

Clerks Report – February 2019

7.1 Forthcoming Parish Council Elections

The Clerk attended Elections training on Monday 28th January and subsequently circulated an election briefing. This briefing contains all the information needed by parish councillors to enable them to stand again for office if they wish to. Please ensure that you have read this document and noted any significant dates in your diary. The deadline for receiving Nomination Forms is **Monday 1st April 2019**. Please note that the Clerk ***will not*** be chasing for Nomination Forms. If your form has not been submitted by the deadline, it will not be accepted.

7.2 Change of Date for the May meeting

To comply with legislation regarding the timings of the parish council election, the parish council needs to have had their Annual General Meeting within 14 days of the 7th May. Therefore, it has been necessary to bring this meeting forward by 1 week to Wednesday 22nd May. The Bookings Clerk at the Village Hall has been informed of the change. Please ensure you have this date in your diary.

7.3 Timetable for End of Year Accounts

- **March parish council meeting –**
 - Review effectiveness of internal audit from 2017/2018 and approval.
 - The Clerk would like to propose that in the March meeting Heelis & Lodge are engaged again this year to complete this task. This proposal needs to be carried at the February meeting to enable the Clerk to engage Heelis & Lodge and request the list of information needed from the parish council to enable them to carry out their internal audit.
 - Review of internal financial controls.
 - Clerk to review level of Fidelity Guarantee insurance cover to ensure it is adequate.
 - Asset Register to be reviewed and approved.
- **31st March – end of financial year.** All payments and receipts to be included in current financial year have to be completed by this date. If councillors have any outstanding expenses, please complete an expenses form, attach any receipts and return to the Clerk as soon as possible. These expenses will need to be approved at the March meeting.
- **April – internal audit** to take place at the beginning of April. This process takes approximately 2 weeks.
- **April parish council meeting**
 - Clerk to report on results of internal audit.
 - Section 1 – Annual Governance Statement Return (AGAR) to be agreed by the Parish Council.
 - Financial Risk Assessment to be reviewed and approved.
- **May parish council meeting** - statement of accounts and fully completed AGAR to be approved. The AGAR will be sent for external audit once approved.
- **Between 1st and 10th July – period for the exercise of public rights.** This is the period that the public have the opportunity to challenge the parish council regarding the contents of the accounts.

Information to be published on the website:

- Annual Audit report 2018/2019 from AGAR.
- Section 1 – Annual Governance Statement 2018/2019 from AGAR.
- Section 2 – Accounting Statements 2018/2019 from AGAR.
- Analysis of variances.
- Bank reconciliation.
- Notice for the period for the exercise of public rights and other information as required by Regulations 15(2) Accounts and Audit regulations 15.

7.4 Annual Review of Financial Regulations

A copy of the Financial Regulations was circulated in advance of the meeting. The Clerk confirms that having checked, there have been no changes to the model NALC Financial Regulations document since the last review in September 2018. Therefore, no changes to the text are required.

7.5 Annual Review of Standing Orders

A copy of the Standing Orders was circulated in advance of the meeting. The Clerk confirms that having checked, there have been no changes to the model NALC Standing Orders document since the last review in September 2018. Therefore, no changes to the text are required.