3%	
4437 Village Hall refund	0	100	100		100	0.0%	

Detailed Receipts & Payments by Budget Heading 28/02/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4505 Health & Safety Inspections	0	500	500		500	0.0%	
4506 Health and Safety Equipment	21	300	279		279	7.1%	
4511 Equipment Purchases	0	100	100		100	0.0%	
4512 Equipment Maintenance	0	50	50		50	0.0%	
Village Hall :- Indirect Payments	3,473	16,650	13,177	0	13,177	20.9%	0
Net Receipts over Payments	16,885	(650)	(17,535)				
501 Cemetery							
1500 Interment Fees	5,830	9,500	3,670			61.4%	
1505 Memorial Fees	1,950	2,500	550			78.0%	
Cemetery :- Receipts	7,780	12,000	4,220			64.8%	0
4315 Legal and Professional Fees	0	500	500		500	0.0%	
4400 Heat, Light and Power	308	160	(148)		(148)	192.3%	
4405 Non-Domestic Rates	520	500	(20)		(20)	103.9%	
4410 Water Charges	7	100	93		93	7.4%	
4415 Waste Disposal	185	1,500	1,315		1,315	12.3%	
4420 Cleaning Materials/Consumables	61	50	(11)		(11)	122.7%	
4430 Repairs and Maintenance	456	6,000	5,544		5,544	7.6%	
4435 Replacement of Equipment	0	500	500		500	0.0%	
4500 Cemetery Software and support	167	500	333		333	33.4%	
4506 Health and Safety Equipment	0	100	100		100	0.0%	
4510 Grounds Maintenance- Cemetery	0	1,500	1,500		1,500	0.0%	
4511 Equipment Purchases	0	200	200		200	0.0%	
4512 Equipment Maintenance	0	450	450		450	0.0%	
4514 Equipment Hire	0	500	500		500	0.0%	
4515 Grave Digging	1,800	3,500	1,700		1,700	51.4%	
Cemetery :- Indirect Payments	3,504	16,060	12,556	0	12,556	21.8%	0
Net Receipts over Payments	4,276	(4,060)	(8,336)				
601 Land							
1800 Land Maintenance Contracts	3,679	4,116	437			89.4%	
Land :- Receipts	3,679	4,116	437			89.4%	0
4340 Rent	89	100	11		11	89.1%	
4420 Cleaning Materials/Consumables	0	20	20		20	0.0%	
4430 Repairs and Maintenance	24	100	76		76	23.8%	
4605 Dog Waste Contract	716	1,800	1,084		1,084	39.8%	
4610 Grounds maintenance - other	0	500	500		500	0.0%	
4615 Environmental Improvements	189	750	561		561	25.2%	
Land :- Indirect Payments	1,018	3,270	2,252	0	2,252	31.1%	0
Net Receipts over Payments	2,662	846	(1,816)				

Detailed Receipts & Payments by Budget Heading 28/02/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
701 Former Squash and Sauna Center							
1700 Rental Income	0	8,694	8,694			0.0%	
Former Squash and Sauna Center :- Receipts	0	8,694	8,694			0.0%	0
4319 NSDC Charges S&S	3,644	4,312	668		668	84.5%	
4425 Annual Testing and Servicing	0	100	100		100	0.0%	
4430 Repairs and Maintenance	0	250	250		250	0.0%	
Former Squash and Sauna Center :- Indirect Payments	3,644	4,662	1,018	0	1,018	78.2%	0
Net Receipts over Payments	(3,644)	4,032	7,676				
801 New Community Hub							
4315 Legal and Professional Fees	2,272	0	(2,272)		(2,272)	0.0%	450
4800 New Community Hub Project	0	137,648	137,648		137,648	0.0%	
New Community Hub :- Indirect Payments	2,272	137,648	135,377	0	135,377	1.7%	450
Net Payments	(2,272)	(137,648)	(135,377)				
6000 plus Transfer from EMR	450						
Movement to/(from) Gen Reserve	(1,822)						
999 VAT Data							
115 VAT Received	10,587	0	(10,587)			0.0%	
VAT Data :- Receipts	10,587	0	(10,587)				0
515 VAT on Payments	4,524	0	(4,524)		(4,524)	0.0%	
VAT Data :- Indirect Payments	4,524	0	(4,524)	0	(4,524)		0
Net Receipts over Payments	6,062	0	(6,062)				
Grand Totals:- Receipts	196,342	186,660	(9,682)			105.2%	
Payments	121,532	345,558	224,026	0	224,026	35.2%	
Net Receipts over Payments	74,810	(158,898)	(233,708)				
plus Transfer from EMR	2,811						
less Transfer to EMR	7,534						
Movement to/(from) Gen Reserve	70,087						

2020-21 Payment Schedule February 2021

CASH POSITION				£
NatWest Current Account			31-Jan	159,843.09
Method	Ref	Supplier	Description	Total
DD	4101023877	NSDC	Non-Dom cemetery per month	52.00
BACS	43037	NSDC	Rent portion S&S current per month	331.25
BACS		Salaries and Wages per month	Approximate amount Salaries and Wages	5,161.79
DD		NatWest	Approximate Bank Charges	20.00
DD	MO47 9C	BT	Broadband and Phone	139.81
DD		Water Plus	Water VH	76.19
BACS	N012102058	County Supplies	wall calendar	4.26
BACS	IO139552	NSDC	Dog Bin emptying 2020-21	1,809.60
BACS	1136383700	B&Q	Post crete	45.10
BACS	111027418	B&Q	Spanner +WD 40	28.50
BACS	1127947915	B&Q	Painting materials	63.78
DD	1134907354	B&Q	Aligning bar	23.75
DD	132522222	British Gas	Gas Village Hall	451.32
DD		SSE	Electricity Cemetery	49.65
BACS	6792	UK Fuel	Fuel - unleaded	65.98
BACS	1138168653	B&Q	Post crete	72.16
BACS	1154904536	Konica Minolta	4rth quarter	88.38
BACS	A00927	Russels	Mower Parts	56.29
BACS	18/02/2021	Groundworks Architects LLp	Stage 1 CDM	918.00
BACS	IM028954	VIA	2x tonne Grit	264.00
BACS	16428	Musson Liggins	Market rent report and valuation	720.00
BACS				
BACS				
			Total	10,441.81

CLIPSTONE PARISH COUNCIL

<u>Regular due Payments</u>	<u>Amount/Frequency</u>	<u>Method</u>
Pension Contributions	Monthly/Varied	DD
Non-Dom Village Hall	As determined by NSDC	DD
Non-Dom Cemetery	As determined by NSDC	DD
Fuel Card	Varied	DD
Fuel on Card	Varied	DD
Electricity VH	Monthly/Varied	DD
Electricity Cemetery	Varied	DD
Gas VH	Monthly/Varied	DD
Salaries and Wages	Monthly/Varied	BACS
PAYE/NICS	Monthly/Varied	BACS
Water Tank Testing	Annual/Varied	BACS
Gas Safe Checks	Annual/Varied	BACS
Security System Checks	Annual/Varied	BACS
Electric and Emergency Lights Checks	Annual/Varied	BACS
Fire Extinguisher Checks	Annual/Varied	BACS
Konica Printer Hire + Usage	Quarterly/Varied	BACS
Insurance General	Annual/Varied	BACS
Insurance Van	Annual/Varied	BACS
Amenity Land Rent	Annual/Varied	BACS
Phone top-ups and contract	Monthly	Pocket Card
S+S Rent Share	Monthly	STO
Petty Cash top Ups	When required	BACS

Adopted

Clipstone Parish Council Financial Risk Assessment

Activity	Risk/Hazards identified	H/M/L	Existing control/management	Review/re-assess	Responsible for control
Financial Record Keeping	incomplete records	L	Financial Regulations require documents to be maintained in accordance to proper practices	Annually, incident	RFO
	insufficient records	L	Financial Regulations require documents to be maintained in accordance to proper practices	Annually, incident	RFO
Bank and banking	Banking Errors	L	Monthly reconcilliation	Annually, incident	RFO/non signing member
Members interest	Conflict of interest	L	Declaration of interest at all council meetings	Annually, incident	all members individually
	Register of Members' interest	L	all new members complete forms. Register kept by monitoring officer and published on web site	annually, on new appointment	all members individually
VAT	reclaiming/charging	L	Financial Regulations stipulate requirement	incident	Clerk/RFO
Annual Return	submitted by deadline	L	Annual return approved by council and signed by chairman and clerk before 30 June, standing orders	annually	Clerk produce document, Council approve document, chair, clerk and RFO sign document, Internal Auditor sign document
Annual Return	publication	L	Clerk/RFO duties and responsibilities	incident	Clerk

Charges receivable	loss of revenue	M	Financial regulations stipulate invoicing/recording procedures, Contracts with all clients	annually	clerk
	lack of revenue	L	Financial regs stipulate review	annually	council/relevant committee
Salaries and associated costs	salary paid incorrectly	L	Appropriate procedure	annually	clerk/appropriate non-authorising member/RFO
	unpaid tax/nics	L	Appropriate procedure, HMRC approved software	annually	clerk
Employees	Fraud by staff	L	Appropriate preventative internal control, insurance	annually	council/relevant committee
	Health and safety	M	task specific risk assessments, regular training, adequate PPE	annually, with every new task, incident	clerk
	Working from home/Covid 19-management	M	Office staff working from home as per government guidance. Cemetery staff provided with guidance on social distancing and hand hygiene, PPE etc	with any change in government guidance	clerk
Council records - paper	loss through theft fire, damage	L	kept in locked cabinets , historic documents archived with County, Fire safe bag for documents kept for home working.	annually	clerk/RFO
Council records - electronic	loss through theft fire, damage	L	Up to date antivirus/antyspy software, regular backup procedures, back up media stored away from primary data source, cloud storage of essential records	annually	clerk/RFO
Insurance	adequacy, cost, compliance	L	Annual review of insurance provision and cost before renewal date	annually, incident	Clerk, council

Review of Internal Controls 2020-21

Section 1 - Annual Governance Statement 2020-21

1. We have put in place arrangement for effective financial management during the year and for the preparation of the accounting statements.

Evidence:

- The accounting statements are prepared in accordance with the Accounts and Audit regulations. Copies have been circulated to all members. Hard copies are provided on request.
- Hard copies of Governance and Accountability - a Practitioner's Guide (G & A) are provided on request. Accounting documents are checked against G & A regulations and proper practice when changed or designed.
- The annual budget is discussed December /January in preparation for the setting of the precept.
- The budget is monitored against actual performance during the year.
- Bank reconciliation is produced each month and is approved by council, quarterly reconciliations are checked against bank statements signed by the chairman.
- Account statements are prepared accurately and timely in compliance with statutory obligations and proper practices and are evidenced with the monthly reconciliations

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Evidence:

- The Parish Council have appointed the Parish Clerk as the RFO
- A payments schedule is minuted at every Parish Council meeting.
- Direct Debits are reviewed annually.
- Two signatories, required for every cheque.
- Bank accounts only set up or closed after approval at meeting and minuted.
- The Standing Orders and Financial Regulations are reviewed annually according to the agreed policy schedule.
- A Financial risk assessment has been produced and is reviewed annually.
- Actions to reduce risk are undertaken as appropriate through the year and the risk assessment updated accordingly.
- Approval is sought before transferring amounts from one account to another.
- All bank mandates are agreed prior to being set up or amended and then reviewed annually
- Salary and payroll is run through the proprietary HMRC approved software to ensure that the Parish Council complies with its statutory duties under employment legislation.
- The Parish Council has agreed a pension provider.
- The Parish Council submits a VAT claim at least annually.
- The Parish Council maintains an asset register, listing all major assets in its ownership and for which they are responsible for the maintenance/replacement.

- The Parish Council has repaid the loan with PWLB following disposal of asset the loan had been taken out for.

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 the council to conduct its business or on its finances.

Evidence:

- The Council employs a qualified Clerk.
- The Parish Council copy of the “Arnold-Baker on Local Council Administration” is available at meetings.
- All new expenditure is tested for legal power and legal powers noted where appropriate.
- The Council is a member of NALC providing access to advice and policy templates.
- The Clerk is a personal member of SLCC providing access to advice and professional support.
- The Council’s Financial Regulations, Risk Assessments and Standing Orders are reviewed regularly and kept updated incorporating new legislation.
- Each agenda requests declarations of personal or prejudicial interests.
- All Councillors have signed Codes of Conduct. Training is provided by NSDC on the Code. It is recommended to all new Councillors that they attend training when it is available.

4. We provided proper opportunity during the year for the exercise of elector’s rights in accordance with the requirements of the Accounts and Audit Regulations.

Evidence:

- Notices were displayed and posted online announcing the period for the exercise of elector’s rights. Electors were informed of the 30 working days in which these rights could be exercised. (Accounts and Audit Regulations 2015, Regulation 15(1)). Copies of all relevant parts of the annual return are posted on the Council’s website and were posted on the notice board.
- Following the conclusion of the audit the relevant paperwork including the external auditor certificate was posted online and on the noticeboard.
- Agendas are displayed on the noticeboard and on the website

5. We carried out an assessment of the risk 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.

Evidence:

- Annual review of insurance cover before renewal.
- Risk assessment reviewed, and risks categorized accordingly.
- The Council took steps to spread its financial assets over several banks.

6. We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.

Evidence:

- Monthly bank reconciliation circulated to all councillors and approved at the Council meeting.
- Monthly reports on receipts and payments to all councillors.
- Monthly reports on receipts and payments over budget to all councillors.
- Payment schedule approved by council and signed by two councillors.
- Invoices initialled.

7. We took appropriate action on all matters raised in reports from internal and external audit.

Evidence:

- The Council considered the Internal Audit report for the 2017-18 financial year.
- The concluded Annual Return including matters raised by the external auditor were circulated to all councillors.

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.

Evidence:

- The Council has repaid its PWLB loan.