

TRANSPARENCY CODE
MARTIN PARISH COUNCIL

The following information is published to meet the requirements of the Transparency Code for Smaller Authorities

i) Items of Expenditure above £100
Financial Year 2014/15:

8/04/2014	Hampshire Association of Local Councils	Annual Membership Subscription	£149.40
12/05/2014	Came and Co.	Annual Insurance Premium	£265.00
23/06/2014	Edwin Macknamara	Clerk's Salary April to June 2014	£263.20
16/09/2014		Replacement Picnic Table for Recreation Ground	£100.00
16/09/2014	Edwin Macknamara	Clerk's Salary July to September 2014	£263.00
27/10/2014	MJ Hooper	Grass Cutting Recreation Ground, The Green and Bustard Pond	£1585.00
27/10/2014	BDO LLP	Annual Audit Fees	£100.00
9/12/2014	All Saints Church PCC	Grant for Mowing costs	£245.01
6/01/2015	Edwin Macknamara	Clerk's Salary October to December 2014	£263.20
24/02/2015	Smith's of Derby	Servicing of Public Clock	£202.00
25/03/2015	Edwin Macknamara	Clerk's Salary January to March, 2015	£263.00

Financial Year 2015/2016

16/04/2015	Hampshire Association of Local Councils	Annual Membership Payment	£185.00
19/05/2015	Came and Company	Annual Insurance Premium	£265.00
22/06/2015	Edwin Macknamara	Clerk's Salary April to June, 2015	£270.00

ii) End of Year Accounts 2014/15

		31 st March 2014	31 st March, 2015
		£	£
BOX 1	Balances Brought Forward	4859	8073
BOX 2	Annual Precept	5220	5188
BOX 3	Total Other Receipts	10224	278
BOX 4	Staff Costs	1236	1236
BOX 5	Loan Interest/Capital Repayments	0	0
BOX 6	All Other Payments	10994	3723
BOX 7	Balances Carried Forward	8073	8580

BOX 8	Total Fixed Assets	9493	9493
BOX 9	Total Borrowings	0	0

Bank Reconciliation @ 31st March, 2015

Balance @ 31/03/2014	£8072.84	Balance at Bank@ 31/03/2015	£8889.09
Income 2014/15	£5465.94	Unpresented cheques	46.00
Expenditure 2014/15	£ 4958.69		263.00
TOTAL	£8580.09	Balance Carried forward	£8580.09

MARTIN PARISH COUNCIL

FINANCIAL YEAR 2014/15

EXPLANATION OF SIGNIFICANT VARIANCES – BOX 2 - 6, 9 AND 10

BOX 2:

Decrease of £32.00 (Below Limit)

BOX 3 Decrease in Income £9946

Donation for Clock Repairs one off receipt in 2013/14	£4094	
Developer's Contributions (The Orchard) one off receipt in 2013/14	£3970	
Reduction in Recoverable VAT	£1610	
Reduction in other income	£272	£9946

BOX 4: No change

Box 5: No change

BOX 6: Decrease £7271

Saving from Legal Fees (Transfer of Land)	£1714	
Saving from additional Costs re Basketball Unit	£631	
Savings from Public Clock Repairs	£4094	
Reduced Maintenance Charges	£561	
Reduction in other expenditure	£271	£7271

BOX 9: No Change

BOX 10: No Change

iii) Annual Governance Statement 2014/15 – MARTIN PARISH COUNCIL

We acknowledge as the members of Martin 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 31st March, 2015, that:

1. We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
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 the Council to conduct its business or on its finances.

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.
5. We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the Council's accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
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 the Council and, where appropriate, have included them in the accounting statements.
9. Trust Funds (including charitable) – In our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for funds/assets, including financial reporting and, if required, independent examination or audit.

NOT APPLICABLE

The Annual Governance Statement is approved by the Council and recorded as Minute Reference: Minute 8 18th May, 2015.

iv) ANNUAL INTERNAL AUDIT REPORT 2014/15 – MARTIN PARISH COUNCIL

The Council's Internal Audit, acting independently and on the basis of an assessment of risk, varied out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year to 31st March, 2015. Internal Audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal audit control and alongside of the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

A Appropriate accounting records have been kept properly throughout the year	Yes
B The Council's Financial Regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was properly accounted for.	Yes
C The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	Yes
D The Annual Precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate	Yes
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes

F Petty Cash payments were properly supported by receipts, all Petty Cash Expenditure was approved and VAT appropriately accounted for	Yes
G Salaries to employees and allowances to Members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Yes
H Asset and Investment Registers were complete and accurate and properly maintained	Yes
I Periodic and year end Bank Account reconciliations were properly carried out.	Yes
J Accounting Statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure); agreed to the cash book, were supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes
K Trust funds (including charitable) The Council met its responsibilities as a Trustee.	Not applicable

v) List of Councillor or Member Responsibilities

Councillors are elected every 4 years. The next elections will be held in May 2019.

A Register of Members Interests can be found on the New Forest District Council Web Site: www.nfdc.gov.uk/registerofmembersinterests

Members of Martin Parish Council are as follows::

COUNCILLOR	AREA OF RESPONSIBILTY	CONTACT NUMBER
Susan Sampson (Chairman)	Planning; Communications, Roads	01725 519245
Janet Richards (Vice-Chairman)	Website, Footpaths, Finance	01725 519267
Hazel Lawes	Recreation Ground	07747 144542
Bernd Hapke	Church Liaison, Police Liaison	01725 519312
Wendy Perry	Health and welfare, Lengthsman Scheme	01725 519508
Mark Farmer	Planning, Lengthsman Scheme	01725 519375
VACANCY		

vi) DETAILS OF PUBLIC LAND AND BUILDING ASSETS

Martin Parish Council has the following areas of land:

The Recreation Ground, Downview Road, Martin – Held under the terms of a Lease from the New Forest District Council

The Village Green,

The Orchard, Downview Road. Public Open Space held freehold.

vii) The Minutes and Agendas are displayed elsewhere on this website under the heading **Parish Council Meetings.**

Edwin Macknamara

Clerk to the Council – Martin Parish Council
Email: Edwin.macknamara@gmail.com

Telephone: 07787082553