



Church Minshull Parish Council
Greenfields
New Hall Lane
Bronington
Whitchurch
SY13 3HE
Tel: 07778 451886

Email: parishcouncil@villagearena.org.

12th August 2017

BDO
Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL

Dear Sirs

**CHURCH MINSHULL PARISH COUNCIL ANNUAL AUDIT
YEAR ENDED 31ST MARCH 2017**

Point 1
Box 4 Staff Costs

The Clerk's hours were increased to 5 hours per week (+1 hour) from November 2016 hence the variance. The payment was not made in November, but in March 2017 and the amount backdated to November. The Clerks hours were increased due to extra work incurred as the Parish Council was preparing a Neighbourhood Development Plan. In the future, when the plan is complete, the Clerks hours may decrease depending on workload.

I enclose the payments for 2016/17. Each entry for the Clerk is named S McBennett. The salary is paid quarterly in arrears as you can see from the dates. The clerk is paid £11.545 per hour for 4 hours per week up to November 2016, when an increase was agreed; 1 hour per week - 5 hours total at the same hourly rate. PAYE is administered by an external payroll company who do the return. The Clerk is only paid when there is a meeting as the cheques are countersigned; therefore, the payment in May 2016 is actually for the previous year.

Point 2

The purchase of the noticeboard is not a fixed asset purchase, it was a donation in part payment for the noticeboard to the Village Hall. I recorded it as follows in the original return: -

Purchase and installation of Parish Noticeboard	£ 1,000
Replacement of a communal village Fence	<u>£ 1,227</u>
Total	£ 3,227
Grant Funding Total	£ 7,077
Extra-Ordinary Spend Total	£10,304

I hope the above completes the information required for External Audit.

Yours faithfully

Sandie McBennett
Clerk to Church Minshull Parish Council