**Agenda Item 2** Councillors’ Request for Dispensation

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation you need to write to the Clerk ahead of the meeting stating your reasons on why you should be given a dispensation.

**Agenda Item 6** Committees

In May 2016 Cllrs Gore, Beckham and Shapley were elected to the HR Committee and Cllrs Edgeley, Hart of Chilton and Reeve were elected to the Standards Committee.

**Agenda Item 7** Representative

In May 2016 Cllr Beckham was appointed as the Suffolk Association of Local Councils representative.

**Agenda Item 8** Internal Auditor

Heelis & Lodge has undertaken the role of Internal Auditor to CPC for the past 9 years.

**Agenda Item 11** Clerk’s Report

<table>
<thead>
<tr>
<th>Minute</th>
<th>Action</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>16/028</td>
<td>Frank Lawrenson has reported that Babergh said that they hadn’t started the S106 discussions re Chilton Woods and would involve Chilton in the consultation process when it started.</td>
<td>✓</td>
</tr>
<tr>
<td>16/105</td>
<td>Line to be painted across entrance to Church in Church Field Road.</td>
<td>✓</td>
</tr>
<tr>
<td>16/106</td>
<td>Broken footpath signs are to be repaired by SCC.</td>
<td>✓</td>
</tr>
<tr>
<td>16/115</td>
<td>Lady Hart to write to SCC.</td>
<td>✓</td>
</tr>
<tr>
<td>17/022</td>
<td>Minutes updated on website.</td>
<td>✓</td>
</tr>
<tr>
<td>17/026</td>
<td>Responses sent re planning applications.</td>
<td>✓</td>
</tr>
<tr>
<td>17/027 a</td>
<td>Payments made to suppliers.</td>
<td>✓</td>
</tr>
<tr>
<td>17/025</td>
<td>Responded to GoStart consultation.</td>
<td>✓</td>
</tr>
<tr>
<td>17/027 b</td>
<td>Sent Standing Order instruction to SPS.</td>
<td>✓</td>
</tr>
<tr>
<td>17/027 c</td>
<td>Donations distributed to organisations.</td>
<td>✓</td>
</tr>
<tr>
<td>17/029</td>
<td>Defibrillator Awareness session held at APA.</td>
<td>✓</td>
</tr>
<tr>
<td>17/034</td>
<td>Community Wardens asked to clear pavement in Churchfield Road.</td>
<td>✓</td>
</tr>
<tr>
<td>17/038</td>
<td>Minutes updated on website.</td>
<td>✓</td>
</tr>
<tr>
<td>17/040</td>
<td>Responses sent re planning applications.</td>
<td>✓</td>
</tr>
<tr>
<td>17/041</td>
<td>Sent response to GoStart.</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Clerk Hours**

As at 2nd April 2017 - 288 hours worked / 260 hours paid.

**Agenda Item 12** Correspondence

No correspondence other than that listed in this pack has been received since the last meeting. If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

Prepared by: Dave Crimmin
## Agenda Item 13c  Status of Planning Applications

<table>
<thead>
<tr>
<th>Application Reference</th>
<th>Address</th>
<th>Planning Details</th>
<th>CPC Minute</th>
<th>Parish Council Comments</th>
<th>Babergh DC Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>B/15/01718</td>
<td>Chilton Woods Mixed Use Development, Land North of, Woodhall Business Park, Sudbury</td>
<td>Outline application (with all matters reserved except for access) - Erection of up to 1,100 dwellings (Use Class C3); 16.4ha of employment development (to include B1, B2 and B8 uses, a hotel (C1), a household waste recycling centre (sui generis) and a district heating network); village centre (comprising up to 1,000m2 Gross</td>
<td>16/030a</td>
<td>Objected</td>
<td></td>
</tr>
<tr>
<td>B/16/01406</td>
<td>Chilton Grove, Waldingfield Road</td>
<td>Erection of 5 no. dwellings; ancillary outbuildings and improvement to existing vehicular access.</td>
<td>16/132a</td>
<td>Objected</td>
<td></td>
</tr>
<tr>
<td>B/17/00173</td>
<td>Low Thatch, Lavenham Road</td>
<td>Adjoining Parish - Application for Listed Building Consent- Insertion of 2 no. dormer windows into rear elevation, insertion of french doors to side elevation and erection of detached cartlodge.</td>
<td>17/025a</td>
<td>No Comment</td>
<td></td>
</tr>
<tr>
<td>B/17/00172</td>
<td>Low Thatch, Lavenham Road</td>
<td>Adjoining Parish - Insertion of 2 no. dormer windows into rear elevation, insertion of french doors to side elevation and erection of detached cartlodge.</td>
<td>17/025a</td>
<td>No Comment</td>
<td></td>
</tr>
<tr>
<td>B/17/00443</td>
<td>9 Carbonels</td>
<td>Erection of a first floor side extension; Enlarge bathroom window and render elevations.</td>
<td>17/040a</td>
<td>Support</td>
<td></td>
</tr>
<tr>
<td>B/17/00484</td>
<td>Business Reply Direct Mail. Ltd, BRMS House, Milner Road</td>
<td>Adjoining Parish - Change of Use of gymnasium to Office Use; construction of new vehicular access.</td>
<td>17/040b</td>
<td>Object</td>
<td></td>
</tr>
<tr>
<td>B/17/00376</td>
<td>The Red House, Lavenham Road</td>
<td>Adjoining Parish - Application for Listed Building Consent- Construct white shiplap/featheredging over existing cement render.</td>
<td>17/040c</td>
<td>No Comment</td>
<td></td>
</tr>
</tbody>
</table>
CHILTON PARISH COUNCIL

Bank Reconciliation for Financial year ending 31st March 2017

<table>
<thead>
<tr>
<th>Balances per Bank Statements as at 31st March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Account</td>
</tr>
<tr>
<td>Instant Access Account</td>
</tr>
</tbody>
</table>

£27,561.41

| Add any Unbanked Cash as at 31 March           | £0.00      |

| Less Unpresented Cheques as at 31 March        |          |

£0.00

| Total Cash                                    | £27,561.41 |

CASH BOOK

| Opening Balance                               | £28,246.99 |
| Add Receipts in the year                     | £8,342.44  |

£36,589.43

| Less Payments in the year                    | £9,028.02  |

| Total Cash                                    | £27,561.41 |

D. Crimmin RFO, Chilton Parish Council 8th April 2017
## CHILTON PARISH COUNCIL

### Receipts & Payments Account for the year ending 31st March 2017

#### Receipts
- Precept: £7,579.00
- Bank Interest: £0.00
- Churchyard: £0.00
- Grants: £619.30
- Wayleave: £9.20
- Other: £63.25
- VAT Repayment: £71.69

**Total Receipts: £8,342.44**

#### Payments
- Clerks Salary: £2,774.44
- Admin Expenses: £899.25
- Annual Subscriptions: £205.84
- Insurance: £169.71
- Audit Inspections: £166.00
- Donations: £200.00
- Chairman's Allowance: £0.00
- Dog & Litter Bins: £237.33
- Footpaths: £525.00
- Churchyard / Memorial: £265.00
- Community Warden: £650.00
- Street Lighting: £0.00
- Projects: £2,183.65
- Other: £0.00
- VAT Paid: £751.80

**Total Payments: £9,028.02**

#### Excess of Payments over Receipts
- (£9,028.02 - £8,342.44) = £685.58

#### Add Balance Brought Forward
- £28,246.99

#### Balance Carried Forward
- £27,561.41

#### Represented by
- Current Account: £27,534.34
- Instant Access Account: £27.07

**Total Represented: £27,561.41**

Prepared by: Dave Crimmin
## Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

Chilton Parish 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:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>“Yes” means that this smaller authority:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</td>
<td>Yes</td>
<td>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</td>
</tr>
<tr>
<td>2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</td>
<td>Yes</td>
<td>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</td>
</tr>
<tr>
<td>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.</td>
<td>Yes</td>
<td>has only done what it has the legal power to do and has complied with proper practices in doing so.</td>
</tr>
<tr>
<td>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.</td>
<td>Yes</td>
<td>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</td>
</tr>
<tr>
<td>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.</td>
<td>Yes</td>
<td>considered the financial and other risks it faces and has dealt with them properly.</td>
</tr>
<tr>
<td>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>7. We took appropriate action on all matters raised in reports from internal and external audit.</td>
<td>Yes</td>
<td>responded to matters brought to its attention by internal and external audit.</td>
</tr>
<tr>
<td>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.</td>
<td>Yes</td>
<td>disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.</td>
</tr>
<tr>
<td>9. (For local councils only) Trust funds including charitable funds held by this authority. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.</td>
<td>Yes</td>
<td>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</td>
</tr>
</tbody>
</table>

This annual governance statement is approved by this smaller authority on: 

and recorded as minute reference: 

Signed by Chair at meeting where approval is given:

Clerk:

*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.*
Interim Internal Audit Report for Chilton Parish Council – 2016/17

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £8,342  
Expenditure: £9,028  
Reserves: £27,561.41

Annual Return Completion:
Section One: Yes – to be signed
Section Two: Yes – to be signed
Section Four: Yes

Proper book-keeping  
Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

All were found to be in order. LGAs137 payments are not applicable as the Council have adopted the General Power of Competence. The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations  
Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes
Reviewed: 4/7/2016 (Ref: 16/089)
Financial Regulations in place: Yes
Reviewed: 4/7/2016 (Ref: 16/089)

VAT reclaimed during the year: Yes (10/7/2017)  
Registered: No

General Power of Competence: Yes

Risk Assessment  
Appropriate procedures in place for the activities of the council

Risk Assessment document in place: Yes
Data Protection registration: Yes

Insurance was in place for the year of audit. The Risk Assessment was reviewed on 9/1/2017 (Ref: 17/014). All was in order.
The Council have good internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Fidelity Cover: £25,000

The level of Fidelity cover is just below the recommended guidelines of year end balances plus 50% of the precept.

Recommendation: To review Fidelity Cover in line with the recommended guidelines of year end balances plus 50% of the precept.

Transparency Code

Compliance for smaller councils with income/expenditure under £25,000. Smaller authorities should publish on their website from 1 April 2015:

Smaller Council: Yes
Website: www.chilton.onesuffolk.net

a) all items of expenditure above £100
Published – Yes

b) end of year accounts (By 1 July)
2016 Annual Return, Section One Published – Yes

c) annual governance statement (By 1 July)
2016 Annual Return, Section Two Published – Yes

d) internal audit report (By 1 July)
2016 Annual Return, Section Four Published – Yes

e) list of councillor or member responsibilities
Published – Yes

f) the details of public land and building assets (By 1 July)
Published – Yes

g) Minutes, agendas and meeting papers of formal meetings
Published – Yes

The Council have met the requirements of the Transparency Code.

I would like to take the opportunity to commend the Clerk on the well organised and excellent presentation of the Transparency Code documents on the website. Documents can be found easily and links are provided on a specific Transparency Code web page.

Budgetary controls

Verifying the budgetary process with reference to council minutes and supporting documents

Precept: £7,579 Date: 4/1/2016 (Ref: 16/008b)

Good budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.
**Income controls**

Precept and other income, including credit control mechanisms

*All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.*

**Petty Cash**

Associated books and established system in place

*A satisfactory expenses system is in place with supporting paperwork.*

**Payroll controls**

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: **Yes**

*The Council continue to operate RTI in accordance with HMRC regulations. All supporting paperwork is in place and a P60 has been produced as part of the year end process. The Council are aware of their staging date for the pension regulations and have taken the appropriate steps.*

**Asset control**

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

*A separate asset register is in place. Values are recorded at cost value. The total value of assets are recorded at £5,118.*

**Bank Reconciliation**

Regularly completed and cash books reconcile with bank statements

*All were in order. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.*

**Year-end procedures**

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

*End of year accounts are prepared on a Receipts & Payments or Income & Expenditure Basis. Creditors and Debtors are identified*

**Sole Trustee**

The Council has met its responsibilities as a trustee

*The Council is not a sole trustee.*
**Internal Audit Procedures**

The Council reviewed the effectiveness of the internal audit at a meeting held on 9/1/2017 (Ref: 17/015).

The Internal Audit report was considered by the Council at a meeting held on 9/5/2016 (Ref: 16/060a).

Heelis & Lodge were appointed Internal Auditor at a meeting held on 9/5/2016 (Ref: 16/054).

**External Audit**

The External Auditor’s report was considered by the Council at a meeting held on 5/9/2016 (Ref: 16/104a).

There were no matters raised by the External Auditor in relation to the 2015-2016 External Audit.

**Additional Comments/Recommendations**

- The Annual Parish Council meeting was held on 9/5/2016, within the required timescale. The first item of business was the Election of Chairman, in accordance with Standing Orders. 
- There are no additional comments/recommendations to make in relation to this audit. 
- I would like to record my appreciation to the Clerk to the Council for his assistance during the course of the audit work.

Heather Heelis  
Heelis & Lodge  
12 April 2017
Dear Mrs Prince

Please find enclosed the Annual Return from Chilton Parish Council for the year ending 31st March 2017.

The 2015 / 2016 Accounting Statement has been “RESTATED” as the car mileage allowance paid to the Clerk has now been classified as “Staff Costs” rather than “All Other Payments” in accordance to The Practitioners’ Guide dated March 2017 section 2.15 - Line 4: Staff Costs.

In 2015 / 2016 the car millage paid to the Clerk was £85.50

I also attach:

- An explanation of the quantified significant variances in relation to the Annual Return.
- A bank reconciliation for the year ending 31st March 2017.

I hope that the annual return is in accordance to the criteria set but please do not hesitate to contact me should you have any questions.

Yours sincerely

Dave Crimmin  MILCM

Clerk and Responsible Financial Officer
Chilton Parish Council
Explanation to the quantified significant variances for boxes 2 - 6, 9 and 10 in Section 2 of the 2016 / 17 Annual Return

Box 3 Total Other Receipts

<table>
<thead>
<tr>
<th>Other Receipts</th>
<th>2016</th>
<th>2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burial Fees</td>
<td>502</td>
<td>0</td>
<td>-£502</td>
</tr>
<tr>
<td>Bank Interest</td>
<td>120</td>
<td>0</td>
<td>-£120</td>
</tr>
<tr>
<td>Grants</td>
<td>2,737</td>
<td>619</td>
<td>-£2,118</td>
</tr>
<tr>
<td>Other</td>
<td>612</td>
<td>63</td>
<td>-£549</td>
</tr>
<tr>
<td>VAT Repayment</td>
<td>137</td>
<td>72</td>
<td>-£65</td>
</tr>
</tbody>
</table>

Difference: £3,353  -81%

Box 6 Total Other Payments

<table>
<thead>
<tr>
<th>Other Payments</th>
<th>2016</th>
<th>2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Inspections</td>
<td>66</td>
<td>166</td>
<td>£100</td>
</tr>
<tr>
<td>Projects including defibrillator</td>
<td>140</td>
<td>2,183</td>
<td>£2,043</td>
</tr>
<tr>
<td>VAT paid</td>
<td>72</td>
<td>752</td>
<td>£680</td>
</tr>
<tr>
<td>Donations</td>
<td>330</td>
<td>200</td>
<td>-£130</td>
</tr>
<tr>
<td>Other</td>
<td>485</td>
<td>0</td>
<td>-£485</td>
</tr>
<tr>
<td>Churchyard</td>
<td>113</td>
<td>265</td>
<td>£152</td>
</tr>
<tr>
<td>Litter collection</td>
<td>165</td>
<td>237</td>
<td>£72</td>
</tr>
</tbody>
</table>

Difference: £2,437  64%

Box 9 Total Fixed Assets

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>Difference</th>
</tr>
</thead>
</table>

Difference: £2,000  64%

The defibrillator and cabinet (£2,000) were added to the asset register in 2016 / 2017.
Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

<table>
<thead>
<tr>
<th>Year ending</th>
<th>Notes and guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 March 2016 £</td>
<td>31 March 2017 £</td>
</tr>
</tbody>
</table>

1. Balances brought forward
   - 22,999
   - 28,247
   - 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
   - 7,658
   - 7,579
   - Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.

3. (+) Total other receipts
   - 4,116
   - 763
   - 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
   - 2,770
   - 2,774
   - 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
   - 2,817
   - 6,254
   - 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
   - 28,247
   - 27,581
   - 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
   - 28,247
   - 27,581
   - 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
   - 3,118
   - 5,118
   - 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
    - NIL
    - NIL
    - The outstanding capital balance as at 31 March of all loans from third parties (including PNLB).

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 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or property present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

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

and recorded as minute reference:

Signed by Chair at meeting where approval is given:
## Agenda Item 14f  RFO Report

### Receipt & Payments

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Ref</th>
<th>Power</th>
<th>Receipts</th>
<th>Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/04/17</td>
<td>BDC Precept</td>
<td></td>
<td></td>
<td>3,860.50</td>
<td>0.00</td>
</tr>
<tr>
<td>08/05/17</td>
<td>SPS - Planning Training for A Beckham</td>
<td>778</td>
<td>LA 2011 ss 1 to 8</td>
<td>0.00</td>
<td>40.00</td>
</tr>
<tr>
<td>08/05/17</td>
<td>SALC - Planning Conference A Beckham</td>
<td>779</td>
<td>LA 2011 ss 1 to 8</td>
<td>0.00</td>
<td>90.00</td>
</tr>
<tr>
<td>08/05/17</td>
<td>SALC - Annual Membership Beckham</td>
<td>780</td>
<td>LA 2011 ss 1 to 8</td>
<td>0.00</td>
<td>173.05</td>
</tr>
<tr>
<td>08/05/17</td>
<td>SWT - Annual Membership Beckham</td>
<td>781</td>
<td>LA 2011 ss 1 to 8</td>
<td>0.00</td>
<td>38.00</td>
</tr>
<tr>
<td>08/05/17</td>
<td>Heels &amp; Lodge - Audit Fee</td>
<td>782</td>
<td>LA 2011 ss 1 to 8</td>
<td>0.00</td>
<td>66.00</td>
</tr>
<tr>
<td>30/06/17</td>
<td>DF Crimmin - Salary Apr to June</td>
<td>783</td>
<td>LA 2011 ss 1 to 8</td>
<td>0.00</td>
<td>488.48</td>
</tr>
<tr>
<td>30/06/17</td>
<td>DF Crimmin - WFHA Apr to June</td>
<td>783</td>
<td>LA 2011 ss 1 to 8</td>
<td>0.00</td>
<td>39.00</td>
</tr>
<tr>
<td>30/06/17</td>
<td>HMRC - Clerk Tax</td>
<td>784</td>
<td>LA 2011 ss 1 to 8</td>
<td>0.00</td>
<td>122.00</td>
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### Reconciliation

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|                |                | £27,561.41 | £30,365.38 | £1,056.53 | £3,860.50 | £0.00 |

### Statement of Accounts vs Budget

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<th>Reserve</th>
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Agenda Item 16  Auto Enrolment

CPC has a staging date of the 1st May 2017 as far automatic enrolment for workplace pensions. Under the regulations, due to the Clerk’s circumstances, CPC does not have to provide a workplace pension. Under this scenario, the attached letter must be sent to him with 6 weeks of the 1st May:

[Insert Date]

Chilton Parish Council’s pension scheme - A change in the law that affects you

Dear Mr Crimmin

To help people save more for their retirement, all employers are now required by law to provide a workplace pension scheme for certain staff and pay money into it.

We must enrol any of our staff who meet all of the following criteria:

- You earn over £192 per week (or £833 per month)
- You are aged 22 or over and
- You are under state pension age

Because you did not meet these criteria, you have not become a member of the scheme automatically, but you can ask to join it if you want to. If you do join, each month you will put money into the pension directly from your pay and the government will also contribute through tax relief. If you earn over £113 a week (or £490 a month), the minimum amount you will put into the scheme each pay period will be 1% of your earnings.

If you earn over £113 when you ask to join, we will also contribute to the pension scheme on your behalf. If you earn less than £113 a week we are not obliged to contribute to the scheme as well. If you want to join the pension scheme, tell us in writing by sending a letter which has to be signed by you. Or if you send it electronically, please include the phrase, ‘I confirm I personally submitted this notice to join a workplace pension scheme.’

In the future if you earn more than £192 per week (or £833 per month) or turn 22, and you have not joined the scheme, we will automatically enrol you and tell you we have done this.

Yours sincerely,

Lady Hart of Chilton
Chairman, Chilton Parish Council

By the 2nd October 2017, CPC must complete its declaration of compliance with The Pensions Regulator.
Agenda Item 16  SID Scheme
SCC has provided alternative wording for the clause that is causing both Lady Hart and CPC’s insurers concern. There have been some changes proposed to SCC on this and we await their response.

Subject to Lady Hart and CPC’s insurers considering that any revised clause is fully covered by CPC’s insurance provisions, would councillors be happy for the Clerk to proceed with the project subject to funding being the same as previously? CPC has agreed to pay £500 towards the capital costs for the equipment and pay its share of the Community Wardens time in operating the scheme.

Agenda Item 19  BDC Meeting
As per the email I circulated to you on the 22nd April 2017, Babergh will be holding their meetings on Thursday 18th May at either 10am or 6pm.