



Church Minshull Parish Council
C/o Lucy Hassall - Clerk
57 Osborne Grove
Shavington
Crewe
CW2 5BX
Email: parishcouncil@villagearena.org

BDO
Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL

Date:
02/08/2014

Dear Mr P Sims,

ANNUAL AUDIT, Year ended 31st of March 2014 request for information.

I refer to your recent letter dated the 29th of July 2014 regarding the Church Minshull Parish Council audit return and request for additional information.

Reply to Question 1.

There were a number of reasons for the increase in staff costs for the financial year 2013-2014, these are detailed as follows:

- a. Advertising for a new parish clerk was undertaken in April 2013.
- b. Interviewing candidates for the vacancy.
- c. The transition period of changing clerks meant that there was an overlapping period.
- d. The new clerk has completed basic training, which has increased the new clerks travel expenses in attending the course and additional hours.
- e. The current clerk has had to write a contract of employment as the departing clerk did not have one in place.
- f. The new clerk has commenced employment on a higher rate of pay than the old clerk.
- g. The new clerk has completed additional work to computerise some accounts and filing systems. The parish council paid the clerk an additional amount for this work of £300.00, on top of the clerks Salary of £1200.00 per annum.
- h. The new clerk was paid in 2013-14 to include the month April of 2014 for the amount of £100, otherwise the clerk would have had to wait until May 2014 to receive this amount.
- i. This will have in term the effect of reducing the staff cost next year by £100
- j. Previously the new clerk had to wait from the 1st of May 2013 to November 2013 to be paid for the work completed to date, as councillors tasked with the responsibility were not able to agree the salary section of the contract until this date due their annual leave and the pattern of the meeting dates, 6 meeting per year.
- k. The new clerk has had to replace stationary to protect old documents for preservation; this has increased the expenses claimed by the clerk.
- l. The former clerk received £998.88 per annum.



The breakdown of costs for the year of the former and present clerk is as follows.

2012/13		2013/14		2013/14
<u>Description</u>	<u>Former clerk</u>	<u>Description</u>	<u>Former clerk</u>	<u>Present clerk</u>
Salary.	£ 998.88	Salary-May 13 to Mar 14	£ 332.96	£ 1,200.00
Expenses.	£ 131.90	Expenses.	£ 34.80	£ 167.96
		Additional work.		£ 300.00
<u>TOTAL</u>	<u>£ 1,130.78</u>	<u>TOTAL</u>	<u>£ 367.76</u>	<u>£ 1,667.96</u>
Difference	£ 904.94			

Reply to Question 2.

The council made the following payments in 2012-13, which have not been made in 2013-14, this would show a decrease in spending for this audit year 2013-2014 in comparison with previous year.

For example,

- a) The council spent £178.80 on speed monitoring equipment. This equipment is still operable; therefore, the council has not incurred additional costs to replace this equipment.
- b) The council spent £112.04 on signage for the speed watch areas. This signage is still in operation and no replacements were required for this audit year 2013-14.
- c) The council made payments for hall hire in 2012-13 for period of use in February and March of the same year but different audit year. These payments were included in the 2012-13 audit year.
- d) The council spend £1170.00 in 2012-13 for professional services to remove litter in the parish in preparation for Diamond Jubilee celebrations for the event held in the parish. During the audit year 2013-14 these expenses were not incurred due to volunteer litter picks.
- e) The council contributed to the vision group for the amount of £602.00 to support the process of the completing the parish plan. During this audit year 2013-14 the council did not make any contribution to the vision group.
- f) The council spent £90.00 on a computer backup system in 2012-13. This cost has not been incurred during this audit year 2013-14
- g) The council made the following donations to local organisation
 - i. St. Bartholomew's church- £100.00
 - ii. St. Mary Church- £100.00



Church Minshull Parish Council
C/o Lucy Hassall - Clerk
57 Osborne Grove
Shavington
Crewe
CW2 5BX
Email: parishcouncil@villagearena.org

- h) The council has in the year 2013-14 adopted a new charitable donation policy, which is attached.
- i) Costs increased due to photocopying by £5.60
- j) Councils claimed expenses during the audit year of £73.40
- k) The council incurred costs of £102.63 for new clerk's reference books.

Reply to Question 3.

All entries on section 1 of the form have been checked and amended where necessary.

Reply to Question 4.

This has been amended.

Reply to Question 5.

The reason for the increase and amount of the reserves can be attributed to the following reasons.

- a. The council is in the process of adopting the section of the canal through the parish, it is possible that this process will involve cost of improvements the existing infrastructure and amenities presently on this section of the canal section.
- b. The adopt process and completion will involve publicising the adoption event.
- c. The council has increased its reserves to cover the cost of implementing action points from the now completed Parish plan.
- d. The council has developed a group of volunteers to litter pick in the Parish, instead of using outside contractors during this audit period. This has had the effect of increasing the reserves.
- e. Reserves have increased due to the reduction of donations in line with the parish council's new policy, copy of which is enclosed.
- f. There is also an amount set aside for the maintenance costs of the council's new website; the cost is estimated to be £400 per year, although this has not been confirmed.
- g. The council are currently for the year 2014-15 competing for a number of 'best kept' awards and as a result funding for improvements will be used out of the reserves.
- h. The VAT claim for the year 2012 and 2013 had not been completed by the previous clerk. This was completed by the new clerk in this audit period for the refund amount of £316.65, this has increased the amounts in reserve.
- i. The council continues to hold earmarked reserves for environmental work, funded by a grant from the Borough Council. The council expect to spend these reserves of £3,918.00 on a number of environmental projects in the coming years under the agreements in which funder provided the monies.



Church Minshull Parish Council
C/o Lucy Hassall - Clerk
57 Osborne Grove
Shavington
Crewe
CW2 5BX
Email: parishcouncil@villagearena.org

I hope that this additional information is sufficient.

Yours faithfully,

Mrs L. Hassall
Clerk and RFO
On behalf of Church Minshull Parish Council.

Enclosures:// copy of Church Minshull Policy on Donations.