

Kings Worthy Parish Council

PARISH COUNCIL MEETING

**Minutes of the Meeting held on Monday 16th June 2014
at Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Present: Councillors: Stewart Newell [Chairman], Phil Allen, Ian Gordon, Mandy Hallisey, Dorry Hudson, Judith Steventon Baker, Martin Taylor and Sarah White.

WCC: Cllr Robert Johnston

HCC: None

PCSO: Kerry Croutear

Clerk: Adrian Reeves

Public: 6

PC/14/73 Apologies for Absence

Apologies for absence had been received from Cllr Kerstin Reiners.

PC/14/74 Public Question Time

The state of the drains / gullies on Springvale Road was raised as a problem, particularly outside nos. 51 and 55 and also opposite Hookpit Farm Lane. It was agreed to request that these be cleaned. **Action – Cllr Gordon.**

Mr Welstead reported that a Professor Peter Walker from Salem University (U.S.A.), on a visit to the war memorial at St. Mary's Church, had asked that the PC be complimented on the state of the village.

PC/14/75 Report from the City Councillors

The Winchester City (WCC) Councillor had presented his report (copy attached). The WCC Planning Committee meeting today on the Bullington Cross wind farm had refused the planning application because of strong objections from the MOD and Popham airfield on grounds of danger and interference to aircraft.

Cllr Johnston stated that the Silver Hill scheme was not back to the drawing board. There is a valid planning approval in place.

Plans for the rebuilding / refurbishment of River Park Leisure Centre are still "rumbling on".

The new lease for the Lionel Tubbs Hall & Kings Worthy Community Centre has still not been received from Winchester City Council (WCC); Cllr Johnston was asked to apply pressure on WCC. **Action – Cllr Johnston.**

There is concern over the moving of the bus stops used by The Spring in the Broadway. This situation was causing traffic issues as traffic could not clear the roundabout at the end of The Broadway. **Action – Cllr Johnston.**

(Cllr Johnston left the meeting)

PC/14/76 Co-Option of Councillors

There were 4 applicants for 3 vacancies on the PC and it was agreed to hold a secret ballot.

Denis Welstead was proposed by Cllr Gordon and seconded by Cllr Taylor
Bob Barnes was proposed by Cllr Steventon Baker and seconded by Cllr White
Ray Elliott was proposed by Mary Bulbeck and seconded by Margaret East
Kim Torkington was proposed by Cllr White and seconded by Cllr Hallisey

Before proceeding to the vote each candidate was invited to speak in support of their application. The result of the ballot was declared as follows:

Kim Torkington	8
Denis Welstead	7
Bob Barnes	6
Ray Elliott	3

Kim Torkington, Denis Welstead and Bob Barnes were duly co-opted to the council and commiserations were expressed to Ray Elliott.

A resolution was passed to allow the newly co-opted to complete their declarations of interest at or before the next PC meeting or the first meeting of any committee that they attend, whichever comes first.

Cllrs Allen and Hudson completed their declaration forms.

(Cllrs Torkington, Welstead and Bob Barnes joined the PC)

PC/14/77 Reports from the Police, City Councillors, School Governor and Parish Councillors following external meetings

Police – PCSO Croutear presented her report; copy attached. Cllr Gordon suggested that the regular meetings between the PCSO and Cllrs could be reinstated to avoid the PCSO's attendance at full PC meetings. **Action – Cllrs Gordon & Newell.**

(PCSO Kerry Croutear left the meeting)

- **County Councillor** – No report had been received. Cllr Newell is to write to Cllr Porter to ask that reports are received a week in advance of PC meetings. **Action – Cllr Newell.**
- **School Governors Report** – Nothing to report. Cllr Steventon Baker commented about the number of school children undertaking cycle training on public roads, which had allegedly caused some chaos with buses. Cllr Hallisey commented on the standard of training observed being provided by Bikeability. It was agreed to give feedback to the Primary School. **Action – Cllr Gordon.**

It was noted that there is a possibility of a scout hut being built in the grounds of the school. The head teacher has suggested meeting with some Parish councillors, Tom Andrew-Power and the Scouts. It was agreed that Cllrs Newell, Gordon & White would represent PC at this; Cllr White to arrange. **Action – Cllr White.**

- **External Meetings** – Cllrs Gordon, Steventon Baker and Johnston have met with Debbie Rhodes and others to discuss the allocation of the social housing element of the new houses off Hookpit Farm Lane. It was stressed that PC were unhappy with the way the properties have been marketed. It was noted that a futures106 agreement could have a clause to require applicants to have lived or worked in the parish for at least 10 years, and could have a clause to prevent future house swapping. Cllr Gordon to write to WCC to state what conditions PC would require in any future s106 agreement. **Action – Cllr Gordon.** As Hyde Homes now wish to go to stage 3, to include applicants from Headbourne Worthy, Micheldever etc., a representative will be attending the next PC meeting.

Cllrs Gordon and Steventon Baker reported on the HARA bus tour which had looked at some of Hyde Homes' rural housing developments in the Winchester District.

PC/14/78 Minutes of the Parish Council Meeting held on the 19 May 2014

The minutes were agreed and then signed by Cllr Newell.

PC/14/79 Matters arising from the Minutes of the Meeting held on the 19 May 2014

- **PC/14/62 Redecoration of the Office and Meeting Room** – Two quotes had been received; one was for £948.00 and the other was for £2,051.86. It was agreed to proceed with the quote of £948.00 from Waterman & Hayter. It was agreed to obtain a quote for the fitting of a wooden dado rail on one wall of the meeting room to have a finish to approximately match the doors and tables. **Action – Clerk.**
- **PC/14/62 Large Screen** – It was unanimously agreed to purchase a portable projection screen in the sum of £126.99 inc. VAT. **Action – Clerk.**
- **PC/14/62 LPP2** – The existence of a Save Eversley Park Campaign Group on Facebook was noted. Viewers were now being directed toward pages 20-25 of

the PC report and it was confirmed, regardless of reports to the contrary, there was nothing planned that would adversely affect Eversley Park.

- **PC/14/62 Springvale Road (TRO)** – HCC will be carrying out speed checks for two weeks in June, and they will consult with the Police etc. over the summer. One councillor reported that the speed sign appeared to have been set incorrectly; this is to be checked. **Action – Clerk.**
- **PC/14/66 Fete / Litter Pick etc.** – A donation of about £130 is to be made to PC funds as the proceeds from the Pimms stall.

The litter pick planned for 7 June was cancelled because of the weather. It was noted that there was a problem with broken glass on Springvale Road, near the King Charles public house.

- **PC/14/65 Twitter / email Cascade** – The HALC round robin is being circulated this week.
- **PC/14/62 Stagecoach** – It was confirmed that the bus service questionnaire response has been submitted.
- **PC/14/63 Playground Inspections** – No date has yet been agreed for the inspections to be carried out.
- **PC/14/63 Dog Poo Campaign** – It was confirmed that the artwork was still awaited from Cllr Reiners. Cllr Newell agreed to write re this and attendance at meetings. **Action – Cllr Newell.**
- **PC/14/63 Christmas Tree Lights** – There has been no progress on this. **Action – Clerk.**

PC/14/80 To receive the Minutes of the Sub-Committees:

The Minutes of the following Committees were received and discussed.

Planning and Highways Committee – 20 May 2014

Cllr Gordon presented the minutes and highlighted the following:

- Flooding – The minutes of the meeting held with Steve Brine, and others, were still awaited.
- “Woodstock” Mortimer Close – This planning application has been refused by WCC.
- A33 – it was noted that this road has been resurfaced from the junction with the B3047 to the Winnall roundabout.
- Tesco refurbishment – The planning issues arising from this are being followed up. **Action – Cllr Gordon.**
- The dashboard, including planning applications was discussed.

- It was agreed that the agenda and minutes would be issued to all councillors.
Action – Clerk.

Recreation and Amenities Committee – 5 June 2014

Cllr White presented the minutes and specifically highlighted:

- Cllr Allen has been elected as chairman.
- WSSC boundary agreement has been signed.
- The dead tree outside Tubbs Hall is to be replaced.
- A potential ice cream vendor, Tony's Ices, for Eversley Park has been approached and details are being finalised. **Action – Clerk.**
- Letter re covenant on Church Green has been slightly amended by solicitors and is now ready to be sent out. **Action – Clerk & Cllr White.**
- New and updated quotes are being obtained for the accessible swing and associated fencing work at Eversley Park. **Action – Clerk.**
- Car park resurfacing at Eversley Park – s106 approval for the funding has now been received from WCC. It was agreed to obtain quotes for railings at the car park end of the new path. **Action – Clerk.**
- Cycle & other paths – it was agreed to examine the paths during the summer walkabout and to bring back to R&A in September.
- Dog poo spraying – the campaign is to start on Saturday 21 June. Consideration is being given to the design of the signs to go on posts. **Action – Councillors.**
- A report was made on the request for a burial in Lovedon Lane Burial Ground for a non-Kings Worthy resident (family "W"). R&A had voted against granting permission. The MP and mayor had both been contacted; the MP left the decision to PC and the mayor left it to city councillor. The PC voted to decline the request on a 5-3 majority. The clerks were thanked for the amount of time they had spent on this issue. **Action – Clerk.**

Finance Committee – 11 June 2014

Cllr Taylor presented the draft minutes and specifically highlighted:

- The redecoration of the office and meeting room (see PC/14/79 above).
- It was agreed to sell the old sundial parts at their estimated market scrap value of £12.00.
- It was agreed to pay for an e-learning course on Sage Accounts for the Trainee Clerk. **Action – Clerk.**
- It was reported that the listing of debtors & creditors written off, in conjunction with the internal auditor, would be presented to the next PC meeting. **Action – Clerk.**
- Accounts to 31 May 2014 – there was a surplus of £6,756 at the end of May, following the receipt of a £500 bequest, and savings so far on tree work, play equipment and newsletters; it was still expected that expenditure would catch up over the next 2 / 3 months.
- It was noted that Church Green had been left rutted after the fete. The Clerk was tasked with speaking to the fete organiser to request reinstatement. **Action – Clerk.**

PC/14/81 2013-14 Accounts and Internal Auditor's Report

The Responsible Finance Officer (RFO) presented the figures for the annual return as agreed with the internal auditor. Copies of the Annual Return (copy attached), together with copies of the internal audit report (copy attached) were circulated to members. They approved the figures in Section 1; confirmed the responses to the Annual Governance Statement in Section 2 (as approved at the previous meeting) and agreed to implement all of the items as listed in the internal auditor's letter and Section 4 of the Annual Return. It was unanimously agreed that the returns be signed by the Chairman and submitted to BDO LLP.

Unanimous thanks were expressed to the Clerks for the work on the accounts which had again resulted in an internal audit fee lower than that budgeted.

PC/14/82 Communications inc. Website, Facebook / Newsletter / Monthly Communications / Twitter / email etc.

It was agreed to set up a group, with a chairman, to be responsible for all communications including the press for 6 months at a time. It was agreed that the first group would consist of Cllrs Hudson, Reiners, Taylor and White. It was agreed to bring the team membership for the following 6 months back to the November meeting. **Action – Clerk.**

The request to HALC for a round robin on email cascades has been made but replies are awaited.

The newsletter, due to be published in August, is to contain items on:

- Local Plan Part 2
- Use of Parish Council noticeboards
- Car park resurfacing
- Accessible swing
- Church Green play area
- Springvale Road Traffic Regulation Order
- Flooding
- Report on dog poo spraying campaign
- Website updating

The next monthly communications are to include:

- New chairman and councillors
- Resurfacing of car park
- Funds raised at Village Fete
- Sundial

PC/14/83 Clerk's Notices

None.

PC/14/84 Chairman's Notices

The Chairman reported on two forthcoming conferences / seminars:

“Energy in the Winchester District” on 14th July, 18.00 to 20.00. It was agreed that Cllr Welstead would attend. **Action – Cllr Welstead.**

“Changing the Landscape of Youth Justice” on 10th July, 08.45 to 16.30. It was agreed not to attend.

PC/14/85 Items for the Next Meeting

None.

PC/14/86 The next meeting is scheduled for 7.30 pm on the 21st July 2014.

The meeting closed at 22.20.

Signed..... Date.....

Winchester Rural North SNT –

Kingsworthy Crime Statistics

For the period 10/05/14 until 16/06/14
Prepared by PCSO 13466 Kerry Croutear

note, mental health concerns, neighbour disputes, harassment, and similar offences are not included on this report. Therefore, if you compare the figures to those on Crime Reports they may differ.

<https://www.crimereports.co.uk/>

- 12/05/2014 12:20 – Suspicious male seen outside school in hedgerow, no male found by Police
- 13/05/2014 – Criminal damage to guttering
- 17/05/2014 – Youths seen in school grounds skateboarding after school hours
- Overnight 26/05/2014 – Criminal damage to car in Vale Way
- 27/05/2014 16:12 – Suspicious male in Springvale Road cold calling
- 31/05/2014 19:35 – Criminal damage to a door in Harwood Place
- Between 23/5 & 2/6 – items stolen from primary school whilst unlocked as contractors on site
- 03/06/2014 20:22 – Ladder found placed up against side of house, suspicious circumstances
- 06/06/2014 between 12:00 – 16.30 – Hedge trimmer taken from a vehicle

May an operation was carried out by local Police, immigration and environmental health at local car washes, this included the car wash on London Road, Kingsworthy. Everything was found to be in order at this site.

Our Twitter account is now set up: <https://twitter.com/WinchRuralCops>

Any queries or questions please contact me:
PCSO 13466 Croutear, Mobile: 07901 102445
Or PC 2750 Worsdell, Mobile: 07554 775447

Winchester Rural North Safer Neighbourhood Team, Alresford Police Office 101

Jane Rutter would like to submit her apologies she is on holiday, but I am sure that we would all congratulate her on retaining her seat on Winchester City Council with an increased majority. At this time in the municipal year little activity takes place it is therefore difficult to report any meaningful activity.

In the allocation of Committee places Jane becomes a full member of The Planning Committee as does Robert Johnston who continues membership of the Licensing Committee as well as being a sub committee chairman.

During the coming months the City Council will have to deal with several issues The River Park Leisure Park issue has yet to be resolved whether to rebuild or re locate. The conclusions of an informal scrutiny group will be presented to council in the near future, as will other planning issues Silver Hill, the station site, Barton Farm, The first of these being the Bullington Cross Wind Turbines issue this is an interesting issue as it falls within Winchester, Basingstoke and Test Valley Councils all of which will either approve or refuse planning permission for the project. This meeting is held today the Parish Council will be informed of the result.

The Boundary Commission are due to announce its decision as to the number of Councillors to be elected in Winchester City Council from this the new Wards will be decided by the Boundary Commission, it is a matter not open to challenge unless evidence is provided why a special case should be made. It is difficult to see how such an exception should be made in the case of Kings Worthy as it is surrounded by single member wards that the Commission wish to abolish. This process will have no impact on the current Parish Boundaries

Tubbs Hall

I understand that the new lease between KWPC and WCC has been resolved and when it is signed the new sub lease between the Tubbs Hall Management Committee will be drawn up. The Tubbs Hall management Committee need to resolve this as they wish to adopt a new constitution vesting the the lease with the Charity Commissioners and the Control of the Hall under the management committee, thus avoiding the complication of the original lease in theory under the control of the original 1996 trustees many of who are deceased or not contactable.

Allocation of Social Housing

Robert Johnston attended a meeting with WCC Housing team this was principally for the members of KWPC Ian Gordon and Judith Steveton Baker attended. The reason for the meeting was to make it clear the position of applicants for either rental or shared equity, highlighted by recent events with an unhappy applicant from outside Kings Worthy. The Choice based letting scheme needs to be shown to be impartial to all and no individual can influence any application for social housing, the only persons who can access information on an applicant are WCC Housing Department or an elected City Councillor. The matter in this case was complicated by the RSO Hyde Housing who supplied the applicant with miss information as to the allocation of properties compounded by wrong description of the location. The City Council acted in strict accordance with the conditions of the S106 agreement and the complainant and the MP will be informed accordingly. In the case in question the applicant was not resident in Kings Worthy and should have been referred to the City Councillor in the ward that they reside in, the councillor would then have taken up the matter on their behalf, etiquette dictated that this would have been the correct procedure.

The next meeting of the Worthys Festival 2015 Steering Group is on Wednesday 18th June at 7.30pm in the King Charles pub. All members of the Parish Council are welcome to attend. The next Festival will be

Winchester Rural North Safer Neighbourhood Team
Alresford Police Office | 101 | Hampshire Constabulary.
<http://www.hampshire.police.uk/>

Section 1 – Accounting statements 2013/14 for

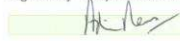
Enter name of reporting body here: Council/Meeting

Readers should note that throughout this annual return references to a "local council" or "council" also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2013 £	31 March 2014 £	
1 Balances brought forward	111,248	120,554	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	111,845	105,299	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	45,261	26,852	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	37,285	38,931	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	110,515	88,707	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	120,554	125,067	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	125,992	133,263	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.
9 Total fixed assets plus other long term investments and assets	658,424	688,046	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.
Trust funds (including charitable)		✓	

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 04/06/2014

I confirm that these accounting statements were approved by the council on this date:

16 06 2014

and recorded as minute reference:

PC/14/81

Signed by Chair of the meeting approving these accounting statements.



Date 16/06/2014

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

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

This annual governance statement is approved by the council and recorded as minute reference

Signed by:
 Chair *S P D Bawell*
 dated 16/06/2014
 Signed by:
 Clerk *A H C*
 dated 16/06/2014

PC/14/64
 dated 19/05/2014

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 4 – Annual internal audit report 2013/14 to

KINGS WORTHY PARISH

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014. Internal audit has been carried out in accordance with the council'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 the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept 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.	✓		NOT USED
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		HE
K Trust funds (including charitable) The council met its responsibilities as a trustee.	yes	no	Not applicable

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit *Eleanor S. Greene*
 Signature of person who carried out the internal audit *E S G* Date 06/06/2014

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

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

Southampton, SO16 5N
 023 8077 234,
 4th June 2014

Adrian Reeves, Clerk
 Kings Worthy Parish Council
 Fraser Road, Kings Worthy
 Winchester
 Hants SO23 7PJ

Dear Adrian,

Subject: Review of matters arising from Internal Audit for 31 March 2014

Please find below the list of matters arising following my visit today. Overall I found the records of the council to be in excellent order and that the visit went well.

Control area	Issue	Recommended Action
VAT on income	There are some areas of income that could be deemed standard rated, but may be de minimis.	Specialist advice should be sought on VAT
Bank balances	It is good practice for a member of the council to initial the minuted bank balance to the actual bank statement on a regular basis.	This should be done at each finance meeting.
Legal advice	The council appears to be paying a retainer fee to a firm of solicitors which duplicates the service provided within its County Association subscription.	Services available from the CALC should be investigated and duplications reviewed.
Sundial	The defective sundial has a value equivalent to its scrap metal price and should be sold for such.	The worth of the dial should be ascertained and recouped.
Debtors and creditors	There were balances in the ledgers that are historic and unreconciled. It also appears that journals to the control accounts had put them out of balance.	Reconciled as part of the Audit and will be kept correct from now on.
Bank deposit accounts	Despite correspondence and compensation from the bank, it is still not certain that the term deposit interest is being paid in full, gross of tax.	AS each account is closed, the anticipated balance should be checked.
Standard documents	The Financial regulations are based on old legislation and neither document incorporates the approval and review dates.	AS part of this summers review they will be brought up to date.
Staffing	A new relief cleaner for the Hall was taken on during the year without a minute clarifying the reason and terms.	It is essential that all changes in employed staff are clearly minuted.

Please find enclosed my invoice for the agreed fee of £475. If either you or your members have any queries, please do not hesitate to contact me.

Regards

Eleanor S. Greene

Eleanor S Greene