

ROCKINGHAM PARISH MEETING

14 May 2015

A G E N D A

1 **Declarations of Interest**

2 **Minutes**

26 March 2015

3 **Matters Arising from the Minutes**

- a. Highway Matters
- b. Street Lights
- c. Overhanging Bushes
- d.
- e.
- e.

4 **Finance**

- a. Payment of Accounts
- b. Audit of Accounts
- c. Annual Accounts - 2014/15
- d. Annual Governance Statement
- e. Risk Assessment Policy

5 **Election of Chairman**

6 **Correspondence**

- a. Rockingham Park - Licence Applications
- b. Brickfield Cottage - Planning Application
- c.

7 **Any Other Business**

- a.
- b.
- c.

8 **Next Meeting**

To confirm the date of the next Parish Meeting - 30 July 2015

ROCKINGHAM PARISH MEETING

14 May 2015

Finance

1) Payment of Accounts

Balance at 31 March: **£1,368.33**

Current Account:	£579.62
Business Premium Account:	£788.71

Income **£0.00**

£ -

Payments for which approval given **£71.00**

Northants ACRE	£35.00
CPRE	£36.00

Payments for which approval required **£284.33**

NCALC - Subscription	£109.33
S Morphy - grass cutting - 31/3	£115.00
I Arnott - Internal audit	£60.00

Balance carried forward: **£1,013.00**

Current Account:	£419.62
Business Premium Account:	£593.38

2) Internal Audit

The Internal Audit of the Parish Meeting's accounts was completed on 3 May 2015

3) Annual Accounts 2014/15

The annual accounts for the year 2014/15 are presented for the meeting's approval

4) Annual Governance Statement

The Annual Governance Statement requires approval by the meeting

5) Risk Assessment Policy

The Risk Assessment as approved last May requires formal adoption on an annual basis and is presented for the meeting's approval.

Section 4 – Annual internal audit report 2014/15 to

ROCKINGHAM 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 2015.

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.	✓		
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.	✓		
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 IAJ HARRISON AR No 11
 Signature of person who carried out the internal audit [Signature] Date 04/05/2015

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).

ROCKINGHAM PARISH MEETING

Receipts and Payments - 2013/2014

<u>Income</u>		<u>Expenditure</u>	
2013/2014		2014/2015	
£1,564.00	Corby Borough Council	£1,623.00	£109.52 NALC/CPRE - Subs
£2,183.00	Corby Borough Council - Grant	£2,183.00	£730.00 Rockingham PCC - grant
£455.90	NCC - Grass Cutting	£455.90	£730.00 Rockingham Village Hall - grant
£415.00	RVH - grass cutting	£0.00	£1,505.00 Grass Cutting
£0.76	Interest	£0.42	£243.80 Insurance
			£0.00 Audit
			£150.00 Hire of Hall
			£133.78 Postage Telephones & Stationery
			£375.00 Clerk
			£201.79 Miscellaneous
			£0.00 Bank Charges
			£4,178.89 Total
			£439.77 Profit (Deficit) on Year
£4,618.66	TOTAL	£4,262.32	£4,145.53
			£116.79
			£4,262.32

Balance Statement

£811.77	Opening Balance	£1,251.54	£178.25	Cash in Current A/c	£579.62
£439.77	Profit (Deficit) on Year	£116.79	£1,073.29	Cash in Business Premium A/c	£788.71
			£0.00	Cash in Hand	£0.00
£1,251.54	TOTAL	£1,368.33	£1,251.54	TOTAL	£1,368.33

Bank Reconciliation

Balance per Bank:		
Current Account		£654.62
Business Premium Account		£788.71
Less outstanding cheques:		
100642	£75.00	
		£75.00
Balance per R & P Accounts		£1,368.33

Responsible Financial Officer

ROCKINGHAM PARISH MEETING

RECEIPTS AND PAYMENTS SUMMARY

<i>Year Ended 31/03/2014</i>		<i>Year Ended 31/03/2015</i>
£811.77	Balance brought forward 1 April	£1,251.54
£4,618.66	Add Total Receipts	£4,262.32
£4,178.89	Less Total Payments	£4,145.53
£1,251.54	Balance carried forward (31 March)	£1,368.33
	These cumulative funds are represented by :-	
£0.00	Cash in Hand	£0.00
£178.25	Current account balance	£579.62
£1,073.29	Business premium account balance	£788.71
£1,251.54		£1,368.33
Signed	_____	_____
	Chairman	Responsible Financial Officer

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

ROCKINGHAM PARISH

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 2014 £	31 March 2015 £	
			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.
1 Balances brought forward	812	1252	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	1564	1623	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	3055	2639	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	375	375	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	3804	3771	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	1252	1368	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	1252	1368	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	0	0	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 Trust funds (including charitable)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no N/A		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 2015 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 2/5/2015

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

[Signature box]

and recorded as minute reference:

[Signature box]

Signed by Chair of the meeting approving these accounting statements.

[Signature box]

Date [Signature box]

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

ROCKINGHAM COUNCIL 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 2015, 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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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

dated _____

Signed by: _____

Chair _____

dated _____

Signed by: _____

Clerk _____

dated _____

*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.

ROCKINGHAM PARISH MEETING

RISK ASSESSMENT POLICY

Reviewed at the Parish Meeting held on 14 May 2015

FINANCIAL ASSESSMENT – The Parish Meeting (PM) will follow the model financial regulations as set out by the National Association of Local Councils (NALC) and adopted by the Parish Meeting. The main areas of internal control are:

- Blank cheques will never be signed, with all cheques to be signed by the Chairman, an appointed member and the Clerk.
- Bill Payments will be agreed at Meetings and recorded in the minutes
- There is to be no petty cash with the clerk purchasing sundry items as need be and claiming such sums via his/her expenses against receipts
- The budget will be set prior to applying for the precept and this will be periodically reviewed at meetings
- The clerk will be the Responsible Financial Officer and will administer the accounts in a proper manner ensuring correct records and internal and external audits are completed
- The chairman will act as the internal auditor for the PM and will periodically check the accounts and bank reconciliations with the clerk
- An independent Internal Auditor is appointed by NALC and the PM will take note of any recommendations to ensure correct standards of accounting are maintained
- Any comments from the External Auditors will be adhered to
- The Accounts will be available for public inspection
- The PM will obtain at least two quotations for major items of expenditure

Review of effectiveness of internal audit:

A full review was discussed and it was agreed that:

- ✓ The scope of the internal audit covered all relevant risks
- ✓ The Chairman undertakes “spot” checks of the PM’s books on a random basis throughout the year.
- ✓ The Internal Auditor, is considered to be independent, unbiased and objective and their Terms of Reference are to be reviewed and updated as necessary.
- ✓ Both the Chairman and Independent Auditor are competent with sufficient knowledge to undertake these duties
- ✓ The Clerk is the RFO and his responsibilities along with those of the Chairman and Internal Auditor are defined
- ✓ The planning and reporting of all financial aspects of the PM are under constant, regular review to ensure all aspects of the responsibilities here are up to date.

INSURANCE – The PM will review its insurance policy annually at renewal to ensure adequate cover is in place. All new capital items are to be insured at time of purchase

STANDING ORDERS – The PM will abide by the model “Standing Orders” which are recommended by NALC

ASSET REGISTER – The PM will maintain an assets register (as shown in the insurance policy document)

DECLARATIONS OF INTEREST – Members will be asked, at the start of each meeting if they have any interests to declare and, if they do, they will leave the meeting when the relevant item comes up for discussion.

PROPERTY – For public safety the PM will “walk” the village, at least annually, to ensure all its property, and areas of responsibility, are in a good state of repair and order.

.....Chair

.....Clerk

.....Minute Ref



Cedar Drive Thrapston Northamptonshire NN14 4LZ
T: 01832 742102 | F: 01832 734839
DX: 701611 Thrapston
E: licensingunit@east-northamptonshire.gov.uk
www.northantslicensing.gov.uk

Rockingham Parish Council

22 April 2015

Dear Sir /Madam

Licensing Act 2003

The following application has been received by Corby Borough Council.

Should you wish to comment on the application please contact the Licensing Team in writing, or via email, by **20 May 2015**.

Licence: Premises New **Reference:** 15/01892/LAPNEW
Premises: Parkland At Rockingham Castle
Address: Rockingham, Northamptonshire, LE16 8TH,

The opening hours of the premises

Friday	12:00 - 00:00
Saturday	00:00 - 04:00
Saturday	11:00 - 00:00
Sunday	00:00 - 04:00

Non Standard Timings

24 - 26 July 2015 only

Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities

Sale of Alcohol

Alcohol consumed on premises

Friday	12:00 - 00:00
Saturday	00:00 - 03:00
Saturday	11:00 - 00:00
Sunday	00:00 - 03:00

Non Standard Timings

24 - 26 July 2015 only

Performances of Dance

Indoors & Outdoors

Friday	12:00 - 00:00
Saturday	00:00 - 04:00
Saturday	11:00 - 00:00
Sunday	00:00 - 04:00

Non Standard Timings

24 - 26 July 2015 only

Late Night Refreshment

Indoors & Outdoors

Friday	23:00 - 00:00
Saturday	00:00 - 04:00
Saturday	23:00 - 00:00
Sunday	00:00 - 04:00

Non Standard Timings

24 - 26 July 2015 only

Live Music

Indoors & Outdoors

Friday	12:00 - 00:00
Saturday	00:00 - 04:00
Saturday	11:00 - 00:00
Sunday	00:00 - 04:00

Non Standard Timings

24 - 26 July 2015 only

Recorded Music

Indoors & Outdoors

Friday	12:00 - 00:00
Saturday	00:00 - 04:00
Saturday	11:00 - 00:00
Sunday	00:00 - 04:00

Non Standard Timings

24 - 26 July 2015 only

If you require any further details please do not hesitate to contact the Central Administration Unit on 01832 742102.

Yours sincerely

Emma Morton
Licensing Administrator



Cedar Drive Thrapston Northamptonshire NN14 4LZ
T: 01832 742102 | F: 01832 734839
DX: 701611 Thrapston
E: licensingunit@east-northamptonshire.gov.uk
www.northantslicensing.gov.uk

Rockingham Parish Town Council

13 April 2015

Dear Sir /Madam

Licensing Act 2003

The following application has been received by Corby Borough Council.

Should you wish to comment on the application please contact the Licensing Team in writing, or via email, by **11 May 2015**.

Licence: Premises New **Reference:** 15/01800/LAPNEW
Premises: Rockingham Castle
Address: Rockingham, Northamptonshire, LE16 8TH,

The opening hours of the premises

Friday	15:00 - 00:00
Saturday	00:00 - 00:00
Sunday	00:00 - 14:00

Non Standard Timings

19 - 21 June 2015 only

Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities

Performances of Dance

Outdoors

Sunday	17:00 - 20:00
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Non Standard Timings

19 - 21 June 2015 only

Late Night Refreshment

Outdoors

Friday and Saturday	23:00 - 00:00
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Non Standard Timings

19 - 21 June 2015 only

**Live Music
Outdoors**

Friday	20:00 - 00:00
Saturday	16:00 - 02:00

Non Standard Timings
19 - 21 June 2015 only

**Recorded Music
Outdoors**

Friday	16:00 - 02:00
Saturday	10:00 - 04:00
Sunday	10:00 - 12:00

Non Standard Timings
19 - 21 June 2015 only

If you require any further details please do not hesitate to contact the Central Administration Unit on 01832 742102.

Yours sincerely

Emma Morton
Licensing Administrator

ROCKINGHAM PARISH MEETING

14 May 2015

Planning Application 15/00132/DPA – Brickfield House

A planning application has been made to Corby Borough Council for permission to extend Brickfield House on the Cottingham – Rockingham Road.

Full details can be found on the Online Planning Portal via this [link](#).