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Owslebury Parish Council
2021/22

PAYMENTS	Amount (£)	Payee	Payment Type
62	16.00	Three (Phone)	CC
63	14.39	Zoom	CC
64	28.86	IONOS - Website	DD
65	240.00	PKF Littlejohn	
66	22.75	OPHMC	
67	418.30	Clerks Salary - Aug	
68	104.60	HMRC	
69	360.00	Royal Mail (PO Box)	

Voucher	Amount (£)	Payee
RECEIPTS		
4	1,716.31	VAT Return

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

31 August 2021

CASH BOOK BALANCE		£	£
Balances 1st April 2020			25,088.83
income			16,200.81
expenses			-11,939.15
CASH BOOK BALANCE			29,350.49
add up outstanding payments			1,256.04
less o/s receipts			-45.00
Control total			30,561.53
BANK STATEMENTS			
Treasurers account	30,561.53		
Business 30 Day notice			
Business Instant access			
Per bank statements			30,561.53
Difference			-0.00

2. SHORT TERM DEPOSIT

Lloyds 1 year (start 27/01/21)

50,000.00

3. TOTAL OF BANK AND SHORT TERM DEPOSITS

79,350.49

Owslebury Parish Council
Estimated outcome for 2021/22 and
Budget for Financial Year April 2021 - March 2022

<u>Income</u>	Budget Receipts April - March 2020/21	Actual Receipts 20/21		Budget Receipts April - March 2021/22	Actual Receipts March - June 21
	£	£		£	£
Precept	23,816	23,816		28,579	14,290
Council Tax Support					
Grants & Donations		3,951			
Ring fenced Xmas lights		685			
Ring fenced other					
Ring fenced Eastleigh					
General donations					50
Lengthsman scheme					
Sports club	300	310		300	45
Play area income	200	0			
Sub Station Rent	100	100		100	100
Refund Of Internet Charges					
Interest Received					
Bus 30 Day Account	0	0		0	
Fixed deposit	300	316		300	
VAT Refund	400	1,091		400	1,716
Fixed assets sale					
Total Receipts	25,116	30,269		29,679	16,201

<u>Expenditure</u>	Budget expenses April - March 2020/2021	Actual Expenses 20/21		Budget expenses April - March 2021/2022	Actual Expenses March - June 21	Against Budget %
Staff Costs						
Clerk's Net Salary	4,900	4,821		5,750	2,126	37
Income Tax	1,300	1,205		1,440	532	37
Employers NI (13.8%)	0			0		
Clerk's pension	0			0		
Clerk's travel	150	16		150	66	44
CSO	7,800	8,414		8,700	3,486	40
Administration / General Expenditure						
Chairman's Expenses	100	80		100	20	20
Councillors Expenses	50	0		50	0	0
Clerk & Councillors Training	350	0		350	95	27
Publications	30	120		30	0	0
Photocopying	50	0		50	0	0
Postage	30	0		30	2	5
Clerk's Telephone/Broadband Allowances	230	152		200	68	34
Clerk's Working from Home Allowances	125	125		125	31	25
Stationary	250	135		250	95	38
Meeting Expenses	550	158		550	137	25
Insurances	1,200	750		1,200	782	65
Audit	500	415		500	420	84
Office Equipment	100	0		100	0	0
Website	300	299		350	160	46
Credit Card	32	32		32	32	100
Subscriptions						
Hampshire Ass'n of Local Councils	350	270		350	294	84
HALC (Local Council Review - LCR)						
Society of Local Council Clerks (SLCC)						
Council for Protection of Rural England	40	36		40		0
Winch. District Ass'n o Local Councils	35	0		35		0

Hants. Playing Fields Association	45	0	45		0
Newsletter Subscription					
Information Commissioner	40	35	40	35	88
Parish Online	75	75	75		0
Community Donations/ Projects					
<u>Owslebury Organisations: -</u>					
St Andrew's Church		525			
Morestead Church		200			
Owslebury Newsletter					
Marwell Wildlife					
Christmas Lights					
<u>Local Charities: -</u>					
Winchester CAB		250		250	
Age UK Winchester					
Home Start					
Grants re ADD					
OSSC					
Grants and donations	1,500		1,500		
OMCA		240			
<u>Owslebury Projects</u>					
Christmas Lights (release from reserves)					
Bollard for Footpath31		292			
Red Lane		850			
Play area works			2,500		
Other community projects	5,000	58	5,000		
General Maintenance					
PO Box	300	294	300	300	100
Grass Cutting	3,500	1,860	3,500	1,065	30
Dog Waste Collections	750	885	750	165	22
Play Area Repair & Inspections	250	2,185	1,000	34	3
Street Lighting	250	82	250	28	11
General Maintenance / Repairs	500	265	500	261	52
Community Assets	0	0	0	550	
Election costs					
Tree pruning	500	0	500	0	0
Lengthsman scheme	56	56	100	56	56
VAT Paid	400	2,397	400	851	213
Professional fees	0		0		
Total Expenses	31,638	27,577	36,842	11,939	
Net Surplus/(Deficit)	-6,522	2,692	-7,163		

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **OWSLEBURY AND MORESTEAD PARISH COUNCIL- HA0208**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

24/08/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

RECRUITMENT POLICY

Adopted by Council on 14 July 2014

Re-confirmed on 13 September 2021



The Council is only likely to have one employee, the Parish Clerk and Responsible Financial Officer (RFO), for the foreseeable future. Accordingly this policy relates solely to the recruitment of Parish Clerk/RFO.

The Parish Council is an equal opportunity employer and applies a professional approach to recruitment.

An Advisory Committee of at least 3 Councillors will be appointed by the full Council. Councillors will be ineligible to sit on the Advisory Committee if applicants include relatives, near relatives, friends or associates of the Councillor. The Advisory Committee may appoint other persons to assist in the recruitment process.

The Advisory Committee will prepare a Job and Person Specification, advertisement, and Application form for approval by the full Council. The Advisory Committee will recommend an appropriate salary and benefits range for approval by the full Council, after taking due regard of guidance from the SLCC and NALC.

The vacancy will be advertised in the public domain using one or all of the following:

- HALC Website
- Parish Council Notice Board
- Parish Council Website
- the Parish Newsletter or equivalent
- any other publication or location considered appropriate by Councillors

All candidates will be provided with the Job and Person Specification and required to complete the Application form; this must include the provision of references and curriculum vitae. The Advisory Committee may reject candidates without interview, but the reasons for rejection must be reported to the full Council.

The Advisory Committee will interview the selected or short listed candidates, and prepare written notes of the interview. The Advisory Committee will make a recommendation to the full Council on the basis of a majority vote.

The Advisory Committee will provide a report to the full Council, such Report to include the number of candidates interviewed and the reasons for the rejection of unsuccessful candidates. The written interview notes will be made available to the full Council. The Advisory Committee will prepare a Contract of Employment (in accordance with English Law) after taking due regard of advice from SLCC and NALC.

The full Council will determine whether an offer should be made to the successful candidate but such offer shall be subject to the receipt of satisfactory references. The full Council will approve the proposed Contract of Employment.

Successful applicants will be provided with a Contract of Employment, such contract to provide for an initial trial period of 3 months, after which there will be an annual review.