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Clipstone Parish Council

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

Summons:

You are summoned to a meeting Clipstone Parish Council which will be held in the Village Hall on **Wednesday, 23 June 2021 at 19.00.**

This will be the first face-to-face meeting after many months of meeting online. Rules and regulations to limit the spread of Covid-19 are still in place.

All visitors to the Village Hall must wear face coverings (masks) throughout their stay at the centre. Any member of the public or press, even if invited to speak by the chairman, must wear a mask, unless medical exemptions apply.

Members of the Council and council staff may replace the face covering with a face shield once seated to aid the proceedings of the meeting.

All visitors to the Village Hall are reminded to clean their hands regularly with the hand sanitiser provided and keep their distance to other visitors who are not members of their own household. Please sign in using the Track and trace QR code or by completing a T+T slip. We are obliged to keep a record of visitors to our meetings. Only six members of public and press will be admitted at any one time. If you are representing a group, please just chose one person to attend and speak for you.

Speaking and being heard whilst wearing a mask can be problematic. We would therefore like to encourage you to submit any questions/comments well before the meeting in writing (email/text message) so your query can be addressed.

Signed

Belina Boyer

Clerk to the Council

Agenda

- CPC21 106 Declarations of intent to record, film or photograph the meeting by members, members of the public or the press.
- CPC21 107 To receive apologies for absence.
- CPC21 108 To receive questions and petitions from members of the public – for information only.
- CPC21 109 To receive a report from the County and District Councillors.
- CPC21 110 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 111 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.
- CPC21 112 To receive minutes of previous Clipstone Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s).
- CPC21 113 Declarations of intent to record, film or photograph the meeting by members, members of the public or the press.
- CPC21 114 To receive the Annual Internal Audit Report for the 2020-21 financial year and consider any action required to be taken.
- CPC21 115 To consider and resolve to approve the Annual Governance Statement 2020-21.
- CPC21 116 To consider and resolve to approve the Annual Accounting Statements 2020-21.
- CPC21 117 To set the dates for the period for the exercise of public rights as 28 June 2021 to 06 August.2021.
- CPC21 118 FINANCE:
- a. To receive and note the Payments and Receipts report for April/May and note that any payments not previously listed were made under delegated powers (CPC21-82).
 - b. To receive and note the bank reconciliations for April/May 2021 and agree to sign them.
 - c. To receive and note the Detailed Receipts & Payments by Budget Heading report.
 - d. To consider any additional items to be added to the printed schedule.
 - e. To approve the payment schedule for June/July and resolve to sign it.
- CPC21 119 To consider the Council's vehicle insurance needs, receive several quotations and approve a vehicle insurance scheme for the coming year(s)..

- CPC21 120 To consider the Council's general insurance requirements, receive several quotes and approve a general insurance scheme for the coming year(s).
- CPC21 121 To consider the following grant applications:
- a) Clipstone Cricket Club £500
 - b) Clipstone Football Club £1,000
 - c) Clipstone Colts Junior Football Club £500
 - d) Clipstone Bowls Club £250
 - e) Clipstone Youth Club £10,000
 - f) Clipstone Allotments Association – Little Diggers £200
- CPC21 122 PLANNING
- a. To consider commenting on the following planning applications:
 - [21/01332/HOUSE | Construct two-storey rear extension | 6 Ward Road Clipstone NG21 9FB](#)
 - b. To note the following planning decision:
 - 21/00782/HOUSE | Proposed two-storey side extension with garage. Remove hedges, erect 5ft fence at front rising to 2m at side and to enclose rear. | 93 Highfield Road Clipstone NG21 9EPNG21 9AA – **Application permitted**
 - 21/00765/HOUSE | Two Storey & Single Storey Side Extension with Porch | Shangri La 58 Central Drive Clipstone NG21 9AG – **Application refused**
 - 21/01290/DISCON | Request to discharge conditions 03, 08 and 09 of planning permission 20/00772/FUL - Proposed residential development of 9 no. bungalows. | Land Off Cavendish Way Clipstone - **DOC - Part conditions discharged**
- CPC21 123 To receive and note NSDC's reply to a Freedom of Information request
- CPC21 124 To consider signing up to the Local Council Awards Scheme at Foundation level
- CPC21 125 To consider instating a cemetery working party to update the cemetery mapping
- CPC21 126 To note correspondence as previously circulated.
- CPC21 127 To confirm date and of next scheduled meeting for Wednesday 23 June 2021 at 19.00 at the village hall.
- CPC21 128 To receive items for Notification to be included on next meeting's agenda. (for information only).
- CPC21 129 To consider the exclusion of public and press to consider personnel issues in confidence.
- CPC21 130 To consider increasing the caretaker's contracted hours following recent recruitment and recruiting to the vacancy of Parish Worker – cemetery gates.



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, 28 April 2021 at 19:00

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

Also present:

In Attendance: The Clerk

Business and Resolution	
CPC21 -	68 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 writing of the minutes only.
CPC21 -	69 To receive apologies for absence Apologies for absence were received from Cllrs JC Wigman and Croshaw.
CPC21 -	70 To receive questions and petitions from members of the public – for information There were none.
CPC21 -	71 To receive a report from the County and District Councillors. There were none.
CPC21 -	72 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 a non-pecuniary interest as a trustee of the Clipstone Miners Welfare Community Trust.
CPC21 -	73 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. There were none.
CPC21 -	74 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 for the minutes of the meeting 28 March 2021 to be signed as a true record.
CPC21	75 To receive draft newsletter ready to be finalised (Cllr Swiffin). Cllr Swiffin would get back to the Clerk with a draft by the end of the week.

Initial _____

CPC21	<p>76 To consider the purchase of</p> <p>a) DeWALT DCK677L3T-GB 18V 3.0AH LI-ION XR CORDLESS 6 PIECE KIT</p> <p>Proposed by Cllr Clarey seconded by Cllr Fishwick, the Council approved the purchase of DeWALT DCK677L3T-GB 18V 3.0AH LI-ION XR CORDLESS 6 PIECE KIT.</p> <p>b) Replacement ride-on mower and determine a spending limit.</p> <p>The clerk had presented an offer for a second hand mowing tractor. The council came to the consensus that a new rather than second -hand mower should be purchased. Cllr Clarey mentioned that he had recently obtained a quote for a ride-on mower in another capacity. He would pass details on to the clerk.</p> <p>Proposed by Cllr Ford, seconded by Cllr Clarey the Council resolved to delegate the purchase decision for a suitable machine to the Clerk in consultation with the ground staff up to a £6,500 incl. of accessories.</p>																																								
CPC21	<p>77 FINANCE:</p> <p>a. To receive the Payments and Receipts report for March and note that any payments not previously listed were made under delegated powers (CPC20-079). The Council received and noted the Payments and receipts report to the end of March 2021 and noted that any payments not previously listed were made under delegated powers (CPC20-079)</p> <p>b. To receive bank reconciliations for March 2021 and agree to sign them.</p> <p>c. To consider any additional items to be added to the printed schedule. The Council unanimously approved and resolved to sign the bank reconciliation for March 2021.</p> <p>The Council approved the additional expenditure for the replacement power tools approved under CPC21-76.</p> <p>d. To approve the payment schedule for April/May and resolve to sign it. The Council unanimously approved the updated payment schedule for April/May and resolved to sign these.</p> <p>CASH POSITION £</p> <table border="1" data-bbox="277 1536 1484 2069"> <thead> <tr> <th>Method</th> <th>Ref</th> <th>Supplier</th> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>NatWest Current Account</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>DD</td> <td>410102387</td> <td>NSDC</td> <td>Non-Dom cemetery per month</td> <td>60.00</td> </tr> <tr> <td>STO</td> <td>7</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>43037</td> <td>NSDC</td> <td>Rent portion S&S current per month</td> <td>331.25</td> </tr> <tr> <td>BACS</td> <td></td> <td>Staffing Cost</td> <td>Staffing Cost incl. HMRC and Pension</td> <td>6,080.00</td> </tr> <tr> <td>DD</td> <td></td> <td>NatWest</td> <td>Approximate Bank Charges</td> <td>13.30</td> </tr> <tr> <td>DD</td> <td></td> <td>BT</td> <td>Broadband and Phone</td> <td>35.36</td> </tr> </tbody> </table>	Method	Ref	Supplier	Description	Total	NatWest Current Account					DD	410102387	NSDC	Non-Dom cemetery per month	60.00	STO	7					43037	NSDC	Rent portion S&S current per month	331.25	BACS		Staffing Cost	Staffing Cost incl. HMRC and Pension	6,080.00	DD		NatWest	Approximate Bank Charges	13.30	DD		BT	Broadband and Phone	35.36
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	DD		Water Plus	Water VH	76.19
	BACS	2318	CISWO	Amenity land Lease	89.07
	BACS	18	M+C Elliott	Grave Digging x2	640.00
	BACS	13605	JB Littlewood	Grass seed	60.00
	BACS	75965	Mitchells	Ironmongery	20.59
	BACS	1153848333	B&Q	Bosch 70pc Seta...	22.80
	BACS		Amazon	Stationery	1.69
	BACS	41977	THPE	Work Uniform	101.30
	BACS		Amazon	Internal Bin	24.99
	BACS		Amazon	Consumables	11.78
	BACS		Amazon	Consumables	17.89
		Updated	Screwfix	Drills	693.98
				Total	8,280.19
	<p>e. To approve the preliminary Annual Governance and Accounting Statement The Council approved the preliminary Annual Governance and Accounting Statements.</p> <p>f. To review and approve the preliminary Summary Receipts and Payments to the financial year end. The Council Reviewed and approved the preliminary Summary Receipts and Payments to the Financial Year End.</p>				
CPC21	<p>78 To consider adopting a reserves and investment policy and define earmarked reserves for the financial year 2021-22 Proposed by Cllr Clarey seconded by Cllr Swiffin, The Council resolved to adopt the reserves and investment policy as presented including the amounts allocated to earmarked reserves therein.</p>				
CPC21	<p>79 To consider overtime payments to ground staff. The Council considered the current staffing situation and empowered the Clerk to pay overtime to ground staff and employ agency staff as required until the staffing situation was resolved.</p>				
CPC21	<p>80 To receive quotes for defibrillators suitable for installation in a phone box. Not available. To be brought to a future meeting.</p>				
CPC21	<p>81 To consider restarting the recruitment process for the admin assistant aborted last spring.</p>				

	The council resolved to restart the process but to rename the post Clerk's Assistant and advertise it for 10 hours per week initially.
CPC21	82 To consider adoption of a scheme of delegation. The Council unanimously resolved to approve the scheme of delegation as presented.
CPC21	83 To consider creating the post of caretaker and starting the recruitment process. Deferred to next month's meeting.
CPC21	84 PLANNING a. To consider commenting on the following planning applications: c) 21/00782/HOUSE Proposed two-storey side extension with garage. Remove hedges, erect 5ft fence at front rising to 2m at side and to enclose rear. 93 Highfield Road Clipstone NG21 9EP The Council resolved a neutral stance. As with previous similar applications permission would result in an increase in bedrooms and potential occupancy whilst reducing available carparking spaces at the property leading to increased on street parking. b. To note the following planning decision: d) 21/00352/FUL Change of use of first floor only from office/storage (Class E) to residential accommodation (Class C3) 139 Mansfield Road Clipstone NG21 9AA – Application permitted. The Council noted the above planning decision.
CPC21	85 To receive and note correspondence previously circulated by email. The Council noted the correspondence previously circulated.
CPC21	86 To receive Items for Notification to be included on next meeting's agenda. (for information only). • Staffing
CPC21	87 To confirm date of next scheduled meeting. The Council confirmed the next meeting for Tuesday 04 May at 19.00 via ZOOM. Cllr JC Wigman and Ford gave their apologies due to work commitments.

 Signature of presiding chairman

 Date



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 Thursday, 04 May 2021 at 19:00

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

Also present:

In Attendance: The Clerk

Business and Resolution

CPC21 88 To elect a chairman for the 2021-22 municipal year and suspend the meeting for the elected chairman to sign their declaration of acceptance of office.

Proposed by Cllr Clarey seconded by Cllr Swiffin, Cllr Claire Wigman was unanimously elected chairman of Clipstone Parish Council for the 2021-22 Municipal year.

Cllr Wigman signed the declaration of acceptance of office before the Proper Officer.

CPC21 89 To receive and resolve to approve apologies for absence

Apologies for absence were received from Cllrs JC Wigman and Ford due to work commitments and approved unanimously. No other apologies had been received.

CPC21 90 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.

There were none.

CPC21 91 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 10 of the Localism Act 2011 from councillors on matters considered at this meeting.

Cllr Clarey declared a non-pecuniary interest as a trustee of the Clipstone Miners Welfare Community Trust.

CPC21 92 To review and adopt Standing Orders based on the most recent NALC recommended model.

Proposed by Cllr Clarey seconded by Cllr Wigman the Council resolved to adopt Standing Orders as presented.

CPC21 93 To review and adopt Financial Regulations based on the most recent NALC recommended model.

Proposed by Cllr Clarey seconded by Cllr Wigman the Council resolved to adopt Financial Regulations as presented.

CPC21 94 To review Terms of Reference and membership of

Initial _____

a) The Personnel Committee

The Council appointed the following members to the Personnel Committee: J Fishwick, K Croshaw and R Clarey

b) The Assets Committee

The Council appointed the following members to the Assets Committee: C Wigman, R Clarey, W Swiffin, J Fishwick

CPC21 95 To resolve to defer the review of the following documents to a later meeting:

- Insurance arrangements
- Asset register
- Review of council's/staff subscriptions to other bodies (NALC/SLCC)
- Complaints procedures
- Policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation
- Media Policy
- Employment Policies and Procedures

The Council resolved to defer the review of the above documents to future meetings.

CPC21 96 To review the representation on or work with external bodies and arrangements for reporting back.

The Council currently has no standing representatives on external bodies.

The Council resolved to continue the current practice of oral reports back at meetings or by email to all members prior to the meeting.

CPC21 97 To review members interests for all current members.

Members were reminded to review their members interest forms and submit a new form if there had been any changes.

CPC21 98 To receive and approve the minutes of the previous Clipstone Parish Council meeting and sign these as a true record.

Deferred as minutes of the April meeting were not yet available.

CPC21 99 To consider the purchase of a mobile filtration unit for the meeting room at a cost up to £350 to improve the air circulation and quality when returning to face-to-face meetings.

Proposed by Cllr Clarey seconded by Cllr Croshaw the council resolved to authorise the purchase of a mobile air purifier. At a cost of up to £350.

CPC21 100 FINANCE:

Due to the early date of this May meeting financial reports to 30 April 2021 were not available in time for the meeting.

- To review invoices for payment and approve the payment schedule for May/June and sign it.

The Council unanimously approved the updated payment schedule for May/June and resolved to sign it.

CASH POSITION				£
NatWest Current Account		30-Apr		213,588.64
Method	Ref	Supplier	Description	Total
DD	4101023877	NSDC	Non-Dom cemetery per month	60.00
STO	43037	NSDC	Rent portion S&S current per month	331.25
BACS		Staffing Cost	Staffing Cost incl. HMRC and Pension	6,080.00
DD		NatWest	Approximate Bank Charges	20.00
DD		BT	Broadband and Phone	71.16
DD		Water Plus	Water VH	76.19
BACS		Rialtas	Annual licence and maintenance	148.80
Card	83413782	Zoom	Subs May	14.39
Card		Screwfix	Drills and 12V charger	693.98
DD	18086	UK Fuels	Unleaded	64.30
BACS	N042100628	NCC Supplies	Consumables	207.37
	Internal transfer		Pockit top-up	500.00
	Internal transfer		Pockit top-up	200.00
BACS		4D Tree Survey Ltd.	Tree Survey	600.00
			Total	9,067.44

- To appoint a councillor other than the chairman to verify bank reconciliations in accordance with financial regulations.

The Council resolved to appoint Cllr Fishwick to verify the bank reconciliations in accordance with financial regulations.

CPC21 101 To note the tree survey report.

The Council noted the tree survey report. The Clerk would obtain quotations for non-urgent tree work to commence after the nesting season.

CPC21 102 To note correspondence from the council's solicitor.

The council noted the council solicitor's correspondence and resolved in principle to agree a lease on the following terms:

- An annual rent not exceeding £20,000 in line with the council surveyor's findings.
- Any rent review (every 3 years) to be based on the building condition as at the take over of the lease not the value added by renovation undertaken by the council.
- Shared car parking facilities at the Mansfield Road car park.

The clerk would ask the Council's solicitor to request a draft lease from the Clipstor Miners Welfare Community Trust's Solicitor.

CPC21 103 To consider restructuring the staff profile and recruiting to the vacancy of parish worker and caretaker (deferred from April meeting)

The Council resolved to advertise one vacancy for a parish worker for 16 hours per week to work core hours Monday to Wednesday on the terms and condition currently in place for this post and approved the parish worker recruitment pack.

The Council resolved to recruit to a new caretaker for initially 10 hours per week and approved the recruitment pack.

Both adverts would be published as soon as possible with shortlisting and interviews conducted by the personnel committee, senior parish worker and Clerk. The recruitment panel was delegated to appoint a suitable candidate.

CPC21 104 To note correspondence previously circulated by email.

The Council noted the correspondence previously circulated.

CPC21 105 To receive Items for Notification to be included on next meeting's agenda. (for information only).

- There were none.

CPC21 106 To confirm date of next scheduled meeting for Wednesday, 23 June 2021 at 19.00 the village hall.

The Council resolved that the next meeting would be 23 June 2021 at the village hall returning to face-to-face meetings.

Signature of presiding chairman

Date

Clipstone Parish Council
Clerk's Report
June 2021

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.	CPC21-130 Personnel, confidential
To receive the Annual Internal Audit Report for the 2020-21 financial year and consider any action required to be taken.	NB. Boxes K+ L need amending to "Not covered" In hand.
To consider and resolve to approve the Annual Governance Statement 2020-21.	You reviewed internal controls at the March meeting.
To consider and resolve to approve the Annual Accounting Statements 2020-21.	You have already approved YE accounts at April meeting – these are just the figures to go to External Auditor.
To set the dates for the period for the exercise of public rights as 28 June 2021 to 06 August.2021.	
FINANCE: .	Spanning April and May
To consider the Council's vehicle insurance needs, receive several quotations and approve a vehicle insurance scheme for the coming year(s)..	Three Quotes: £529 WPS, Came and Company: £575.21, BHIB 749.63
To consider the Council's general insurance requirements, receive several quotes and approve a general insurance scheme for the coming year(s).	4 quotes. Please see breakdown attached and details in Google folder.
To consider the following grant applications: Clipstone Cricket Club £500 Clipstone Football Club £1,000 Clipstone Colts Junior Football Club £500 Clipstone Bowls Club £250 Clipstone Youth Club £10,000 Clipstone Allotments Association – Little Diggers £200	Please note: The total grants budget for 2021-22 is £3,000. Virements from other budget codes will be required to accommodate a potential £9450 overspent. This does not cover £750 for Cab granted last year but not yet paid as awaiting info
To consider signing up to the Local Council Awards Scheme at Foundation level	See detailed report
To consider instating a cemetery working party to update the cemetery mapping	We know that the reality "on the ground" does not agree with the theory of the map. This needs documenting and the map – rather than the records – amending accordingly. This must be a team effort as there are over 1400 occupied plots in the cemetery. We are paying for an accurate linked map which cannot e produced without our input.
To consider the exclusion of public and press to consider personnel issues in confidence.	
To consider increasing the caretaker's contracted hours following recent recruitment and recruiting to the vacancy of Parish Worker – cemetery gates..	Se confidential report

Dixon Accountancy
&
Taxation Services

Your ref:-
Our ref:-DD/DD/C020

16 June 2021

The Clerk to Clipstone Parish Council
Church Road
Clipstone
NOTTINGHAMSHIRE
NG21 9DF

Dear Sirs

Please find enclosed the completed Annual Return for the year ended 31 March 2021 for the above Parish Council along with a note of my charges.

With regards to the reporting of variations, I would confirm that these are as noted on your schedule.

Would you please confirm that all electronic files relating to this Council are taken on a regular basis and held in a secure place.

Thank you for your help and assistance in what has been a difficult time.

YOURS SINCERELY



D A Dixon

Maythorne
Bunny Lane
Keyworth
Nottingham
NG12 5LP

Phone: 0115 937 5000
Mobile: 07840 555062
e-mail: mail@dixonaccounts.com

Annual Internal Audit Report 2020/21

Clipstone Parish Council NT0038

<https://clipstoneparishcouncil.org/> / AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

Date(s) internal audit undertaken

10/05/2021 10/06/2021 14/06/2021

Name of person who carried out the internal audit

ENTER NAME DAVID DIXON I AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

15/06/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Clipstone Parish Council NT0038

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

23/06/2021

and recorded as minute reference:

CPC21-115 MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://clipstoneparishcouncil.org/> PUBLISHED PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

Clipstone Parish Council NT0038

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	297,173	303,815	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	130,450	144,850	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	61,450	54,139	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	66,834	62,615	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	118,594	71,754	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	303,815	368,435	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	303,815	368,435	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	661,938	665,583	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

25/05/2021

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

23/06/2021

as recorded in minute reference:

CPC21-116 MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Current Account

Payments made between 01/04/2021 and 31/05/2021

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/04/2021	Reserve Account 2	01/04/2021	3,638.73				210	3,638.73	Transfer "static" reserves
01/04/2021	NSDC	CPC21-60E)	67.49			4405	501	67.49	Non-Dom Cemetery
01/04/2021	Water Plus	P21-1	76.19			4410	401	76.19	April
01/04/2021	CISWO	P21-2	89.07			4340	601	89.07	CISWO
06/04/2021	Petty Cash	Top Up	200.00				250	200.00	Petty Cash Top-up
15/04/2021	NSDC	P21-3	331.25			4319	701	331.25	NSDC
15/04/2021	Water Plus	P21-4	55.17			4410	401	55.17	Water Plus
20/04/2021	Via East Midlands	P21-5	66.00		11.00	4430	601	55.00	Salt
20/04/2021	THPE Limited	P21-6	113.14		18.86	4010	101	94.28	New Workwear
20/04/2021	Trade UK	P21-7	22.80		3.80	4421	301	19.00	Bosch 70 pc
20/04/2021	Office Star LTD	P21-8	1.69		0.28	4206	201	1.41	index
20/04/2021	British Gas	P21-9	254.17		42.36	4400	401	211.81	Gas VH
26/04/2021	Waterplus	100857	-305.92			4410	401	-305.92	Waterplus
29/04/2021	Petty Cash	Top Up	500.00				250	500.00	Top-up tool purchase
30/04/2021	Salaries and Wages	April S+W	5,296.95				280	5,296.95	April Staff Costs
30/04/2021	BT	P21-10	35.36		9.70	4200	201	25.66	Phone and Broadband
30/04/2021	National Westminster	P21-11	13.30			4318	301	13.30	Bank charges
01/05/2021	NSDC	CPC21-60E	60.00			4405	501	60.00	Non-dom cemetery
01/05/2021	Water Plus	P21-12	76.19			4410	401	76.19	May
03/05/2021	UK Fuels Limited	P21-13	64.30		10.72	4513	301	53.58	Unleaded
15/05/2021	NSDC	P21-14	331.25			4319	701	331.25	rent share
15/05/2021	NCC Supplies	P21-15	207.37		34.56	4420	401	172.81	cleaning products
17/05/2021	Mitchells Ironmongers	P21-17	20.59		3.43	4421	301	17.16	bolts and discs
17/05/2021	JB Intl TTD	P21-18	17.89		2.98	4305	301	14.91	face shields
17/05/2021	Chabrias limited	P21-19	24.99		4.16	4305	301	20.83	bin
17/05/2021	Amazon Uk	P21-20	24.96		4.16	4420	401	20.80	consumables
17/05/2021	Cal Bryant	P21-21	294.00			4202	301	294.00	Website and email
17/05/2021	Amazon Uk	P21-22	5.73			4206	201	5.73	stationery
17/05/2021	4D Tree Survey	P21-23	600.00		100.00	4315	301	500.00	4D Tree Survey
17/05/2021	RIALTAS Business Solutions Ltd	P21-24	148.80		24.80	4215	201	124.00	Software support
17/05/2021	THPE Limited	P21-25	101.30		16.88	4010	101	84.42	workwear
17/05/2021	JB Littlewoods	P21-26	110.40		18.40	4430	501	92.00	Weedkiller
17/05/2021	ICCM	P21-27	95.00			4320	301	95.00	Membership
17/05/2021	Petty Cash	Top-up	200.00				250	200.00	Petty cash Card top-up
20/05/2021	Nottinghamshir Fire Safety Ltd	P21-28	254.28		42.38	4425	301	211.90	Nottinghamshir Fire Safety Ltd
21/05/2021	NottsALC	P21-29	35.00			4015	101	35.00	Cemetery Course
21/05/2021	British Gas	P21-30	212.67		35.44	4400	401	177.23	Gas VH

Subtotal Carried Forward:

13,340.11

0.00

383.91

12,956.20

Current Account

Payments made between 01/04/2021 and 31/05/2021

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
25/05/2021	Konica Minolta	P21-31	14.92		2.49	4205	201	12.43	April
26/05/2021	Mansfield Garden Machinery	P21-32	54.00		9.00	4512	301	45.00	Blade
27/05/2021	Vault Contracts	P21-33	84.00		14.00	4425	401	70.00	Alarm service
27/05/2021	Pear Technology	P21-34	102.00		17.00	4215	201	85.00	support and updates
27/05/2021	National Westminster	P21-35	8.40			4318	301	8.40	Bank charges
27/05/2021	3WM LTD	P21-36	343.41		57.24	4305	301	286.17	Air purifier
31/05/2021	Salaries and Wages	S+W May	4,761.20			280		4,761.20	Staff costs May
Total Payments:			18,708.04	0.00	483.64			18,224.40	

Current Account

Receipts received between 01/04/2021 and 31/05/2021

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Cem-68	Banked: 13/04/2021	250.00						
Cem-68	WS Inghams	250.00			1500	501	250.00	Interment Busby
Cem-67	Banked: 13/04/2021	250.00						
Cem-67	M Dixon	250.00			1500	501	250.00	Interment Eyre
Precept	Banked: 23/04/2021	78,160.00						
Precept	NSDC	78,160.00			1076	301	78,160.00	Precept - 1st half
VH2021-01	Banked: 04/05/2021	90.00						
VH2021-01	MDTTL (Zygabyte TTC)	90.00			1400	401	90.00	Hall Hire
VAT	Banked: 06/05/2021	5,244.88						
VAT	HMRC	5,244.88			115	999	5,244.88	VAT refund
AutoCredit	Banked: 07/05/2021	1,200.00						
AutoCredit	ViaEM	1,200.00			1800	601	1,200.00	Lengthsman 2021-22
AutoCredit	Banked: 18/05/2021	130.00						
AutoCredit	TumbleTots	130.00			1400	401	130.00	Hall Hire
Autocredit	Banked: 18/05/2021	292.50						
Autocredit	Baby Ballet	292.50			1400	401	292.50	hallhire
Autocredit	Banked: 24/05/2021	90.00						
Autocredit	BalletBums	90.00			1400	401	90.00	Hallhire
Cem64	Banked: 25/05/2021	480.00						
Cem64	WS Inghams	480.00			1500	501	480.00	Interment Fee
cem 56	Banked: 25/05/2021	50.00						
cem 56	Warsop memorials	50.00			1505	501	50.00	Cem 56
cem 45	Banked: 28/05/2021	200.00						
cem 45	A Wass	200.00			1500	501	200.00	Interment
Total Receipts:		86,437.38	0.00	0.00			86,437.38	

**Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest 96626240	30/04/2021		213,113.37
			<u>213,113.37</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			213,113.37
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			213,113.37
		Balance per Cash Book is :-	213,113.37
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest 96626240	30/04/2021		213,113.37
			<u>213,113.37</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			213,113.37
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			213,113.37
		Balance per Cash Book is :-	213,113.37
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/05/2021
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	31/05/2021		17.64
Pockit card	31/05/2021		194.08
			<hr/> 211.72
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			211.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			211.72
		Balance per Cash Book is :-	211.72
		Difference is :-	0.00

Detailed Receipts & Payments by Budget Heading 31/05/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Staffing</u>							
4000 Salary and Wages	7,708	63,560	55,852		55,852	12.1%	
4001 National Insurance	1,037	5,735	4,698		4,698	18.1%	
4002 PAYE	801	4,335	3,534		3,534	18.5%	
4005 Employee Expenses	0	200	200		200	0.0%	
4006 Pension contribution	512	2,835	2,323		2,323	18.1%	
4010 Workwear and PPE	179	514	335		335	34.8%	
4015 Training and Development - St	35	1,030	995		995	3.4%	
4020 Recruitment	0	100	100		100	0.0%	
Staffing :- Indirect Payments	10,272	78,309	68,037	0	68,037	13.1%	0
Net Payments	(10,272)	(78,309)	(68,037)				
<u>201 Parish Office</u>							
4200 Telephone and Broadband	59	750	691		691	7.9%	
4205 Printing and Stationery	12	500	488		488	2.5%	
4206 Office Supplies	12	180	168		168	6.5%	
4210 Postage	0	250	250		250	0.0%	
4215 Software Support and Licence	231	650	419		419	35.5%	
4220 Office Equipment	0	250	250		250	0.0%	
4420 Consumables - Cleaning Materia	0	25	25		25	0.0%	
4430 Repairs and Maintenance	0	155	155		155	0.0%	
4506 Health and Safety Equipment	0	10	10		10	0.0%	
4511 Equipment Purchases	0	250	250		250	0.0%	
4512 Equipment Maintenance	0	50	50		50	0.0%	
Parish Office :- Indirect Payments	314	3,070	2,756	0	2,756	10.2%	0
Net Payments	(314)	(3,070)	(2,756)				
<u>301 General Overheads</u>							
1076 Precept	78,160	156,320	78,160			50.0%	
1090 Interest Received	1	100	99			0.8%	
General Overheads :- Receipts	78,161	156,420	78,259			50.0%	0
4202 Website and Domain	294	400	106		106	73.5%	
4300 Insurance	0	4,635	4,635		4,635	0.0%	
4305 Covid-19 management	322	1,000	678		678	32.2%	
4310 Audit Fees	0	700	700		700	0.0%	
4315 Legal and Professional Fees	500	2,000	1,500		1,500	25.0%	
4318 Bank Charges	26	360	334		334	7.1%	
4320 Subscriptions	95	1,300	1,205		1,205	7.3%	

Detailed Receipts & Payments by Budget Heading 31/05/2021

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	0	3,000	3,000		3,000	0.0%	
4330 Election Fees	0	500	500		500	0.0%	
4335 Councillor Training & Expenses	0	500	500		500	0.0%	
4345 Communication	0	3,750	3,750		3,750	0.0%	
4350 Social/Welfare Activities	0	1,000	1,000		1,000	0.0%	
4420 Consumables - Cleaning Materia	0	100	100		100	0.0%	
4421 Consumables- Repair and Mainte	36	0	(36)		(36)	0.0%	
4425 Annual Testing and Servicing	212	0	(212)		(212)	0.0%	
4430 Repairs and Maintenance	0	200	200		200	0.0%	
4435 Replacement of Equipment	0	100	100		100	0.0%	
4440 Van Expenses	0	1,250	1,250		1,250	0.0%	
4441 Fuel - Van	0	350	350		350	0.0%	
4506 Health and Safety Equipment	0	50	50		50	0.0%	
4511 Equipment Purchases	578	1,000	422		422	57.8%	
4512 Equipment Maintenance	45	1,500	1,455		1,455	3.0%	
4513 Fuel - Ground Maintenance	54	600	546		546	8.9%	
4620 Christmas Lights	0	5,000	5,000		5,000	0.0%	
4625 Events	0	500	500		500	0.0%	
4650 Miscellaneous Payment	0	50	50		50	0.0%	
4660 Contingency	0	1,281	1,281		1,281	0.0%	
General Overheads :- Indirect Payments	2,162	31,126	28,964	0	28,964	6.9%	0
Net Receipts over Payments	75,999	125,294	49,295				
401 Village Hall							
1400 Hall Hire	603	1,800	1,198			33.5%	
Village Hall :- Receipts	603	1,800	1,198			33.5%	0
4400 Gas and Electricity	389	5,000	4,611		4,611	7.8%	
4405 Non-Domestic Rates	0	4,500	4,500		4,500	0.0%	
4410 Water Charges	(98)	1,200	1,298		1,298	(8.2%)	
4415 Waste Disposal	0	500	500		500	0.0%	
4420 Consumables - Cleaning Materia	194	750	556		556	25.8%	
4425 Annual Testing and Servicing	70	900	830		830	7.8%	
4430 Repairs and Maintenance	0	1,250	1,250		1,250	0.0%	
4506 Health and Safety Equipment	0	50	50		50	0.0%	
Village Hall :- Indirect Payments	554	14,150	13,596	0	13,596	3.9%	0
Net Receipts over Payments	48	(12,350)	(12,398)				

Detailed Receipts & Payments by Budget Heading 31/05/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Cemetery							
1500 Interment Fees	1,180	10,000	8,820			11.8%	
1505 Memorial Fees	50	2,500	2,450			2.0%	
Cemetery :- Receipts	1,230	12,500	11,270			9.8%	0
4400 Gas and Electricity	0	350	350		350	0.0%	
4405 Non-Domestic Rates	127	550	423		423	23.2%	
4410 Water Charges	0	100	100		100	0.0%	
4415 Waste Disposal	0	1,000	1,000		1,000	0.0%	
4420 Consumables - Cleaning Materia	0	100	100		100	0.0%	
4430 Repairs and Maintenance	92	6,000	5,908		5,908	1.5%	
4435 Replacement of Equipment	0	500	500		500	0.0%	
4500 Cemetery Software and support	0	250	250		250	0.0%	
4506 Health and Safety Equipment	0	100	100		100	0.0%	
4510 Grounds Maintenance- Cemetery	0	500	500		500	0.0%	
4511 Equipment Purchases	0	200	200		200	0.0%	
4512 Equipment Maintenance	0	600	600		600	0.0%	
4514 Equipment Hire	0	200	200		200	0.0%	
4515 Grave Digging	0	3,500	3,500		3,500	0.0%	
Cemetery :- Indirect Payments	219	13,950	13,731	0	13,731	1.6%	0
Net Receipts over Payments	1,011	(1,450)	(2,461)				
601 Land							
1800 Land Maintenance Contracts	1,200	3,675	2,475			32.7%	
Land :- Receipts	1,200	3,675	2,475			32.7%	0
4340 Rent	89	100	11		11	89.1%	
4420 Consumables - Cleaning Materia	0	20	20		20	0.0%	
4430 Repairs and Maintenance	55	100	45		45	55.0%	
4605 Dog Waste Contract	0	1,500	1,500		1,500	0.0%	
4610 Grounds maintenance - other	0	500	500		500	0.0%	
4615 Environmental Improvements	0	500	500		500	0.0%	
Land :- Indirect Payments	144	2,720	2,576	0	2,576	5.3%	0
Net Receipts over Payments	1,056	955	(101)				
701 Former Squash and Sauna Center							
4319 NSDC Charges S&S	663	3,975	3,313		3,313	16.7%	
4425 Annual Testing and Servicing	0	100	100		100	0.0%	
4430 Repairs and Maintenance	0	2,500	2,500		2,500	0.0%	
Former Squash and Sauna Center :- Indirect Payments	663	6,575	5,913	0	5,913	10.1%	0
Net Payments	(663)	(6,575)	(5,913)				

Detailed Receipts & Payments by Budget Heading 31/05/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
801 New Community Hub							
4315 Legal and Professional Fees	0	35,000	35,000		35,000	0.0%	
4400 Gas and Electricity	0	8,000	8,000		8,000	0.0%	
4405 Non-Domestic Rates	0	9,000	9,000		9,000	0.0%	
4410 Water Charges	0	1,545	1,545		1,545	0.0%	
4415 Waste Disposal	0	200	200		200	0.0%	
4425 Annual Testing and Servicing	0	1,500	1,500		1,500	0.0%	
4435 Replacement of Equipment	0	15,000	15,000		15,000	0.0%	
4505 Health & Safety Inspections	0	5,000	5,000		5,000	0.0%	
4800 New Community Hub Project	0	120,575	120,575		120,575	0.0%	
4840 Rent Community Hub	0	17,000	17,000		17,000	0.0%	
New Community Hub :- Indirect Payments	0	212,820	212,820	0	212,820	0.0%	0
Net Payments	0	(212,820)	(212,820)				
999 VAT Data							
115 VAT Received	5,245	0	(5,245)			0.0%	
VAT Data :- Receipts	5,245	0	(5,245)				0
515 VAT on Payments	611	0	(611)		(611)	0.0%	
VAT Data :- Indirect Payments	611	0	(611)	0	(611)		0
Net Receipts over Payments	4,634	0	(4,634)				
Grand Totals:- Receipts	86,438	174,395	87,957			49.6%	
Payments	14,939	362,720	347,781	0	347,781	4.1%	
Net Receipts over Payments	71,499	(188,325)	(259,824)				
Movement to/(from) Gen Reserve	71,499						

CLIPSTONE PARISH COUNCIL

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	CHIPSTONE CRICKET CLUB
Contact Details	ROBERT SPRIGG
Position within Organisation	CHAIRMAN
Telephone	
Email	
Is your organisation a registered charity?	NO
If yes, charity number	
Project for which grant is required?	RUNNING COSTS OF CLUBS
Total Cost	£7500
Have any funds been requested from other sources?	FUNDRAISING SUBS.
Success/failure of application, and amount requested	£6500
Amount of grant requested from Clipstone Parish Council.	£500
When are the funds required?	JUNE 2021

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	CLIPSTONE FOOTBALL CLUB
Contact Details	BRADLEY RUTTER
Position within Organisation	VICE-CHAIRMAN
Telephone	[REDACTED]
Email	
Is your organisation a registered charity?	NO
If yes, charity number	
Project for which grant is required?	GENERAL RUNNING COSTS. UTILITIES, RATES ETC.
Total Cost	£17,400
Have any funds been requested from other sources?	FUNDRAISING CARRIED OUT + SOME SPONSORSHIPS.
Success/failure of application, and amount requested	ACHIEVED £16,400
Amount of grant requested from Clipstone Parish Council.	£1000
When are the funds required?	JULY 2021

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	CLIPSTONE COLTS FC
Contact Details	ANNE GRIFFITHS.
Position within Organisation	SECRETARY
Telephone	
Email	
Is your organisation a registered charity?	NO
If yes, charity number	—
Project for which grant is required?	GENERAL RUNNING COSTS PITCH MAINTENANCE, KIT ETC.
Total Cost	18,640
Have any funds been requested from other sources?	FUNDRAISING, SUBS.
Success/failure of application, and amount requested	18,140.
Amount of grant requested from Clipstone Parish Council.	£ 500
When are the funds required?	JULY 2021

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	CLIPSTONE BOWLS CLUB
Contact Details	WILLIAM ORANGE
Position within Organisation	CHAIR
Telephone	
Email	
Is your organisation a registered charity?	NO
If yes, charity number	
Project for which grant is required?	GENERAL RUNNING COSTS OF CLUB.
Total Cost	£1870
Have any funds been requested from other sources?	FUNDRAISING, SPONSORSHIP + SUBS.
Success/failure of application, and amount requested	£1620
Amount of grant requested from Clipstone Parish Council.	£250
When are the funds required?	JULY 2021

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	CLIPSTONE MINGERS WELFARE
Contact Details	RICHARD CLAREY
Position within Organisation	CHAIRMAN
Telephone	
Email	
Is your organisation a registered charity?	YES
If yes, charity number	525041
Project for which grant is required?	RUNING COSTS FOR OUR YOUTH CLUB.
Total Cost	30,000
Have any funds been requested from other sources?	FROM MINGERS WELFARE FROM RENT of BUILDING.
Success/failure of application, and amount requested	20,000
Amount of grant requested from Clipstone Parish Council.	£10,000
When are the funds required?	JULY 2021

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	CLIPSTONE ALUMNUS
Contact Details	RICHARD CLAREY
Position within Organisation	SECRETARY
Telephone	
Email	
Is your organisation a registered charity?	NO
If yes, charity number	
Project for which grant is required?	GENERAL RUNNING COSTS FOR LITTLE DIGGERS PROJECT (JUNIOR + INFANT SCHOOLS)
Total Cost	£540.00
Have any funds been requested from other sources?	RAISED FUNDS FROM SPONSORS
Success/failure of application, and amount requested	RAISED £340.00
Amount of grant requested from Clipstone Parish Council.	£200
When are the funds required?	JULY 2021

Clipstone Welfare Senior Team Accounts

<u>Income</u>	<u>2019/20</u>	<u>2018/19</u>	<u>2017/18</u> £
Sponsorship & Donations	9130	11947	17730
Pre-Season Friendlies	2122	1820	1403
League Games	7956	8786	10067
Cup Games & Winnings	250	6631	4115
Under 21 games	892	1222	810
Mansfield Town Youth Games		491	2301
League Cup Final		1805	0
Kick Start Tournaments		1156	0
Miscellaneous games	559	159	0
Grants	4687.2	600	1350
Fun Fair Rental	500	1000	500
Race Night		599	0
Player Fine Contributions		720	165
Miscellaneous	400	205	138
CML Semi-Finals		0	940
Donations re Club House break-in		0	1956
MTFC Fundraising game		0	1647
Ground Hire	500		
o/s from last year	405		
	27401	37141	43122
<u>Expenditure</u>			£
Utilities	2250	2000	2000
Licences	335	331	327
Website Hosting costs	91	59	55
Annual Player Insurance	200	192	192
Notts FA fines	350	2330	1885
Notts FA Affiliation & Public Liability Insurance Fees	114	108	106
Cup Entry Fees	85	190	160
NCEL Subscriptions, registrations, fees & fine	450	0	595
EMFLC Membership & Subscription	150	225	0
Under 21 team costs		458	414
Travel Expenses	319	606	2459
Player & Management Expenses	8755	10654	3941
Management & team kit & balls	2129	874	6011
Match Officials	2219	3464	4168
1 st team Training Costs	1558	220	779
Purchases for Café stock & hospitality (1)	3006	5506	2659
Pitch Maintenance	708	3465	(7179*)
Ground Maintenance	1548	1397	1052
Advertising Boards	235	841	895
Floodlight repairs/maintenance		150	3601
Share of Top Pitch work		0	1060
Café improvements		445	1634
Defibrillator purchase		0	318
Equipment Purchases		580	1121
Physio	30	430	340
Training Courses		489	500
90 th anniversary PIN badges		0	160
Miscellaneous (2)	471	564	465
	25003	35578	36897

Rewiwed by

M Clarridge FCCA



Clipstone Welfare Colts Annual Accounts to 31st May

	2019-20	2018-19
Income		
Subscriptions		
Subs/Training Fees		
Match Day Subs	17852.71	19299.00
Pitch Rental	2357.00	4000.31
Tea Bar		
Raffle		
Fund Raising Events		
Donations	185.00	1283.50
Sponsorship	12490.00	5074.78
Grants		
	32884.71	29657.59
Expenses		
Match Fees (inc Ref fees)	375.00	945.00
Kickstart/Match Fees	760.00	0.00
Training Fees	7804.00	10133.00
Pitch Hire	0.00	0.00
League Fees		
Insurance	0.00	303.00
Affiliation	0.00	195.00
Competition Entry	793.80	914.00
Pitch Maintenance	5088.55	12815.00
2015-16 Presentation		
2016-17 Presentation		
2017-18 Presentation		475.35
2018-19 Presentation	-499.90	2094.30
Referee Fees		
Transfer Fees		
Fines	125.00	263.00
Kit / Training Equipment	8891.10	7420.97
Trophies	0.00	0.00
Coach Training	495.00	555.00
League Presentations	0.00	0.00
Catering Supplies		
Stationary		
Player Expenses		
Player Bowling		
Sundries	702.00	950.84
Float		
	24534.55	37064.46
Profit/Loss	8350.16	-7406.87
Opening Balance		
Cash	795.00	0.00
Cash Due	0.00	0.00
Bank	5980.06	14181.93
Float J Bray	0.00	0
Total	6775.06	14181.93
Income	32884.71	29657.59
Expenses	24534.55	37064.46
Projected Closing Balance	15125.22	6775.06
Closing Balance		
Cash At Hand	0	795.00
Cash Due	537.71	0.00
Bank	14521.51	5980.06
Float		
Float J Bray	66.00	
Total	15125.22	6775.06
Variance	0.00	0.00
Float for Presentation		
Cash Due Recognised		
Butlins Refund Free Places	0	0.00
Outstanding Subs	537.71	0.00
	537.71	0.00
Funds Due to Club Not Recognised		
Mr Tatham Butlins 2011 (written Off Left Club)	0	0.00
I Birtley Coaching Contribution	0	0.00
FA Cheque (Due never Received) Not being replaced @2013	0	0.00
Parents Tie Contribution (Or Return Ties)	0	0.00
	0	0.00
Potential Funds	15125.22	6775.06

Prepared & Signed By



M S Clarridge FCCA
Treasurer



17 May 2021

Full Name Mrs Belina Boyer

Organisation (if applicable) Clipstone Parish Council

Current Address Village Hall
Church Road
Clipstone
NG21 9DF

Email Address clerk@clipstoneparishcouncil.org

Description of the information being requested

Clipstone Parish Council leases one of its premises to a business by the name of Sqoshis. The property they occupy is the former [REDACTED].

As part of a contract with NSDC, Clipstone PC is obliged to pay NSDC 50% of any commercial rent on this property. Clipstone PC has been invoiced for and paid this 50% rent share to NSDC despite not receiving any rent payments from our tenant.

This business, [REDACTED], was forced to close for most of 2020 up until today. I do not know if they have yet reopened. Our tenant informed me that they had received a £10,000 grant from NSDC at the beginning of the pandemic.

Clipstone Parish Council has not received any rent or other payments from [REDACTED] in the 2020-21 or 2021-22 financial years.

It is the Council's understanding that any grants given to local businesses from Covid-19/Coronavirus funding should be used to ensure the viability of the business, which in our understanding includes paying any leases on the occupied properties.

Clipstone Parish Council therefore asks to know the total sum of pandemic related business grants and loans [REDACTED] has received in the past 18 months and whether any of these payments were conditional to the company using the money to pay - at least part of - its debts to its landlord.

I look forward to your cooperation in this matter.

How would you prefer the information to be provided to you? Electronic Format

LOCAL COUNCIL AWARD SCHEME

WHY SHOULD YOU APPLY

There is a range of reasons why a council could benefit from taking part in the award scheme. For those councils who are already confident that they perform to a high standard the scheme provides assurance to the council that it is up-to-date and progressive by the standards set by the sector. For those who wish to improve, it provides a framework to plan and make the first steps. Helping the council improve performance and confidence, with policies in place for continuous development. And for all councils winning the award should be a celebration for councillors and officers, as their commitment and hard work are recognised and respected.

An award is a tool that councils can use when working with the local community or other local partners. Giving them confidence that the council is delivering to a national professional standard.

And finally, the scheme will contribute to the national reputation of local councils demonstrating achievements and a commitment to improvement

HOW TO APPLY

1. The first step is to [register](#) online with NALC. You will then be charged a £50 registration fee by NALC.

Tip: You do not need to have all the criteria in place at this stage, you are simply registering your interest in taking part in the scheme

Tip: You can apply for any award level - you don't need to start at Foundation

2. When you have the criteria prepared and in place, confirm this in a public meeting
3. You should then notify your local accreditation panel coordinator and provide the [application form](#) including links to online documents. At this stage, you will also pay an accreditation fee to your local County Association. This fee depends on the award level you are applying for and the size of your council (full information in the Local Council Award Scheme Guide)
4. Your local panel coordinator will contact you with the result of your application.

[Find out more in the Local Council Award Scheme guide](#)

[Find out more about the Local Council Award Scheme national panel dates for 2021](#)

WHICH AWARD LEVEL SHOULD YOU APPLY FOR

There are three levels of awards in the scheme

1. Foundation Level
2. Quality Award
3. Quality Gold Award

FOUNDATION LEVEL

The Foundation award is for councils who want to show they meet a set of minimum standards to deliver effectively for their communities. To meet this award the council demonstrates that it has the required documentation and information in place for operating lawfully and according to standard practice. The council also has policies for training for its councillors and officers and so has the foundations for improvement and development in place.

The Foundation award allows you to benchmark your performance as well as challenging you to consider your councils continuing development and improvement.



QUALITY AWARD

The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement. Quality councils go above and beyond their legal obligations, leading their communities and continuously seeking opportunities to improve and develop even further.

To achieve the Quality Award a council demonstrates that it meets all requirements of the Foundation Award and has additional evidence of good governance, effective community engagement and council improvement. Due to the level of this achievement, a council with a Quality Award can also be eligible to use the general power of competence.



QUALITY GOLD AWARD

The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development. Quality Gold councils provide leadership for their communities, bring people together, have excellent business planning processes, ensuring value for money as well as constantly seeking new innovations and opportunities to improve. They highlight the very best we, as a sector, can achieve for our communities.



WHICH COUNCILS ARE ACCREDITED

In Nottinghamshire only 4 councils are currently accredited – out of approximately 200: Collingham PC, Dunham on Trent with Ragnall Fledborough & Darlton PC, Harby PC and Mattersey PC.

Clipstone PC would be the first Council with a precept exceeding £100,000 in Nottinghamshire to gain a Local Council Award.

HOW MUCH DOES IT COST

FEES There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The registration fee paid to NALC is £50 paid by all councils for each level regardless of size.

The accreditation fee varies according to:

- The award applied for
- The income of the council
- The council's accreditation history

	Income below £25,000	Income above 25,000
Foundation Standard	£ 50.00	£ 80.00
Quality Standard	£ 80.00	£ 100.00
Quality Gold Standard	£ 100.00	£ 200.00

All figures quoted are excluding VAT.

In addition there will be officer and councillor time to prepare for accreditation.

A free training session is available 12 May.

Please see [Local Council Award Scheme \(nalc.gov.uk\)](http://nalc.gov.uk) for further details.

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Its standing orders	Council contact details and councillor information in line with the Transparency Code	
Its financial regulations	Its action plan for the current year	
Its Code of Conduct and a link to councillors' registers of interests	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its last annual return	Evidence of participating in town and country planning	
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
Its complaints procedure		
Its accessibility statement		
Its privacy notice		

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy		Disciplinary and grievance procedures
A register of assets		A policy for training and development of staff and councillors
Contracts for all members of staff		A record of all training undertaken by staff and councillors in the last year
Up-to-date insurance policies that mitigate risks to public money		A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel may ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. There should be evidence of an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
- The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
- The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.
It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.
- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to submit their annual return for audit. Panels check that these councils comply with the Transparency Code for Smaller Authorities.
- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices.
- The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly, the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council.

- The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.
- The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
- The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings.
- Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
- The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.
- Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published. The contract(s) for staff can be provided in redacted format, or if there are reasons why the contract cannot be shared then the council provides a statement from a full council meeting confirming that all staff are employed under an appropriate contract. The risk management policy shows the council has considered health and safety of staff, councillors and others as appropriate.
- A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications. Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.