

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of

smaller authority here:

BARTON ON THE HEATH

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 2016, that:

	Agreed		'Yes' means that this smaller 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
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 this smaller authority 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 gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		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 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 this smaller authority.
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 this smaller authority 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. (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	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 this smaller authority and recorded as minute reference:

ACM 19 MAY 2016. ITEM 4

dated

19 MAY 2016

Signed by:

Chair

dated

Signed by:

Clerk

dated

[Signature]

19/5/2016

[Signature]

19/5/2016

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

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

BARTON ON THE HEATH

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	2299	2627	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. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	980	1000	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5	1126	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	NIL	NIL	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	657	2017	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	2627	2736	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	2627	2736	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 long term investments and assets	17140	18379	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

John. M. Gaster

Date

26 April 2016

I confirm that these accounting statements were approved by this smaller authority on this date:

19 MAY 2016

and recorded as minute reference:

AGM ITEM 3

Signed by Chair of the meeting approving these accounting statements

[Signature]

Date

26 April 2016

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

BARTON ON THE HEATH

This smaller authority'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 2016.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

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. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller 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 smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

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

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

Name of person who carried out the internal audit

JOHN G.M. SHIPTON

Signature of person who carried out the internal audit

John G.M. Shipton

Date

27/04/16

*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).

BARTON ON THE HEATH PARISH COUNCIL



STATEMENT OF RECEIPTS AND PAYMENTS FOR THE FINANCIAL YEAR 2015-16

FINAL STATEMENT 31 March 2016

Voucher	DATE	CHEQUE	ITEM	AMOUNT	TOTALS	RECLAIM-ABLE VAT
	01 April 2015		Opening Balance			
			Parish Council Funds	£952.81		£80.64
					£952.81	
			add RECEIPTS			
1	27 April 2015		Precept 1st Instalment	£500.00		
2	29 June 2015		HMRC VAT Refund	£70.73		-£70.73
3	21 September 2015		Precept 2nd Instalment	£500.00		
			Sub Total		£1,070.73	Correction -£9.91
			add RECEIPTS De-fib Project			Balance £0.00
EFT	30 November 2015		Village Hall contribution	£50.00		
EFT	08 December 2015		Contribution	£50.00		
Cash 4	13 January 2016		Christmas Party (includes £50 from Fete Clothes Fund)	£405.00		
Cheques 5	13 January 2016		Contributions	£550.00		
			Sub Total		£1,055.00	
			TOTAL RECEIPTS		£3,078.54	
			less PAYMENTS - South Warwickshire Neighbourhood Watch			
6	23-Mar-15	100012	Hire of Brilles Village Hall	£10.00		£0.00
7	12-Aug-15	100014	Hire of Woolfords Village Hall	£10.00		£0.00
			less PAYMENTS De-fib Project			
8	13-Jan-16		WEL Medical De-fib key box	£648.00		£108.00
	04-Feb-16	100017	De-fib Training	£16.50		£0.00
			Sub Total for SWNW and De-fib Payments		-£664.50	
			less PAYMENTS Parish Council			
10	18 April 2015	100013	Hamish Cathie - Trees for Stop Valve Corner	£105.54		£0.00
	01-Jul-15	100011	The Link (L.Graham)	£7.00		£0.00
11	23 July 2015		Web Site	£50.33		£8.39
12	05 October 2015		Hire of Village Hall	£120.00		£0.00
13	09 October 2015		Zurich Municipal	£187.31		£0.00
14	12 October 2015		Stratford on Avon DC (Election Charge)	£345.17		£0.00
15	11 November 2015	100015	Paint for Notice Board	£43.36		£8.06
16	01 February 2016		R. Graham. Painting the Notice Board	£50.00		£0.00
17	01 February 2016		STRATO Website	£50.33		£8.39
18	04 March 2016		Jim Sked. Enlarge oak tree seat	£375.00		£0.00
			Sub Total		-£1,334.06	
19	12 October 2015		Transfer £500 to Maintenance Account (2.8% of Fixed assets)	£500.00	-£500.00	
			TOTAL PAYMENTS		-£2,518.56	Refundable VAT
20	31 March 2016		CURRENT ACCOUNT BALANCE OF FUNDS IN HAND		£559.98	£132.84

RECONCILIATION

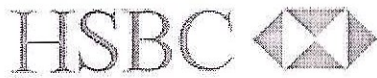
31 March 2016	Balance of Funds in Hand	£559.98
	Less:- Election Reserve	-£154.83
	Less:- De-fib Project (£1,055 - £664.50)	-£380.50
31 March 2016	Available to the Parish Council	£24.65

SAVINGS ACCOUNT

21	31 March 2016	Balance of Funds in Hand	(Annual Interest + £1.31)	£2,176.28
		Less:- SWNW account	(Balance £259.85 - £20)	-£239.85
	31 March 2016	Available to Parish Council		£1,936.44

Statement prepared by: John Castle, Hon Treasurer, Barton on the Heath Parish Council.

John Castle
27/4/16



Balances

[Select a Different Account](#) [Help](#) [Print](#)
[More details - Business Account](#)

Account name	BARTON ON TH
Account type	BMM ACCOUNT
Sort code	
Account number	
As at	16 May 2016 20:58:28
Current statement balance	GBP 2176.30
Current available balance	GBP 2176.30
Last night's statement balance	GBP 2176.30
Last night's cleared balance	GBP 2176.30
Tonight's projected cleared balance	GBP 2176.30

Transactions: HSBC Bank UK

https://www.business.hsbc.co.uk/1/3/!ut/p/c5/04_SB8K8xLLM9M...



Recent Transactions

[Select a Different Account](#)

Transaction list

From account: BARTON ON TH

Account type: COMMUNITY

Sort code:

Account number:

Using this enquiry you can view all transactions applied to your account since your last statement was issued. To view further transactions, enter the date range below or select 'View Previous Statements'.

Please note: Items posted may still be reversed, returned or recalled. With effect from 9th June 2010, credits which contain both cash and cheques will show as two entries. For more information, please select the 'Help' button above.

As at 16 May 2016 21:02:17

Date ▼	Type ▶	Description ▶	Paid out (£) ▶	Paid in (£) ▶	Balance (£)
16 May 2016		balance carried forward			1058.98
13 May 2016	CHQ	100016	1.00		1058.98
25 Apr 2016	CR	STRATFORD ON AVON		500.00	1059.98
22 Apr 2016		balance brought forward			559.98
Date	Type	Description	Paid out (£)	Paid in (£)	Balance (£)

[Back to Top](#)

Enter a new date range for transactions

The earliest date for which you can view transactions is 23 Apr 2016

From (DD MM YYYY):

To (DD MM YYYY):

[Display](#)

If you wish to download the above transactions to a financial software package please select an option from the menu and click 'Download'.

Select file format: [Please select file format:](#)
☐ Select to download as a 'zip' file

[Download](#)

BARTON ON THE HEATH PARISH COUNCIL



PARISH COUNCIL FIXED ASSET REGISTER

Value at 1 April 2016

ITEM	VALUE	DESCRIPTION	NOTES	DEPRECIATING ASSET ?
Camden Close Car Park	£5,000.00	Free public car park for residents. Tarmacadam surface deteriorates. Will need resurfacing in due course.		Yes
Salt/Grit Bin	£150.00	Plastic. Durable.		No
Bus Shelter	£3,824.00	Stone structure with stone roof. Durable. Might need some infrequent structural repairs	Insurance value. Restated value	No
Notice Boards	£546.00	Wood. Durable. Both in good condition	Insurance value. Restated value	No
Oak and Wrought Iron Bench	£200.00	Historic artefact. Very durable.		No
Historic Village Pump	£25.00	Historic artefact. Extremely durable		No
Wrought Iron Oak Tree Seating	£500.00	Valuable amenity. Needs to be adjusted (extended) about every 10 years.	Extended March 2016 £375. Restated value.	No
Memorial Fountain	£7,649.00	Valuable visual feature on the Village Green. Slowly tilting due to settlement. Will be expensive to restore.	Insurance value. Restated value	Yes
Website	£110.00	Important public relations facility		Yes
Stationery (Bound Minute's Book)	£75.00	Historic record of village life.		Yes
Wrought Iron Seat. Church Approach	£300.00	Valuable amenity.	Installed 2015	No

Nominal Value of Parish Assets	£18,379.00
--------------------------------	------------

BARTON ON THE HEATH PARISH COUNCIL

SOUTH WARWICKSHIRE NEIGHBOURHOOD WATCH SERVICE AGREEMENT.

FINANCIAL STATEMENT – FINANCIAL YEAR 2015-16

5 April 2016

I confirm that the following financial transactions have taken place during the Financial Year 1 April 2015 to 5 April 2016 involving the funds held on deposit by Barton on the Heath Parish Council on behalf of South Warwickshire Neighbourhood Watch.

23 Mar 2015	Hire of Brailles Village Hall	£10.00 (Cheque presented 8/5/15)
12 Aug 2015	Hire of Barton village Hall	<u>£10.00</u>
	Total	<u>£20.00</u>
Closing Balance	5 April 2015	£259.65
Closing Balance	5 April 2016	£239.65

J B Henderson

J B Henderson
Chairman,
South Warwickshire Neighbourhood Watch

Stableford House
Sebastopol Road
Aldershot
Hants. GU11 1SG
GB
01252 344007
www.welmedical.com

Invoice To
John Castle
Hemmings Farm
Barton-on-the-heath
Gloucs.
GL56 0PJ

Date 11/1/2016
Quote Ref E202830

Deliver To

Your VAT No.	
Quote Valid Until	10/2/2016
Terms	30 Days from Invoice

Please quote your invoice number on all payments.

Item Name	Description	Qty.	Unit Price	Total Price	VAT Rate	VAT Amt
Cabinet, DefibSafe, External (Locked, Green, Ext.T)	DefibSafe Aluminium exterior cabinet, suitable for most AED's, Complete with heater, LED lighting, Keypad Lock, Colour Green, Standard Printing, Exterior Transformer	1	540.00	540.00	20.0%	108.00

Shipping Cost (UPS® Standard Next Working Day (Mainland UK Only))
Subtotal 540.00
VAT 0.00
Total 108.00
£648.00

WEL Medical Ltd. Registered in England. Company no. 5714397. Vat No. 887 7502 70

All goods remain the property of WEL Medical Ltd. until paid for in full. All goods are supplied subject to our standard terms & conditions (available upon request)

Our bank details are: The Co-Operative Bank Plc, account no. 68423218, sort code 08-92-50

13 Jan 2016

8

147

MR J SKED
77 FOSSEWAY AVENUE
MORETON IN MARSH
GLOS
GL 56 0EB
E Mail:: jimsked@uwclub.net

INV. NO. FEB 06-16
DATE 26/02/2016
FAX NO. 01608 652582
PHONE NO. 01608 652582
MOBILE NO. 07973 481046

Barton on the Heath Tree Seat

FEB 16; As discussed/remove to wksp
Make up/fit 150mm spacers between each seat section
Paint all black.Clean up all name plates
Refit seat

£375.00

Dear Jimi

I am delighted with the result. Thank you.

I thought you'd like to see the enclosed
picture of your old home town ?

As ever

Barney Henderson

3/3/16

Cheque

100018

4 March 2016

NET TOTAL

£375.00

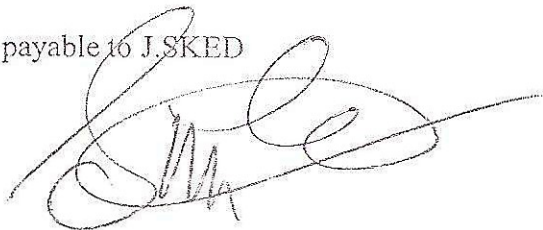
TOTAL DUE

£375.00

BANK/BACS DETAILS

ACC.Name;; Mr.James Sked
SORT CODE 30 95 75
ACC. NO;; 00040889

If paying by cheque,please make payable to J.SKED



INVOICE

VAT registration number 273 4844 39

Barton on the Heath
Fao Parish Clerk
Barton on the Heath PC
North Wing Barton House
Barton on the Heath
GL56 0PJ

Paid EFT

12/10/15

1300



(14)

If you wish to query this account
Telephone: 01789 267575
Extention no: 2210
Contact: Darren Whitney
Invoice no: yq42115186
Invoice date: 30SEP15

	VAT RATE	QTY	UNIT PRICE	COST £.p
Charges for elections on 7/5/15. RW11470	0.0	1	345.17	345.17

NET AMOUNT £ 345.17
VAT £ 0.00
TOTAL £ 345.17

REMITTANCE ADVICE

Please pay immediately

INVOICE NO: yq42115186
AMOUNT DUE: £ 345.17
INVOICE DATE: 30SEP15
DEBTOR REF: 00072106



Barton-on-the-Heath Parish Council
Hemmings Farm
Barton-on-the-Heath
Moreton-in-Marsh
Gloucester
GL56 0PN

EFT
9 Oct

13

Zurich Town, Parish and
Community Council Team
PO Box 726
Chichester
PO19 9PS

INVOICE

Invoice Date: 6th October 2015

Invoice No: 19628985

Client ref: 3646874

Policy	Policy Term	(£) Premium
YLL-122032-7553	10/11/2015-09/11/2016	171.05
Inspection Contract (If Applicable)		0.00
Sub total		171.05
Inspection Contract VAT @ 20%		0.00
Insurance Premium Tax (IPT) @ 9.50%		16.26
TOTAL		£187.31

Payment should be received within 30 days of effective date.

Please make cheques payable to **Zurich Municipal** and return with your remittance advice in the envelope provided to the above address.

If paying by BACS

Acc Name: Zurich Insurance plc

Acc Number: 31319493

Sort Code: 40 - 02 - 50

Bank: HSBC Bank plc

Please quote your Policy Number on all BACS transactions

Invoice Queries

Phone: 0800 917 9426

Email: accounts@zurichtownandparish.co.uk

Zurich Municipal is a trading name of Zurich Insurance plc

A public limited company incorporated in Ireland. Registration office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.

UK Branch registered in England and Wales Registration No. BR7985

UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire, PO15 7JZ

Authorised by the Irish Financial Regulator and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request. FCA registration number 203093. These details can be checked on the FCA's register by visiting their website <http://www.fca.org.uk/> or by contacting them on 0800 111 6768 VAT registration no.107 8316 77



Bill Payments

[Print](#)

12

Step 4 of 4: Confirmation

Your payment has been sent and will be credited to the beneficiary's account immediately, subject to our normal fraud checks. (H47)

Account name: BARTON ON TH Sort code:
Account type: COMMUNITY Account number:

Thank you. We have received your instruction to make a Bill Payment. Please print a copy for your records.

To make another payment from this account, click [Make another payment](#). To make a payment from a different account, click [Choose another account](#).

Beneficiary	VILLAGE HALL
Sort code	403318
Account number	31254421
Reference	HIRE CHARGES 15/16
Amount	£ 120.00
Value date	ASAP

Actioned at: 05 Oct 2015 17:34:28
Actioned by: GBHBEU1081018801PUCASTLEJ

[Make another payment](#) [Choose another account](#)

© Copyright HSBC 2014. All rights reserved. No endorsement or approval of any third parties or their advice, opinions, information, products or services is expressed or implied by any information on this Site or by any hyperlinks to or from any third party websites or pages. Your use of this website is subject to the terms and conditions governing it. Please read these terms and conditions before using the website.

**Landford Trees
Landford Lodge
Landford
Salisbury, Wilts
SP5 2EH**

Tel: 01794 390808. VAT No: 189 8611 07. Fax: 01794 390037. Email: trees@landfordtrees.co.uk

**Invoice
To:**

**Barton Farms Ltd
Barton House
Moreton in Marsh**

**GLOUCESTERSHIRE
GL56 0PJ**

**Deliver
To:**

**Barton House
Moreton in Marsh**

**GLOUCESTERSHIRE
GL56 0PJ**

Customer Tel: 01608 674 303

Page: 1, Invoice Ref: Delivered 17th March 2015
Customer A/C: BARTFAL

INVOICE

**Invoice No.: 39716
Invoice Date: 26/03/2015**

Description			Qty	Price	Sub-Total	Vat	Total
Order:51... Delivery Note:48985							
Betula albosin. septen. 'Kansu'	06-8	Rootballed	1	38.00	38.00	7.60 T1	45.60
Betula 'Edinburgh'	-210-240	Bareroot	2	32.00	64.00	12.80 T1	76.80
Betula ermanii	-210-240	Bareroot	1	32.00	32.00	6.40 T1	38.40
Betula ermanii 'Polar Bear'	-180-210	Bareroot	1	24.00	24.00	4.80 T1	28.80
Davidia involucrata	-210-240	Rootballed	1	54.00	54.00	10.80 T1	64.80
Sequoia sempervirens	-100-125	-3.0L	1	18.00	18.00	3.60 T1	21.60
Sorbus 'Joseph Rock'	-210-240	Bareroot	2	24.00	48.00	9.60 T1	57.60
Rabbit Guards Spiral	-60cm		8	0.28	2.24	0.45 T1	2.69
Tree Stakes	-210cm		8	2.10	16.80	3.36 T1	20.16
Tree Ties	-45cm		8	0.80	6.40	1.28 T1	7.68
Delivery Cost	0	00	1	18.33	18.33	3.67 T1	22.00

Pass: UK/EW 20523 ZP b.2,a3,a5,c2. Totals, Currency (British..34

321.77 64.36 386.13

VAT Analysis:

Code	Rate	Nett	VAT
01	20.00	321.77	64.36

Total exc. VAT: (GBP) 321.77

VAT: (GBP) 64.36

Total payable: (GBP) 386.13

Terms strictly 30 days

Our bank details are:- Lloyds TSB, sort: 30-97-41, a/c No.: 04376555. Payment also acceptable by cheque or credit/debit card.

John

*Please let me have a cheque for £105.54**

which covers the 3 birches plus guards, stakes

and ties. Easier if we deal with VAT + delivery.

** to The Barton Farms Ltd.*

Yours are Alanish