

BILLING PARISH COUNCIL

Established 1894

Serving Bellinge, Ecton Brook, Great Billing and Little Billing

**MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.30pm
ON MONDAY 13th MARCH 2017
AT THE BERNARD WESTON PAVILION, GREAT BILLING**

PRESENT Councillor J. Marlow (Chairman)
Councillors Mrs G. Chaggar, Ms. L. Vakil, J. Clements, P. Henesey,
D. Nash, M. Pearson, S. Rockall

Also Present: Mrs. S. Harris (Clerk to the Council)
C. Campling (Green Space Manager)
Damian Lang (Parish Highway Warden)
6 Parishioners

| | | Action |
|-----------|--|---------------------|
| 23 | <i>Apologies</i> | |
| 23.1 | Apologies were received and accepted from Cllrs. Mrs Worthington (holiday), D. Brede and S. Ward (family commitments) and N. Nickerson (ill). Apologies were also received from NBC Cllrs. C. Malpas and A. Kilbride and from Sarah Oakes (Neighbourhood Warden) and Michelle Aveyard (Bellinge Community House). | |
| 24 | <i>Minutes</i> | |
| 24.1 | The Minutes of the Parish Council meeting held on 13 th February 2017 (Folio Nos. 006/2017 – 011/2017) were approved and signed as a true record. | |
| 25 | <i>Declarations of Interest</i> | |
| 25.1 | There were none | |
| 26 | <i>Public Forum</i> | |
| 26.1 | Mr Peter Stevenson of Ashmead reported that there were problems in Ashmead where rented three-storey houses appeared to be occupied by three or four families each with one or two vehicles. Although there were designated parking spaces for these houses, these were not being used and cars were being parked on the pavements and on corners causing obstructions and dangerous hazards. He produced photographs of these offences. He was advised that NBC should be informed of this and Cllr. Rockall is to furnish him with the name and telephone number of the person to contact. The Clerk will also contact Highways. | SR Clerk |
| 26.2 | Four residents of Worcester Close attended to complain about Virgin Media who are installing fibre optic cables within the area. Worcester Close has an almost red tarmac but Virgin is repairing after the work with black tarmac which looks completely unsightly. Complaints have already been made to MP David Mackintosh, Highways and Virgin. It was agreed that the Clerk would also write to Highways. | Clerk |
| 27 | <i>Reports from Outside Agencies</i> | |
| 27.1 | Damian Lang, the Parish Highway Warden advised that he had reported fly-tipping in Ecton Brook and many pot holes, including a very large one in Ecton Brook Road. | |

| | | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|-----------------|-----------------------------|-----------------|---|-------------|----------|--|-------------|--------|--|---------------|----------|---|-----------|-------|------------------------------------|-------------|-------|------------------------------|---------------|----------|--|-------------|-------|---|-------------|-------|----------------------------|-------------|-------|---|-------------|-------|--|-------------|--------|--|-------------|--------|---|-------------|-------|--|-------------|--------|---------------------------------------|-------------|--------|---|-------------|--------|--|-------------|--------|--|-------------|--------|--|-------------|-------|---|-------------|-------|--|-------------|--------|--|
| 28 | Planning | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28.1 | <p>N/2017/0124 –12 Penfold Drive, Great Billing – Tree works to T1 Beech Tree</p> <p>N/2017/0197 – 14 Parkside, Ecton Brook – Proposed rear extension, part garage conversion and new conservatory.</p> <p>N/2017/0243 – 15 Willow Rise, Lt Billing – Ground Floor Extension to Side/Rear with new flat roof over garage.</p> <p>N/2017/0227 – Former Ecton Brook Public House – Changing the external materials of the existing walls. Erection of new open Entrance Porch.</p> <p>There were no comments or objections to any of the above.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28.2 | <p>The following determination had been received from NBC:</p> <p>N/2016/1264 – NBC Depot, Station Road, Great Billing – Variation of Condition 1 of Planning Permission N/2000/0981 to allow the use of the building as a free school.</p> <p>APPROVED.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | Finance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29.1 | <p>The list of Accounts for Approval for Payment had been circulated to all members.</p> <p>RESOLVED that payment be made as per the following:</p> <table border="1" data-bbox="252 913 1310 1592"> <thead> <tr> <th></th> <th><u>Power of Expenditure</u></th> <th><u>Inc. VAT</u></th> </tr> </thead> <tbody> <tr> <td>Small Business Payroll (Salaries & Monthly Fee – Feb)</td> <td>LGA1972s112</td> <td>3,700.00</td> </tr> <tr> <td>Garden Machines (Honda Mower – service and spares)</td> <td>LGA1972s111</td> <td>179.20</td> </tr> <tr> <td>D F Phipps (Planting, stakes, protection 34 trees)</td> <td>OSA1906ss9&10</td> <td>6,442.71</td> </tr> <tr> <td>E.ON (Replacement photocell – lamp Chantry Close)</td> <td>PCA1957s3</td> <td>28.16</td> </tr> <tr> <td>Unicom (Telephone – Pavilion (Jan)</td> <td>LGA1972s111</td> <td>21.98</td> </tr> <tr> <td>Acorn Nurseries (37 x Trees)</td> <td>OSA1906ss9&10</td> <td>1,048.80</td> </tr> <tr> <td>J. Marlow (Reimbursement – china hire – Mayoress planting)</td> <td>LGA1972s111</td> <td>31.80</td> </tr> <tr> <td>Small Business Payroll (Payment of account deficit – Feb)</td> <td>LGA1972s112</td> <td>42.09</td> </tr> <tr> <td>CPRE (Annual Subscription)</td> <td>LGA1972s111</td> <td>36.00</td> </tr> <tr> <td>Northamptonshire ACRE (Annual Subscription)</td> <td>LGA1972s111</td> <td>35.00</td> </tr> <tr> <td>Barclaycard Commercial (Feb Credit Card statement)</td> <td>LGA1972s111</td> <td>539.11</td> </tr> <tr> <td>SLCC (Annual Subscription SLCC and ALCC)</td> <td>LGA1972s111</td> <td>167.00</td> </tr> <tr> <td>O2 (GSM Mobile – Airtime Feb statement)</td> <td>LGA1972s111</td> <td>10.75</td> </tr> <tr> <td>SSE (Electricity – Pavilion – Nov/Feb)</td> <td>LGA1972s111</td> <td>848.30</td> </tr> <tr> <td>NCC (GSM Pension contributions – Feb)</td> <td>LGA1972s112</td> <td>642.85</td> </tr> <tr> <td>Ellmark (Emergency removal of fallen tree – St Andrews)</td> <td>LGA1972s111</td> <td>300.00</td> </tr> <tr> <td>D F Phipps (1 x Plinth & Plaque 1 x Plinth only)</td> <td>LGA1972s111</td> <td>132.00</td> </tr> <tr> <td>Minster Cleaning (Pavilion Cleaning - Feb)</td> <td>LGA1972s111</td> <td>278.22</td> </tr> <tr> <td>BACA (20kg Grass Seed – for Ecton Brook)</td> <td>LGA1972s111</td> <td>71.88</td> </tr> <tr> <td>Wellingborough Norse (Waste collections Pavilion – Feb)</td> <td>LGA1972s111</td> <td>81.60</td> </tr> <tr> <td>BACA (20 pr Veltuff Gloves, Brushwood killer, Weed killer)</td> <td>LGA1972s111</td> <td>148.68</td> </tr> </tbody> </table> | | <u>Power of Expenditure</u> | <u>Inc. VAT</u> | Small Business Payroll (Salaries & Monthly Fee – Feb) | LGA1972s112 | 3,700.00 | Garden Machines (Honda Mower – service and spares) | LGA1972s111 | 179.20 | D F Phipps (Planting, stakes, protection 34 trees) | OSA1906ss9&10 | 6,442.71 | E.ON (Replacement photocell – lamp Chantry Close) | PCA1957s3 | 28.16 | Unicom (Telephone – Pavilion (Jan) | LGA1972s111 | 21.98 | Acorn Nurseries (37 x Trees) | OSA1906ss9&10 | 1,048.80 | J. Marlow (Reimbursement – china hire – Mayoress planting) | LGA1972s111 | 31.80 | Small Business Payroll (Payment of account deficit – Feb) | LGA1972s112 | 42.09 | CPRE (Annual Subscription) | LGA1972s111 | 36.00 | Northamptonshire ACRE (Annual Subscription) | LGA1972s111 | 35.00 | Barclaycard Commercial (Feb Credit Card statement) | LGA1972s111 | 539.11 | SLCC (Annual Subscription SLCC and ALCC) | LGA1972s111 | 167.00 | O2 (GSM Mobile – Airtime Feb statement) | LGA1972s111 | 10.75 | SSE (Electricity – Pavilion – Nov/Feb) | LGA1972s111 | 848.30 | NCC (GSM Pension contributions – Feb) | LGA1972s112 | 642.85 | Ellmark (Emergency removal of fallen tree – St Andrews) | LGA1972s111 | 300.00 | D F Phipps (1 x Plinth & Plaque 1 x Plinth only) | LGA1972s111 | 132.00 | Minster Cleaning (Pavilion Cleaning - Feb) | LGA1972s111 | 278.22 | BACA (20kg Grass Seed – for Ecton Brook) | LGA1972s111 | 71.88 | Wellingborough Norse (Waste collections Pavilion – Feb) | LGA1972s111 | 81.60 | BACA (20 pr Veltuff Gloves, Brushwood killer, Weed killer) | LGA1972s111 | 148.68 | |
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| Unicom (Telephone – Pavilion (Jan) | LGA1972s111 | 21.98 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Acorn Nurseries (37 x Trees) | OSA1906ss9&10 | 1,048.80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| J. Marlow (Reimbursement – china hire – Mayoress planting) | LGA1972s111 | 31.80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Small Business Payroll (Payment of account deficit – Feb) | LGA1972s112 | 42.09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CPRE (Annual Subscription) | LGA1972s111 | 36.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Northamptonshire ACRE (Annual Subscription) | LGA1972s111 | 35.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Barclaycard Commercial (Feb Credit Card statement) | LGA1972s111 | 539.11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SLCC (Annual Subscription SLCC and ALCC) | LGA1972s111 | 167.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| O2 (GSM Mobile – Airtime Feb statement) | LGA1972s111 | 10.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SSE (Electricity – Pavilion – Nov/Feb) | LGA1972s111 | 848.30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NCC (GSM Pension contributions – Feb) | LGA1972s112 | 642.85 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Minster Cleaning (Pavilion Cleaning - Feb) | LGA1972s111 | 278.22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BACA (20kg Grass Seed – for Ecton Brook) | LGA1972s111 | 71.88 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wellingborough Norse (Waste collections Pavilion – Feb) | LGA1972s111 | 81.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BACA (20 pr Veltuff Gloves, Brushwood killer, Weed killer) | LGA1972s111 | 148.68 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29.2 | <p>A copy of the schedule showing Income and Expenditure compared to budget for the period to 28.02.17, together with a statement of reconciled bank balances, had been forwarded to all members. RESOLVED this be approved.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29.3 | <p>RESOLVED that a spending limit of £500 be made available for funding for Billing Annual Fayre which is to be held on Saturday 24th June 2017.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29.4 | <p>RESOLVED that once again an additional annual funding of £2,000 be made to Bellinge Community House.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29.5 | <p>RESOLVED the Internal Audit and Financial Control Review for 2017 (see Appendix I) be approved and this was duly signed by the Chairman.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | Action |
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| <p>30</p> <p>30.1</p> <p>30.2</p> <p>30.3</p> <p>30.4</p> | <p><i>Other Matters/Updates</i></p> <p>Acquisition of Bellinge Field. The Clerk advised that both parties had now signed the Transfer Deed and completion is awaited.</p> <p>Further discussion took place regarding the incident of player(s) urinating against the playing field perimeter fence in light of subsequent correspondence and apologies received. By a majority vote it was agreed to allow players one more chance. However if this type of behaviour continues the Parish Council will have no alternative but to ban the team or teams involved. Another incident involving a referee urinating in full view of an under-7 match had been advised to the council; this is being dealt with by the FA.</p> <p>Cllr. Pearson said he felt the lakes and ponds at Little Billing were in a disgraceful state and the footpaths were completely overgrown and strewn with logs and fallen wood. He wondered if a volunteer group could be set up to improve the area. After a lengthy discussion it was agreed that contact should be made with Cllr. Kilbride to ascertain if anything could be done by NBC. It was further agreed that should the councillor's empowerment fund be forthcoming in the next financial year that application should be made to see if any of this could be made available for improvements.</p> <p>The Clerk reported she had been advised that NBC had budgeted £500,000 in the 2017/18 financial year for tree work in the borough. The town is being divided into five zones with £100,000 being allocated to each zone. At the present time it is not known which areas are in which zones and consequently which areas will be dealt with first, but it is hoped that work needed in the area mentioned in 30.3 will be dealt with.</p> | |
| <p>31</p> <p>31.1</p> <p>31.2</p> | <p><i>Leisure & Recreation</i></p> <p>The GSM reported:</p> <ul style="list-style-type: none"> ➤ He had spoken to Phil Scott-Collins, the arboriculturist at NBC and advised that the yew trees overhanging the entrance to the church and The Leys is classed as a hedge and can therefore be cut back. The owners of the property have no objections to this work being carried out. RESOLVED that the quotation from Treeworx to do this, at a cost of £350 including chipping, be accepted. ➤ The insurance payment in respect of the demolished mast guard in the car park had finally been received. He will obtain up-to-date quotations for replacement and these will be considered at the next meeting. ➤ Work on the new flower meadow on The Leys will start next week. Top soil from this area will be used at the top of GB pocket park and to level the ditch between the Garden of Reflection and the catholic graveyard. ➤ Garden of Reflection. The new trees appear to have taken well and there has been a beautiful display of crocuses. Plants under the beech tree have not survived so far and he is trying new ones that should thrive in this environment. <p>Little Billing Pocket Park. The following report had been received from Michael Clasper: "The volunteering session at Little Billing Pocket Park on Saturday, 11th March, coincided with the Parish-wide Spring litter pick, and all efforts were concentrated on this. Thirteen volunteers, including three children, retrieved a huge amount of litter and fly-tipped rubbish including duvets, a pedal-car, wood and angle-iron. The next volunteering session at the Park will take place on Saturday, 8th April from 10 am until 12 noon".</p> | |

| | | Action |
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| 32 | <i>Councillors Reports Not Covered Elsewhere</i> | |
| 32.1 | <p>Cllr. Nash reported:</p> <ul style="list-style-type: none"> ➤ There will be community planting on 26th March ready for Northampton in Bloom. Volunteers from the university will be attending and it is hoped to involve local children too. ➤ The Family Fun Day will take place in Fieldmill Square on 22nd April. He wondered if the Oral History Society would like to have a stall. ➤ He enquired if there was any news regarding S106 money from the development at Ecton Brook and was advised that this was being chased up by Cllr. Andy Kilbride. | |
| 32.2 | Cllr. Henesey advised that thieves had removed the lead from Ecton Brook House, the former Old Peoples Home. | |
| 32.3 | Cllr. Clements said he did not realise that Billing Annual Fayre was run independently of the Parish Council until last year, and felt many people would think the same. | |
| 32.4 | Cllr. Rockall reported that he had applied to join the Northampton Local Access Panel and it would appear he had been accepted. | |
| 32.5 | <p>The Chairman advised:</p> <ul style="list-style-type: none"> ➤ At the last Objectives meeting it was suggested that the title of Green Space Manager should be changed when Chris retires. He asked councillors to give this some thought and offer suggestions. ➤ Street Lighting. He thanked Cllr. Brede for all his hard work on this project. Contact has been made with Aylesbury Mains and it is hoped to obtain a quotation from them in the not too distant future. | |
| 32.6 | The Clerk read out a letter of thanks from the Mayor regarding the help given by individual members and staff of the council at the recent planting of the Mayoress's commemorative tree. | |
| 33 | <i>Closure and Date of Next Meeting</i> | |
| 33.1 | <p>There being no further business the meeting was closed at 9.05 pm.</p> <p>Date of Next Meeting – 7.30 pm on Monday 10th April 2017 at the Bernard Weston Pavilion.</p> | |

BILLING PARISH COUNCIL

Established 1894

Serving Bellinge, Ecton Brook, Great Billing and Little Billing

Review of the effectiveness of Internal Audit – 2017

| Internal Control | Evidence of Achievement |
|---|---|
| Bookkeeping | <ul style="list-style-type: none"> • Cashbook is maintained and up to date • Cashbook maintained on Excel spread sheet and totals regularly checked • Cashbook is balanced at the end of each month. |
| Standing Orders and Financial Regulations | <ul style="list-style-type: none"> • Standing Orders and Financial Regulations adopted by the Council have been reviewed in the past twelve months. Financial Regulations are in the process of being re-written. |
| Payment Controls | <ul style="list-style-type: none"> • All items or services above the de minimus amount have been competitively purchased by obtaining at least three alternative quotations • All payments in the cashbook are supported by invoices and payment has been authorised by the council and duly minuted. • VAT on payments has been identified, recorded and reclaimed. • S137 payments are recorded separately within the accounts and are within the statutory limits. |
| Income Controls | <ul style="list-style-type: none"> • All income is recorded and banked within three days of receipt. • The recorded Precept agrees to Northampton Borough Council's notification. |
| Government Procurement Card | <ul style="list-style-type: none"> • Government Procurement Card is provided for the GSM and Clerk with strict monthly limits and specified areas of expenditure. • All monthly purchases are recorded on a spread sheet which is attached to the statement, and a copy forwarded each month to all councillors. • All purchases are reconciled with monthly statement and supported by VAT invoices/receipts. |
| Risk Management | <ul style="list-style-type: none"> • A review of the Minutes does not show any unusual financial activity. • The council is coming to the end of a four year contract at a fixed premium with Came & Co on 31 May 2017. A complete review of all assets has been made and quotations for insurance from 1st June should be available for consideration at the April PC meeting. • Internal financial controls are documented and reviewed on an annual basis. |

| Internal Control | Evidence of Achievement |
|---------------------|--|
| Bank Reconciliation | <ul style="list-style-type: none"> • Bank reconciliation is carried out at the end of each month, and a statement of bank account balances supplied to all councillors. • There have been no unexplained balancing entries in any reconciliation. • A copy of the full accounts and bank reconciliation is supplied to all councillors at the end of each quarter. |
| Payroll Controls | <ul style="list-style-type: none"> • All employees have Contracts of Employment with clear terms and conditions which are in the process of being reviewed due to impending retirements. • Staff Appraisals are to be carried out annually. • Salaries paid are as agreed by the council. • Other payments to employees, i.e. expenses are reasonable and have been agreed by the council. • PAYE/NI is administered and paid on behalf of the council by Small Business Payroll Company. • GSM pension is administered and paid by the RFO. |
| Budgetary Controls | <ul style="list-style-type: none"> • An annual budget, in support of the precept request, is prepared and approved by the council. • A schedule is prepared at the end of each month showing income and expenditure compared to budget for all account headings. A copy is supplied to all councillors. • There have been no unexplained variances from budget. |
| Asset Controls | <ul style="list-style-type: none"> • The register of all assets has been reviewed and updated recently and will be maintained on an up to date basis throughout the year. |
| Year End Procedures | <ul style="list-style-type: none"> • Year End Accounts are prepared on a Receipts and Payments basis. • There is a clear audit trail from the financial records to the accounts and it is ensured that the Year End figures agree with the cashbook. • Mr David Linnell (Northants CALC) is confirmed as Internal Auditor for the 2016/17 accounts. |

Reviewed and adopted by Billing Parish Council at their meeting held on Monday 13th March 2017

Signed

J. A. Marlow
(Chairman)

13th March 2017