

PORTLAND TOWN COUNCIL

Council Offices
52 Easton Street
PORTLAND
Dorset
DT5 1BT

Tel: 01305 821638

E-mail:- office@portlandtowncouncil.gov.uk

27th September 2017

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **FINANCE COMMITTEE**, to be held in the **COUNCIL OFFICES, 52 EASTON STREET, PORTLAND**, on **WEDNESDAY, 4TH OCTOBER 2017** commencing at **10.30 am**, when the business set out below will be transacted.

Please note the start time.

It is the Council's intention that all meetings of the Council and its Committees be recorded aurally.

Yours faithfully

Ian Looker
Town Clerk

Membership: Cllrs. Atwell, Cocking, Draper, Flack and Nowak

AGENDA

1. **Apologies for Absence** – to receive
2. **Declarations of Interest** – to receive any declarations from Councillors or Officers of pecuniary or non-pecuniary interests regarding matters to be considered at this meeting, together with a statement on the nature of those interest
3. **Minutes of the Meeting Held on 12th September 2017** – to receive
4. **Minute Update and Matters Arising** – to consider (see attached)
5. **Public Participation** – to receive questions and comments from the public on agenda items only
6. **2017/18 Financial Report to 30th September 2017** (attached) – to receive
7. **Electricity Charges** – to receive an update from Cllr. Flack
8. **Community Bus** – to receive an update from Cllr. Cocking
9. **West Weares Grass-Cutting Contract** – to receive an update from the Clerk
10. **Cleaning Contract** – to receive an update from the Clerk
11. **Civic Regalia Insurance** – to receive an update from the Clerk
12. **Artist Row and Lord Clyde Toilets** – to receive an update from the Clerk
13. **Review of Council Services and Strategy** – to consider and make preliminary recommendations (see attached)
14. **Budget, 2018/19** – to consider and make preliminary recommendations (see attached)

15. **Volunteer Centre Dorset** – to consider a request for a donation (attached)
16. **Council Grants, 2017/18** – to consider the applications received (confidential attachment)
17. **Council Tax** – to receive an update from the Clerk on the Council's liability
18. **External Audit Report, 2016/17** – to consider the report (attached)
19. **Exclusion of Press & Public** (discretionary)
“That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) ... by reason of the confidential nature of the business to be transacted.”
20. **Date of Next Meeting**
The Committee's next meeting is scheduled for Wednesday, 1st November 2017, at the Council Offices starting at 10.30 am.

PORTLAND TOWN COUNCIL
FINANCE COMMITTEE
MINUTES OF THE MEETING
HELD IN THE COUNCIL OFFICES
ON TUESDAY, 12TH SEPTEMBER 2017

PRESENT: Councillors Susan Cocking (Chairman), Jo Atwell, Charlie Flack and Ray Nowak

IN ATTENDANCE: Ian Looker (Town Clerk)

53 – APOLOGIES FOR ABSENCE

Apologies were received from Cllr. Jim Draper.

54 – DECLARATIONS OF INTEREST

There were none.

55 – MINUTES OF THE MEETING HELD ON 16TH AUGUST 2017

The minutes were formally agreed and signed as a correct record.

56 – MINUTE UPDATE AND MATTERS ARISING

Minute 34, para 3 – Cheyne Weares

Cllr. Flack reported that there was now a Land Rover on the site with a L 'n' O's sign on it. Cllr. Cocking undertook to follow this up.

57 – PUBLIC PARTICIPATION

There were no members of the public present.

58 – 2017/18 FINANCIAL REPORT TO 31ST AUGUST 2017

RECOMMENDED – that £1,000 be vired from Contingencies to the Civic Expenditure budget.

59 – ELECTRICITY CHARGES

Cllr. Flack will review and report back on costs. SSE will carry out a meter check on 2nd October.

60 – COMMUNITY BUS

Cllr. Cocking reported that P & D Contracts operate the new contract for school buses. Her meeting with Cllr. Wheller had been delayed, but they were intending to meet with residents shortly about a new service.

61 – WEST WEARES GRASS-CUTTING CONTRACT

The Clerk said he had held a meeting with the contractor's landscape representative on site. They had agreed the scope of the additional work required and the contractor would provide alternative quotations to cover a range of options.

62 – CLEANING CONTRACT

Members agreed only the ground floor should be cleaned. One hour’s work a week would be required with an annual “deep clean”. The Clerk would draft contract documentation and both Finance and Staffing Committees would be invited to comment on it.

63 – INSURANCE

a) Civic Regalia

Members thought the insurance value on them was too low. The Council should therefore seek a jeweller’s valuation of the regalia and a quotation for cleaning / polishing it.

b) West Weares

The necessary risk assessment of the site would be carried out in the next annual assessment.

64 – RISK ASSESSMENT, 2017/18

It was agreed the assessment would be carried out in February.

65 – ARTIST ROW AND LORD CLYDE TOILETS

RECOMMENDED – that the Borough’s offer be accepted in principle.

It was thought the condition the Lord Clyde block be used as toilets should be lifted and that the members be allowed to view the premises to make a proper assessment of its condition. Cllr. Nowak would draft a reply to the Borough.

66 – DEVOLUTION

Cllr. Nowak would provide a report on the county reorganisation process for the Free Portland News. The Clerk was asked to provide a list of parish council responsibilities to accompany a discussion at the next Town Council meeting.

67 – EMPLOYER PENSIONS DISCRETIONS

RECOMMENDED – that the issue be taken to the Staffing Committee.

68 – DATE OF NEXT MEETING

The next meeting of the Committee will be held at the Council Offices on Wednesday, 4th October 2017, starting at 10.30 am.

The meeting ended at 1.00 pm.

Signed Dated
(Chair)

MINUTE UPDATE

a) Minute 56 – Cheyne Weares

According to the last report received the Land Rover has also been removed.

b) Minute 58 – 2017/18 Financial Report to 30th September 2017

Town Council has agreed to the virement.

c) Minute 61 – West Weares Grass-Cutting Contract

The contractor has not provided the quotations yet.

d) Minute 65 – Artist Row and Lord Clyde Toilets

The Council agreed to send a reply drafted by the Chairman to the Borough's offer.

e) Minute 67 – Employer Pensions Discretions

The Chairman of the Staffing Committee is currently considering a date in November for its next meeting.

2017/18 FINANCIAL REPORT TO 30TH SEPTEMBER 2017

The target for expenditure and income this month is 50% of the budget figure.

Expenditure

Salaries	Increase £2,550	Adjustment to current spending level and Clerk's salary increase
Computer Software	Increase £280	Adjustment to current spending level
Postage	Decrease £100	Adjustment to current spending level
Stationery	Decrease £100	Adjustment to current spending level
Lottery-Funded Events	Increase £800	Adjustment to current spending level
Projects	Decrease £400	Adjustment to current spending level
Total	Increase £3,030	

Income

Lottery-Funded Events	Increase £100	Adjustment to current income level
Total	Decrease £2,930	

Agenda Item 6

Portland Town Council - Financial Report, 4.10.17

	Budget 2017/18	Expend. 2016/17	Expend. to 30.9.17	Projected 2017/18	Paid / Rec'd to Date (%)
EXPENDITURE					
Salaries	30,500	30,152	15,319	33,500	50.23
Advertising	286	229	121	250	42.31
Audit	1,326	890	251	890	18.93
Bank Charges	70	185	36	100	51.43
Civic Expenditure	2,020 ¹	579	1,828	2,100	90.50
Computer Equipment	306	236	0	0	0.00
Computer Software	367	21	155	300	42.23
IT Support	255	0	210	250	82.35
Contingency	4,000 ¹	0	0	0	0.00
Council Offices	12,000	25,019	6,197	13,400	51.64
Elections	4,000	4,209	0	0	0.00
Furniture & Equipment	624	365	254	520	40.71
Hire of Halls	857	990	363	880	42.36
Honorarium	100	100	100	100	100.00
Insurance	1,530	1,250	829	830	54.18
Legal Fees	0	703	0	0	-
Mayoral Allowance	1,000	1,000	1,000	1,000	100.00
Postage	500	545	172	400	34.40
Publications	20	114	0	20	0.00
Stationery	700	684	340	800	48.57
Subscriptions	1,632	1,638	1,491	1,650	91.36
Telephone / Internet	510	605	305	700	59.80
Training / Conferences	800	285	285	400	35.63
Travelling & Subsistence	102	142	7	100	6.86
Sub-Total	63,505	69,941	29,263	58,190	46.08
Cheyne Weares	0	236	0	0	-
Gifts and Donations	102	93	40	100	39.22
Grants	1,000	1,915	125	1,000	12.50
Landscape Maintenance	6,000	1,284	996	1,800	16.60
Lottery-Funded Events	500	901	2,337	2,800	467.40
Lottery-Funded Facilities	1,000	0	0	0	0.00
Neighbourhood Plan	3,000	3,923	4,196	12,000	139.87
Office Move	800	4,298	1,013	1,500	126.63
Projects	5,000	1,400	0	1,000	0.00
Town Crier	50	35	35	40	70.00
Website	1,224	1,290	56	1,400	4.58
Sub-Total	18,676	15,375	8,798	21,640	47.11

TOTAL INCOME	82,181	85,316	38,061	79,830	46.31
Precept	76,132	63,679	76,132	76,132	100.00
Discount Grant	549	2,007	549	549	100.00
Compensation	0	50,000	0	0	-
Council Offices Rent	3,000	0	0	1,000	0.00
Fair	1,000	1,000	0	1,000	0.00
Hire of Halls Refund	0	1,350	0	0	-
Interest	0	192	0	0	-
Lottery-Funded Events	500	5,800	569	570	113.80
Lottery-Funded Facilities	1,000	0	0	0	0.00
Neighbourhood Plan Grant	0	3,375	4,500	9,000	-
Sale of Council Furniture	0	1,909	0	0	-
Other	0	231	0	0	-
TOTAL	82,181	129,543	81,750	88,251	99.48
SURPLUS / DEFICIT (-) FOR YEAR	0	44,227	43,689	8,421	

RESERVES RELEASED

Lottery Fund					
Neighbourhood Plan	3,000		1,929	3,000	
TOTAL	3,000		1,929	3,000	
Net Total after Reserve Release	3,000		45,618	11,421	

1 £1,000 vired from Contingencies to Civic Expenditure,
20.9.17

Council Offices**Expend. to
30.9.17**

Council Tax	765
Electricity	106
Rent	5,250
Water & Sewerage	65
Building Materials	21
Contractor Payments	65
Insurance	355
Planning Fee	193
Refund of Contractor Payment	-623
Total	£6,197

Lottery Events**Expend. To
30.9.17**

Advertising	115
Catering Expenses	618
Equipment (inc Hire)	255
Flags	450
Insurance	78
Licence	71
Materials	120
Performance Fee	450
Prizes	167
Stationery	12
Total Expenditure, 2017/18	
Total Expenditure, 2016/17	
	<hr/>
	2,336
	901
	<hr/>
	3,237
Projected Additional Expenditure	<hr/>
	256
	<hr/>
	3,493
	<hr/>
	-5,800
Lottery Grant	<hr/>
Projected Refund	-2,307
Income (less £40 donation)	-424
Total	£1,912

Neighbourhood Plan**Expend. to
30.9.17**

Consultant's Fee	4,050
Printing	74
Staff Overtime	72
Grant Received	-4,500
Reserves Released	-1,929
Total	-£2,233

REVIEW OF COUNCIL SERVICES AND STRATEGY

At present the Council delivers the following services:-

Planning Committee – review of planning applications, highway requests from the public and planning contravention issues

Marine, Environment and Tourism Partnership – liaison with Island organisations and community groups

Neighbourhood Plan – facilitating a Plan for Portland

Civic, charity and Lottery-funded events

Grants to community organisations

Representatives on outside bodies, including the Portland Quarries Liaison Committee

Maintenance responsibility for:-

Cheyne Weares car park and viewing area

Jubilee Gateway

West Weares land sculpture

Replacement recycling bins for the public

Community grit bins

Town Crier

Portland Fair

Registration of and advice on Portland Flag

Tourism leaflets and financial support for visitors' maps

Emergency planning liaison for flooding and sirens

Maintenance of Portland Resilience Plan for general emergencies

2018/19 Budget Working Paper, 4.10.17

	Budget 2016/17	Expend. 2016/17	Budget 2017/18	Expend. to 30.9.17	Projected 2017/18	Notional Budget 2018/19	% Increase on 2017/18
EXPENDITURE							
Salaries	29,844	30,152	30,500	15,319	33,500	31,324	2.70
Advertising	280	229	286	121	250	294	2.70
Audit	1,300	890	1,326	251	890	1,362	2.70
Bank Charges	0	185	70	36	100	72	2.70
Civic Expenditure	1,000	579	1,020	1,828	2,100	1,048	2.70
Computer Equipment	300	236	306	0	0	314	2.70
Computer Software	360	21	367	155	300	377	2.70
IT Support	250	0	255	210	250	262	2.70
Contingency	0	0	5,000	0	0	5,135	2.70
Council Offices	17,200	25,019	12,000	6,197	13,400	12,324	2.70
Elections	6,000	4,209	4,000	0	0	4,108	2.70
Furniture & Equipment	612	365	624	254	520	641	2.70
Hire of Halls	840	990	857	363	880	880	2.70
Honorarium	100	100	100	100	100	103	2.70
Insurance	1,500	1,250	1,530	829	830	1,571	2.70
Legal Fees	0	703	0	0	0	0	-
Mayoral Allowance	1,000	1,000	1,000	1,000	1,000	1,027	2.70
Postage	790	545	500	172	400	514	2.70
Publications	20	114	20	0	20	21	2.70
Stationery	850	684	700	340	800	719	2.70
Subscriptions	1,600	1,637	1,632	1,491	1,650	1,676	2.70
Telephone / Internet	500	605	510	305	700	524	2.70
Training / Conferences	1,000	285	800	285	400	822	2.70
Travelling & Subsistence	100	142	102	7	100	105	2.70
Sub-Total	65,446	69,940	63,505	29,263	58,190	65,220	2.70
Cheyne Weares	4,800	236	0	0	0	0	-
Gifts and Donations	100	93	102	40	100	105	2.70
Grants	1,750	1,915	1,000	125	1,000	1,027	2.70
Landscape Maintenance	5,000	1,284	6,000	996	1,800	6,162	2.70
Lottery-Funded Events	0	901	500	2,337	2,800	514	2.70

Lottery-Funded Facilities	0	0	1,000	0	0	1,027	2.70
Neighbourhood Plan	18,000	3,923	3,000	4,196	12,000	3,081	2.70
Office Move	3,800	4,298	800	1,013	1,500	822	2.70
Projects	4,150	1,400	5,000	0	1,000	5,135	2.70
Town Crier	50	35	50	35	40	51	2.70
Website	1,200	1,290	1,224	56	1,400	1,257	2.70
Sub-Total	38,850	15,375	18,676	8,798	21,640	19,180	2.70
TOTAL	104,296	85,315	82,181	38,061	79,830	84,400	2.70
INCOME							
Precept	63,679	63,679	76,132	76,132	76,132	78,188	2.70
Discount Grant	2,007	2,007	549	549	549	564	2.70
Compensation	0	50,000	0	0	0	0	-
Council Offices Rent	0	0	3,000	0	1,000	3,081	2.70
Fair	1,750	1,000	1,000	0	1,000	1,027	2.70
Hire of Halls Refund	840	1,350	0	0	0	0	-
Interest	220	192	0	0	0	0	-
Lottery-Funded Events	0	5,800	500	569	570	514	2.70
Lottery-Funded Facilities	0	0	1,000	0	0	1,027	2.70
Neighbourhood Plan Grant	15,000	3,375	0	4,500	9,000	0	-
Sale of Council Furniture	0	1,909	0	0	0	0	-
Other	0	231	0	0	0	0	-
TOTAL	83,496	129,543	82,181	81,750	88,251	84,400	2.70
SURPLUS / DEFICIT (-) FOR YEAR	-20,800	44,228	0	43,689	8,421	0	
RESERVES RELEASED							
Cheyne Weares	4,800	236					
Council Offices	4,000	4,000					
Grants - Fair	0	0					
Landscape Maintenance	5,000	1,284					
Legal Fees	4,000	703					
Lottery Fund	0	0					
Neighbourhood Plan	3,000	548	3,000	1,929	3,000		
TOTAL	20,800	6,771	3,000	1,929	3,000		
Net Total after Reserve Release	0	50,999	3,000	45,618	11,421		



Volunteer Centre
Dorset

Volunteer Centre Dorset

Reg Office:- The Coach House, Acland Road, Dorchester. Dorset. DT1 1EF. Telephone 01305 269214
E-mail: awards@volunteeringdorset.org.uk, Website: www.volunteeringdorset.org.uk

Portland Town Council
52 Easton Street
Portland
DT5 1BT

626
22 MAY 2017

17th May 2017

Dorset Volunteer Awards Evening
26th October 2017

Dear Sir / Madam

Once again, Volunteer Centre Dorset is hosting the Dorset Volunteer Awards Evening, recognising the fantastic contribution of volunteers across the county.

Awards will be given out to nominated volunteers from three different categories: Young Volunteer of the Year, Volunteer of the Year and Group/Team of the Year. There will also be the Community Award for Volunteering, which recognises the involvement of local businesses and their staff through employee volunteering in the local community. The 'Oscar style' event is attended by 200 guests from all over Dorset and formally thanks volunteers chosen by their peers, who are truly unsung heroes of the community. With VIP guests, live music and light refreshments, this free night is the premier countywide awards night. Last year's guests included Lord and Lady Fellowes, Jean Lang, Deputy Lieutenant of Dorset and Debbie ward CEO of Dorset County Council.

As you can imagine, catering for 200 volunteers is a huge challenge financially and logistically and the only way to achieve this is via sponsorship and support in kind. We are looking for a main sponsor of £1000.00, category sponsors of £300.00 for each category and table sponsors of £50.00 per table. All our sponsors will be acknowledged via media, website, and during the evening as the night is promoted prior and post event. Your support will be hugely appreciated by the hundreds of volunteers from across the County working tirelessly behind the scenes.

We hope you feel you are able to support these wonderful volunteers. Please do not hesitate to contact us if you have any questions.

Kind regards

Craig Womble
Deputy Manager

RN
DT
SC

Accredited by:-



**ISSUES ARISING REPORT FOR
Portland Town Council
Audit for the year ended 31 March 2017**

Introduction

The following matters have been raised to draw items to the attention of Portland Town Council. These matters came to the attention of BDO LLP during the review of the annual return for the year ended 31 March 2017. This report must be presented to a full meeting of the smaller authority for review.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Electors rights period during the year
-

The following issues have resulted in the annual return being qualified. They indicate either a breach of proper practices or legislation and they require the smaller authority to take immediate action to rectify these issues.

Electors rights period during the year

What is the issue?

The inspection period for the exercise of electors' rights which occurred during the year did not include the first 10 working days of July as specified in the Accounts and Audit Regulations 2015, which for last year was from the 1st to the 14th July 2016.

Why has this issue been raised?

The Accounts and Audit Regulations 2015 para 15(b) state that the inspection period for the exercise of electors rights must include the first 10 working days of July. The smaller authority has not complied with the Accounts and Audit Regulations 2015.

What do we recommend you do?

The smaller authority must ensure that the inspection period for the exercise of electors' rights includes the first 10 working days of July when undertaking the electors rights period

Further guidance on this matter can be obtained from the following source(s):

Accounts and Audit Regulations 2015

Introduction

The following items are being brought to the attention of the clerk of Portland Town Council. These items came to the attention of BDO LLP during the review of the annual return for the year ended 31 March 2017 but are not required to be reported to the smaller authority. These items are not considered to be either a breach of legislation or proper practices or other matters to report.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Trust funds
 - Date of approval incorrect for section 2
-

The following matters are being brought to your attention as we have detected administrative matters aimed at improving the review process in the future or items that have changed that we wish you to just note. These matters are not raised as formal matters and do not require reporting to the council.

Trust funds

What is the issue?

The Smaller Authority has not answered box 9 in error in Section 1 of the annual return.

Why has this issue been raised?

The smaller authority must ensure in future years that all the boxes are answered.

What do we recommend you do?

The Smaller Authority should ensure in future years that it answers 'N/a', that the Smaller Authority does not have any responsibilities to discharge in relation to a charity.

Further guidance on this matter can be obtained from the following source(s):

Not applicable

Date of approval incorrect for section 2

What is the issue?

The date inserted in Section 2 is incorrect and should be 28 June 2017.

Why has this issue been raised?

The annual return has not been completed properly.

What do we recommend you do?

The Smaller Authority must ensure in future years that the annual return is completed with the correct date inserted in each section.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC/ADA

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 18 September 2017

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

PORTLAND TOWN COUNCIL

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 2017, 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 on:

28.6.2017

and recorded as minute reference:

3455 (d)

Signed by Chair at meeting where approval is given:

[Redacted Signature]

Clerk:

[Redacted Signature]

*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 2016/17 for

Enter name of smaller authority here:

PORTLAND TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	67,886	64,889	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	50,723	63,679	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11,610	65,864	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	30,333	30,152	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 smaller authority's borrowings (if any).
6. (-) All other payments	34,997	59,232	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	64,889	105,048	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	64,889	105,048	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	81,988	52,086	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

I certify that for the year ended 31 March 2017 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:

[Redacted Signature]

Date 21.6.2017

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

[Redacted Signature] 28/12/2017

and recorded as minute reference:

3455 (d)

Signed by Chair at meeting where approval is given:

[Redacted Signature]