

HOTON PARISH COUNCIL

Review of internal controls for financial management and the preparation of accounting statements

Budgeting	Budget prepared and approved in a timely manner before setting the precept and prior to the commencement of the financial year.	Potential 2020/21 budget figures first presented by the RFO in Nov 19; a revised draft was discussed prior to setting the precept in January 2021; the final budget has yet to be approved – will be done in May 2021
Accounting records and supporting documents	Cash book kept up to date Breakdown of receipts and payments presented to council Forecast of income and expenditure against the budget Bank statements checked against receipts and payments	Cash book and bank statements checked monthly by the clerk. A sample of payments was checked at this review Analyses and forecasts presented at meetings.
Bank reconciliation	Reconciliation of the bank statements with the accounting records prepared and reviewed by the council	Bank reconciliations prepared and reported quarterly at council meetings; during Covid these have been signed following the meeting.
Statement of accounts	Accurate statement of accounts prepared.	A statement of account is prepared to 31 March each year.
Standing orders and financial regulations	Financial regulations and standing orders in place and reviewed regularly.	New Standing Orders were adopted on 4 May 2020 which brought the document in line with the NALC model, and included Coronavirus Regulations. The financial regulations were adopted in September 2018. A financial reserves policy has been adopted during the year.
Arrangements to safeguard public money	Payments approved in accordance with financial regulations. Invoices match payments made. Powers to make payments Bank mandates approved by the parish council. Cheques require two signatories.	Clerk monitors that the parish council has the powers to make the approved payments and that they are in accordance with the financial regs.

Employment	Remuneration and expenses.	The clerk's salary and an expenses allowance are paid by standing orders in accordance with the contract. Any overtime payments are agreed before being paid. Additional costs paid for on behalf of the council are approved by the council prior to payment.
Tax Compliance	Payroll run monthly and reported to HMRC.	
VAT	Arrangements for handling VAT	There are no chargeable transactions. VAT reclaimed annually. VAT reclaim for Y/E 31 March 2020 has made but not yet received.
Fixed assets and equipment	The council's assets need to be secured and properly maintained.	An annual asset inspection is carried out by the clerk, with the chairman. Not all maintenance identified as needed has been carried out. Weekly safety checks on play equipment are carried out by volunteers, the annual safety check is arranged through Charmwood BC.

Recommendations from this review:

- When the cheques are signed at the meeting a councillor should verify all payments match the invoices presented.
- Any instructions for signing document should be followed.
- The bank reconciliations should be checked and signed by someone other than the chairman.
- A policy for the maintenance of assets is required.
- Gardening tools to be labelled for identification.
- Set dates for the reporting of the quarterly playground inspections.
- Evidence of submission of PAYE data to HMRC should be sought periodically.

This review was undertaken by Cllr Melanie Doherty in conjunction with the clerk on 12 February 2021.

Signed _____ Date _____

HOTON PARISH COUNCIL- 2021/22 BUDGET

Opening balance	£14,898.53	£17,631.59	£14,661.94
	2019/20 Actual	2020/21 forecast to Y/E	2021/22 suggested
Receipts:			
Precept	10,600.00	11,550.00	11,550.00
Council Tax Support Grant	0.00	0.00	0.00
Burial Ground	499.92	324.98	0.00
Bank Interest	39.09	8.34	0.00
VAT refund	1,086.86	502.99	750.00
Other (inc. grants)	300.00	513.42	800.00
Total receipts	£12,525.67	£12,899.73	£13,100.00

Payments:			
Clerk's Salary	4,385.94	6,535.00	5,000.00
Clerk's Expenses	180.00	180.00	180.00
General Administration*	1,028.21	955.69	1,000.00
Insurance	423.54	423.65	450.00
Internal Audit	60.00	60.00	75.00
Memberships	282.96	298.63	330.00
Training	250.00	200.00	200.00
Election	65.76	0.00	0.00
Admin subtotal	£8,675.81	£8,652.97	£7,235.00
Playing Field & Burial Ground Grounds	0.00	n/a	n/a
Playing Field Grounds Maintenance	1,680.00	2,520.00	2,520.00
Burial Ground	516.00	1,092.00	600.00
Verge cutting costs	264.00	396.00	0.00
Emptying Bins	0.00	0.00	0.00
Playing Field General Maintenance	508.00	542.71	1,000.00
Maintenance of defibrillator	0.00	122.76	0.00
Maintenance of other Assets	0.00	38.50	795.00
Asset Maintenance Subtotal	£2,968.00	£4,711.97	£4,915.00
Christmas Tree	150.00	144.00	160.00
Grants and donations	0.00	0.00	0.00
Village Hall	0.00	0.00	0.00
Village Improvement Projects	0.00	600.00	from reserves
Speed Reduction	0.00	0.00	5,000.00
Neighbourhood Plan	0.00	635.94	0.00
Items from previous yrs budget	0.00	1,124.50	0.00
Other expenses subtotal	£150.00	£2,504.44	£5,160.00
Total Payments	£9,793.81	£15,869.38	£17,310.00
Contingency			690
Election planning**			100
Transfer from reserves			(5,000)
Total requirement	£9,793.81	£15,869.38	£13,100.00
Surplus/deficit	£2,732.06	(£2,969.65)	(£4,210.00)
Transfer (to)/from reserves		2,970	4,210
Estimated bank balance at Y/E	£17,631.59	£14,661.94	£10,451.94

Movement in reserves			
Bank balance b/f	£14,898.53	£17,631.59	£14,661.94
Net payments-receipts	2,732.06	(2,969.65)	(4,210.00)
Transfer (to)/from reserves (Defib)		120.00	0.00
Transfer from reserves (VH)		0.00	0.00
Transfer from reserves (Vil Improve)		600.00	0.00
Transfer from reserves (Speed reduc)		0.00	5,000.00
Transfer from reserves (Bins)		0.00	0.00
Transfer to reserves (Election costs)	(10.00)	(100.00)	(100.00)
Transferred (to)/from contingency	(1,640.00)	1,270.00	(690.00)
Amounts falling due after year end	(1,080.00)	1,080.00	
Difference	£2.06	£0	£0

Estimated Bank Balance at Y/E	£17,631.59	£14,661.94	£10,451.94
Represented by:			
Defibrillator maintenance	550	430	430
Village Hall	450	450	450
Village Improvement Projects	5,000	4,400	4,400
Speed reduction	5,000	5,000	0
Emptying of bins	600	600	600
Election Costs	370	470	570
Contingency	4,580	3,310	4,000
Amounts carried forward	1,080		
Total	£17,630	£14,660	£10,450

HOTON PLAYING FIELDS

QUARTERLY INSPECTION

December 2020

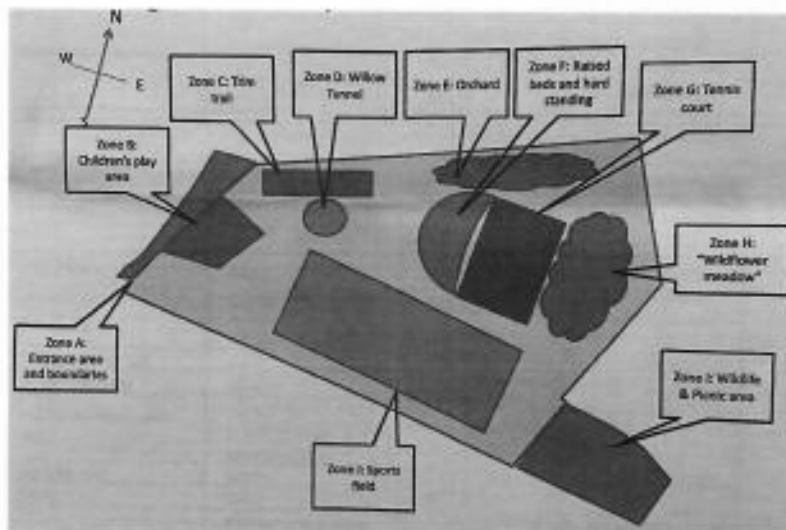
Carried out by: Helen Dargie

Next Inspection due: March 2021

CONTENTS

- S1 Immediate Issues for review and agreement
- S2 Detailed Review by Zone

Plan of Playing Fields for Reference



SECTION 1 – IMMEDIATE AREAS FOR REVIEW

ZONE	Equipment / Area	Issue
B	Multiplay	ANNUAL INSPECTION RISK MEDIUM Fence infringes on falling space foot trap between platform & home-made incline climber Excessive gaps on bridge as item designed for use by toddlers We should review these and rectify
B	Pedestrian Gate	STILL NEEDS CHECKING Remove potential pinching/crushing hazard between gate & self-closing mechanism bracket (a gap of at least 12mm should be maintained)
C	Trim Trail	Numerous issues with the trail. All areas posing a risk are closed. Will be addressed as part of community day. Rob Dargie is the assigned volunteer.
D	Willow Trail	Area is getting overgrown by itself. Without proper maintenance and regular braiding it is unusable and a mess. Is it a feature that would be missed? Should we ask residents? HD SUGGESTION: Would recommend removal to use the space for something else more community focussed like Outdoor Table Tennis facility or outdoor fitness equipment.
G	Basketball	Replace Inlay Panel on post basket (Noted in annual inspection) Replace net to hoop fixed to brick wall

SECTION 2 – DETAILED REVIEW BY ZONE

ZONE A – ENTRANCE AREA AND BOUNDARIES			
EQUIPMENT OR AREA	PREVIOUS CONDITION	CURRENT STATUS	RECOMMENDATION
Flower tubs x 2	Excellent	Excellent	N/A
Notice Board	Satisfactory	Excellent	N/A
Site access & bollard	Satisfactory	Satisfactory	No key – should we replace or stick with current method?
Path	Satisfactory	Satisfactory	N/A
Trees	Satisfactory	Satisfactory	N/A
General Grass Areas	Satisfactory	Satisfactory	Wet weather has left the main grass area quite churned.
Boundaries / Fencing	Satisfactory	Satisfactory	NW corner checked and no issue found that needed resolving.
Bins x 2	Satisfactory		

ZONE B – CHILDRENS PLAY AREA			
EQUIPMENT OR AREA	PREVIOUS CONDITION	CURRENT STATUS	RECOMMENDATION
Swing Frame	Good	Good	N/A
Swings x 3	Good	Good	N/A
Talking flowers x 2	Good	Good	N/A
Mushroom Posts	Good	Good	N/A
Toddler Multiplay / Slide	Generally good. Rotting to bottom section of steps back board	Generally good. Rotting to bottom section of steps back board.	Add work to community day
Springles x 2	Good	Good	N/A
Slide	Good	Good	N/A
Roundabout	Satisfactory – some tilting	Satisfactory – check issues noted previous	Check but may need to have independent safety check when able
Table & Seat Units x 2	Good	Good	N/A
Pedestrian Gate (main)	Poor – Trapping Hazard	Poor – Trapping Hazard needs urgent check	remove potential pinching/crushing hazard between gate & self-closing mechanism bracket (a gap of at least 12mm should be maintained)
Vehicle Gate (side)	n/a	Satisfactory	N/A
Grass & safe-play surface	Satisfactory	Satisfactory	N/A
Trees	Good	Good	
Boundaries / fencing	Satisfactory	Satisfactory	Needs Cleaning

ZONE C – TRIM TRAIL – UPDATED SEPTEMBER AFTER MAINTENANCE CARRIED OUT			
EQUIPMENT OR AREA	PREVIOUS CONDITION	CURRENT STATUS	RECOMMENDATION
Stepping Stones	Satisfactory	Satisfactory	
Long swing bar	Satisfactory	Satisfactory	
3 Tyres	Poor	Poor	CLOSED OFF
A-Frame climbing board and net	Poor – Overgrown with evidence of rot	Poor – Overgrown with evidence of rot	Lower panels likely need replacing due to rot
Swing bars 1-4	Poor – some rotting at base on cross beams.	Poor – damage to cross beams make it unsafe	CLOSED OFF

Stilts	Poor – evidence of some minor rotting. One stilt missing	Poor – evidence of some minor rotting. One stilt missing	Replace missing stilt
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ZONE D & E – WILLOW TUNNEL & ORCHARD

EQUIPMENT OR AREA	PREVIOUS CONDITION	CURRENT STATUS	RECOMMENDATION
Willow Tunnel	Poor – Overgrown on left entry and cannot be used	Poor – no maintenance and not a pretty or useful feature	Is this a good use of the space? Needs professional maintenance regularly
Orchard	Satisfactory – other than 3 dead trees Recommendations 1. Remove dead trees 2. Cut back brambles round fruit trees near wildflower area	Satisfactory – other than 3 dead trees Recommendations 1. Remove dead trees 2. Cut back brambles round fruit trees near wildflower area	In progress with tree contractor

ZONE F – RAISED BEDS & HARD STANDING

EQUIPMENT OR AREA	PREVIOUS CONDITION	CURRENT STATUS	RECOMMENDATION
Raised beds x 3 Brickwork	Satisfactory – continued deterioration of pointing	Satisfactory – continued deterioration of pointing	For village day
Raised beds x 3 Planting	Excellent	Excellent	N/A
Seats x 2	Good	Good	N/A
Picnic Table	Good	Good	N/A
Bin	Satisfactory	Satisfactory	N/A

ZONE G – TENNIS COURT / MULTIUSE PLAY AREA

EQUIPMENT OR AREA	PREVIOUS CONDITION	CURRENT STATUS	RECOMMENDATION
Chain Link Walls & Gate	Good	Good	N/A
Play surface	Satisfactory	Satisfactory – recently cleaned	N/A
Brick edging to surface	Satisfactory – continued deterioration of bricks	Satisfactory – continued deterioration of bricks	N/A
Tennis Net	Good	Good	N/A
Low Level basketball hoop and board on wall	Satisfactory – net missing	Satisfactory – net missing	Replace net
Basketball board and hoop on post	Satisfactory – patterned board missing	Satisfactory – patterned board missing	Get quote for replacement board
Traversing Wall	Satisfactory – 3 lower level holds loose	Satisfactory – some maintenance needed	Replace hold when open again

ZONE H & I – WILDFLOWER MEADOW AND WILDLIFE AREAS			
EQUIPMENT OR AREA	PREVIOUS CONDITION	CURRENT STATUS	RECOMMENDATION
Wildflower Meadow	Not functioning as wildflower meadow – just grasses	Satisfactory. Completely mowed, no meadow.	PFWP to make suggestion on direction after survey
Wildlife Area	Satisfactory	Satisfactory	N/A
Picnic Table	Satisfactory but not used	Satisfactory but not used	Relocate?
Gates	Satisfactory	Satisfactory	N/A
Fence	Satisfactory	Satisfactory	N/A

ZONE J – SPORTS FIELD			
EQUIPMENT OR AREA	PREVIOUS CONDITION	CURRENT STATUS	RECOMMENDATION
Cricket Frame and Nets	Satisfactory	N/A (removed for winter)	N/A
Goal Posts	Poor – need cleaning and painting. Starting to rust	Poor – need cleaning and painting. Starting to rust	For Village Day/ Volunteer
Goal Nets	Poor – need replacing	Poor – need replacing	Source and order replacements before village day
Playing Surface	Satisfactory – some minor mole incursion on Pitch remains	Poor – wet weather and moles have affected the surface significantly.	Local user volunteer to keep on top of condition?



Hoton Parish Council <hotonparishcouncil@googlemail.com>

Prestwold Estate - Public Outreach

3 messages

Hamish Byers <hamish.byers@matherjames.co.uk>

11 January 2021 at 12:28

~~To: "Burton on the Wolds Cotes & Prestwold Parish Council" <burtonclerk@gmail.com>~~

~~"hotonparishcouncil@googlemail.com" <hotonparishcouncil@googlemail.com>~~

~~cc: "helandargie.hpe@gmail.com" <helandargie.hpe@gmail.com>, "jennybp54@aol.com" <jennybp54@aol.com>~~

Dear All

I have just had a long and useful conversation with Helen Dargie regarding Prestwold outreach. We appreciate that some are seeing the Estate as the big ugly next door neighbour.

We have had some ideas on what to do and write a quick note below:-

1. I have previously mentioned an opening event for the Model Farm Buildings. What and when this can happen is a bit difficult.
2. Open park and gardens for picnicking when the weather improves.
3. Village sports day in the gardens?
4. Tours around the house.
5. Treasure hunt around the house.
6. Farm tours/open farm majoring on our conservation project with English Partridge.

I therefore write to see if we can bring together a small committee to arrange an event or two later in the year which we can invite the villagers to free of charge.

Some of our planning obviously depends on whether weddings can go ahead later in the year but we should start considering options.

I would be interested to know your thoughts.

Kind regards

~~Hamish Byers~~

~~Rural Practice Manager~~

~~Direct Tel: 01509 688011~~

~~Mobile: 07958 41114~~

Coronavirus (COVID-19)



Loughborough

Charnwood

Woodgate Chambers

Leicestershire, LE11 2TZ
Direct LineTel: 01509 221201
Fax: 01509 221203

~~tobin@charnwood.gov.uk~~

Dear Sir/Madam,

Since the outbreak of Covid19 in March this year we have had to adapt our operational model to ensure that the risk to our clients, volunteers and staff is minimised. This has meant that we have been unable to open our offices for face-to face advice and instead have introduced a local Enquiry Line, open 3 days a week and handled by our trained advisers.

This new way of working has had an impact on us all but we have managed to maintain the service throughout the different versions of tiers and lockdowns, so that the people of Charnwood can still access the advice and information they need.

However, these changes have come at a cost, and so we turn to you in the hope that you may be able to make a small financial contribution to help us further develop strategies to re-build and move forward as the Covid picture improves.

With many thanks

Paula Tobin

Operations Manager



Citizens Advice Charnwood is the operating name of Charnwood Citizens Advice Bureau.
Charity registration number: 1102353. Company limited by guarantee No: 04984410 registered in England and Wales.
Authorised and regulated by the Financial Conduct Authority: FRN 617546.
Registered office: Woodgate Chambers, 70 Woodgate, Loughborough, Leicestershire, LE11 2TZ.
Office also at: 47a Chamwood Road, Shepshed, Leicestershire, LE12 9QE Tel/Fax: 01509 506663