

LOCAL COUNCILS IN ENGLAND AND WALES

**ANNUAL RETURN**

FOR THE YEAR ENDED 31 MARCH 2012

*Arne Parish Council*

**SECTION 1 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this annual return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on a receipts and payments basis.

RESPONSIBLE FINANCIAL OFFICER **MDWELLER** DATE 21<sup>ST</sup> JUNE 2012

I confirm that these accounts were approved by the Council and recorded as Council Minute reference 12/39(a)

SIGNED ON BEHALF OF THE ABOVE COUNCIL  
CHAIR **C MACLEOD** DATE 21<sup>ST</sup> JUNE 2012

ITEMS	LAST YEAR (£)	THIS YEAR (£)	NOTES/GUIDANCE
1. <b>Balances brought forward</b>	88773	87426	Total balances and reserves at beginning of year as recorded In the Council's financial records
2. Annual Precept received	20193	20379	Total amount of Precept income received in the year
3. Total Receipts received	10470	11227	Total income or receipts as recorded in the cashbook minus the Precept
4. Staff Costs	6330	7564	Total expenditure or payments made to and on behalf of Council employees, include salaries <del>and wages</del> , PAYE and NI <del>(employees and employers)</del> , pension contributions, and expenses
5. Loan interests/repayments	Nil	Nil	Total expenditure or payments of capital and interest made during the year on the Council's borrowings (if any)
6. Total payments out	25680	17089	Total expenditure or payments as recorded in cashbook minus employment costs, loan/interest and expenditure/payments
7. <b>Balances carried forward</b>	<b>87426</b>	<b>94380</b>	Total balances and reserves at the end of the year
8. Total Cash + Investments	87426	94380	Sum of all current and deposit bank accounts, cash holdings and investments held as at 31.3.2012.
9. Total Fixed Assets	30614	34759	Recorded current book value at 31.3.2012 of all tangible fixed assets owned by the Council as recorded in the Asset Register
10 Total Borrowings	Nil	Nil	Outstanding capital balance as at 31.3.2012 of all loans from Third parties

Trust funds disclosure note - the council DOES NOT ACT as sole trustee for and is responsible for managing (a) trust fund(s)/assets. (Readers should note that the figures above do not include any trust transactions)

Also attached is a bank reconciliation as at the 31<sup>st</sup> March 2012 and any necessary explanation for variations between the previous and latest year's accounts.

## SECTION 2 - ANNUAL GOVERNANCE STATEMENT

We acknowledge as the members of **ARNE PARISH COUNCIL** our responsibility for the preparation of the statement of accounts and for the council's internal controls, and confirm, to the best of our knowledge and belief, with respect to the Council's statement of accounts for the year ended 31<sup>st</sup> March 2012 in section 1, that :

	<b>AGREED</b>	<b>YES MEANS THAT THE COUNCIL</b>
We have approved the accounts which have been prepared in accordance with the requirements of the Accounts & Audit Regulations and proper practices.	<b>Yes</b>	Prepared its accounting statements in the way prescribed by law
We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	<b>Yes</b>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the Council to conduct its business or on its finances	<b>Yes</b>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so
We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<b>Yes</b>	Has during the year given all persons interested the opportunity to inspect and ask questions about the council's accounts
We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required	<b>Yes</b>	Considered the financial and other risks it faces and has dealt with them properly
We have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems and carried out a review of its effectiveness	<b>Yes</b>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work
We have taken appropriate action on all matters raised in reports from internal and external audit	<b>Yes</b>	Has responded to matters brought to its attention by internal and external audit
We have 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 statement of accounts	<b>Yes</b>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant
Trust funds - in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the funds(s)/assets, including financial reporting and, if required, independent examination or audit.	<b>N/A</b>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts

THIS Annual Governance STATEMENT IS APPROVED BY THE COUNCIL AND RECORDED AS COUNCIL MINUTE REFERENCE 12/39(b)

SIGNED ON BEHALF OF **ARNE PARISH COUNCIL**

CERTIFIED BY CHAIR  
CLERK

**C MACLEOD**  
**MDWELLER**

DATED 21<sup>ST</sup> JUNE 2012  
DATED 21<sup>ST</sup> JUNE 2012

## **SECTION 3 - EXTERNAL AUDITOR'S CERTIFICATE AND OPINION**

### **CERTIFICATE**

We certify that we have completed the audit of the annual return of **ARNE PARISH COUNCIL** for the year ended 31<sup>st</sup> March 2012.

### **RESPECTIVE RESPONSIBILITIES OF THE COUNCIL AND THE AUDITOR**

The Council is responsible for the preparation of the accounts in accordance with the requirements of the Accounts & Audit Regulations 1996 and for the preparation of an annual return which:

- ❖ Summarises the Council's accounting records for the year ended 31 March 2012, and
- ❖ Confirms and provides assurance on those matters that are important to our audit responsibilities

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

Only matter of concern was £1 difference in Section 1 of Annual Return due to rounding up.

DATE 20.08.2012

**BDO LLP**  
CHARTER COURT, THIRD AVENUE  
SOUTHAMPTON SO15 0AP

**NOTE** - The auditor signing this page has been appointed by the Audit Commission and is reporting to you that he/she has carried out and completed all the work that is required of him/her by law.

# ARNE Parish Council

## ASSET REGISTER for year ended 31.3.2012

The Parish Council is a party to the Wareham Joint Burial Committee and has a share in the Burial Ground Assets – one cemetery is at Conniger Lane, Wareham and the new Hill View Cemetery is approximately 100 metres along Worgret Road, between the roundabout and Worgret Manor Hotel, Wareham.

Item 31 – 5 grit bins have been purchased and allocated to: 2 to Ridge, 1 Stoborough Green, 1 to Stoborough Village and 1 to Stoborough Meadow. Dorset County Council will fill them each year.

Item 32 is a recycled materials bench that was donated by Synergy Housing for the Jubilee and dedicated to a parish councillor with 46 years of service on the council.

### ARNE PARISH COUNCIL - ASSET REGISTER as at 31.03.2011

The Parish Council is a party to the Wareham Joint Burial Committee and has a share in the Burial Ground Assets

- one cemetery is at Conniger Lane, Wareham and the new Hill View Cemetery is approx. 100 metres along Worgret Road. Wareham

Purchase Date	Supplier	Map Ref	Items	Purchase Price	Value to Replace
1974	Wareham Burial Joint Cttee		Wareham/Hill View Cemeteries	£1 nominal	
		<b>1</b>	Village Green	£1 nominal	
		<b>2</b>	Village Pumphouse		£9,000.00
17.03.1998	Antique Centre	<b>3</b>	Village pump	£152.00	£500.00
		<b>3a</b>	Village pump		£500.00
20.07.2000	Glasdon UK Ltd	<b>4</b>	2 Wooden seats	£1,000.00	£1,800.00
		<b>5</b>	Timber bus shelter now replaced with black metal bus shelter belonging to Dorset County Cncl		
20.03.1996		<b>6</b>	1 wooden notice board, other one replaced ( <b>16</b> )	£288.00	£300.00
		<b>7</b>	1 PVC notice board, other replaced ( <b>17</b> )	£175.00	£300.00
16.02.1998	Glasdon UK Ltd	<b>8</b>	1 dog bin	£83.10	£200.00
15.06.1999	Glasdon UK Ltd	<b>9</b>	1 dog bin	£83.10	£200.00
16.09.1999	Glasdon UK Ltd	<b>10</b>	2 dog bins	£166.20	£400.00
18.11.1999	Otto Kampf Ltd	<b>11</b>	Brass War Memorial plaque	£225.00	£900.00
18.05.2000	Glasdon UK Ltd	<b>12</b>	2 dog bins	£134.67	£400.00
21.12.2000	Neptune Outdoor	<b>13</b>	Probus Riverside seat	£529.90	£1,250.00
20.06.2000	Glasdon UK Ltd	<b>14</b>	1 dog bin and 2 litter bins	£295.70	£600.00
2003	Wickstead Leisure	<b>15</b>	Cransley Metal Picnic table and seats		£1,100.00
			Cransley back to back seats		£1,700.00
			Huntingdon seat green metal		£1,600.00
			Rainbow Multi Play unit		£14,000.00
			Playmates Spring Mobile		£650.00
			Storm Multi Play unit		£8,000.00
			Farmyard Tactile Panel		£450.00
			Dizzy Discs (3)		£600.00
19.08.2004	First Knight	<b>16</b>	1 wooden cabinet notice board	£300.00	£400.00
19.08.2004	First Knight	<b>17</b>	1 wooden cabinet notice board	£300.00	£400.00

19.08.2004	First Knight	<b>18</b>	1 wooden cabinet notice board	£300.00	£400.00
19.08.2004	MJ Osborne	<b>19</b>	½ share wooden cabinet notice board	£175.00	£200.00
17.02.2005	D&P Lovell Quarries	<b>20</b>	Plaque and Purbeck post memorial	£85.00	£150.00
17.03.2005	Glasdon UK Ltd	<b>21</b>	1 dog bin	£195.00	£200.00
17.03.2005	Ruth Williams	<b>22</b>	Paul Williams Wooden seat		£500.00
19.05.2005	Glasdon UK Ltd	<b>23</b>	1 dog bin	£195.97	£200.00
16.09.2009	Monster Play	<b>24</b>	Pendulum Swing	£3,495.00	£3,600.00
		<b>25</b>	Aerial Runway	£4,595.00	£4,750.00
		<b>26</b>	Double flat swings	£1,050.00	£1,080.00
		<b>27</b>	Double cradle swings	£1,130.00	£1,150.00
		<b>28</b>	Grass matting	£4,895.00	£4,895.00
17.06.2010		<b>29</b>	BMX jumps	£10,765.00	£10,765.00
18.08.2011	Alvian Limited	<b>30</b>	Kicking wall and basket hoop	£3,100.00	£3,200.00
19.01.2012	Glasdon UK Ltd	<b>31</b>	5 grit bins	£377.00	£400.00
15.03.2012	Glasdon UK Ltd	<b>32</b>	Recycled materials bench	£668.00	£700.00
				<b>£34,758.64</b>	<b>£77,440.00</b>

**SECTION 137 PAYMENTS  
LOCAL GOVERNMENT ACT 1972  
as at 31.3.2012**

<b>Minute Ref.</b>	<b>Payee</b>	<b>Amount</b>	<b>Basis</b>
11/124(8)	Dorset & Somerset		
	Air Ambulance	£20.00	Support of service
11/194	Glasdon UK Ltd	£451.98	Purchase grit bins

Limit for spending 2011/2012 was £6.44 x 1133 electors = £7296.52

Total of payments made £471.98

# *ARNE Parish Council*

## **SUPPORTING STATEMENT for 31.03.2012**

### *ASSETS*

During the year no assets were disposed of.

As at 31<sup>st</sup> March 2012 the assets listed on the Asset Register above. The basis of valuation of these assets is replacement value.

### *LEASES*

At the year end there were no leases in operation.

### *BORROWINGS*

The Parish Council has no borrowings.

### *OUTSTANDING CREDITORS*

None

### *OUTSTANDING DEBTORS*

At the year end, HM Customs & Excise owed the Parish Council £1,714.57

### *TENANCIES – Council as the Tenant*

Landlord	:	D E Scott Estate (Savills)
Property	:	Allotment site, junction Corfe Road and New Road, Stoborough
Rent pa	:	£100 – non repairing

### *S137 PAYMENTS*

The limit for spending under S137 of the Local Government Act 1972 for this Council in the year of account was £7296.52. The payments made are listed on S137 List above.

*ADVERTISING AND PUBLICITY* - There were no costs.

### *AGENCY WORK*

The Council undertook agency work on behalf of Dorset County Council. Under HIGHWAYS PARTNERSHIP - ENV17440 - ARNE PARISH, minor highway clearance work was completed and under the agreement but the County Council has cut this budget and invoices for 2x £800 and 2x£560 has been sent for payment. Payment received.

### *CONTINGENT LIABILITIES*

The Parish Council's accounts for the 2011/2012 include provision for the first two contingencies in the form of the commuted sum (£79,985) given under S106 Agreement, which is in a higher interest bank account: The third contingency is an unlikely scenario but one to bear in mind.

- Administration of the Open Space adjacent Stoborough Meadows, Stoborough
- Purchase of new playground and equipment for Stoborough Green
- Compulsory purchase or legal action to gain allotment site

### *PENSIONS*

For the year of account the Council has not contributed to any pension for the Clerk.

# *ARNE Parish Council*

## **SUPPORTING STATEMENT CONCERNING FLUCTUATIONS for 31.03.2012**

1. Our Precept increased this year by under 2% for the following reasons:
  - ❖ taking account of annual rise in the Wareham Burial Joint Committee contributions (2%)
  - ❖ no more agency work with Dorset County Council to help pay for the maintenance of open spaces so this is being paid by the Parish Council
  - ❖ expected low rate of bank interest when the commuted sum was supposed to bring in enough to help pay for the grass cutting in the open spaces
  - ❖ undergone a Parish Plan Review and the Parish Council guaranteed money to complete as funding has been severely cut by the Dorset Strategic Partnership.
  
2. The total receipts last year were inflated by the extra funding of £10,000 for projects and we did not expect to match that figure. However, they are slightly higher as we were fortunate to obtain further funding this year:
  - £2,000 from Imerys UK Limited towards a project at The Hayricks play area. This will be our Third Party Contribution for applying to Viridor Credits for funding.
  - We also were given £933 for the purchase and installation of a Jubilee bench to also commemorate Ted Crumpler, a parish councillor who served 46 years.
  - Dorset County Council Rights of Way donated £150 towards extra cuts for FP20, popular river towpath
  - Residents at Stoborough Meadow gave £40 towards a wooden bench and £20 towards the Dorset Air Ambulance Trust
  - Three local businesses donated £50 each towards the printing of the Parish Plan Review for their names to appear in the booklet
  - Dorset County Council paid £2,720 for last year and this year's agency work as the scheme has now come to an end.
  - Large VAT refund owing to the previous year's expenditure on projects (£4,890).
  
3. Staff costs have increased by 19% (£1234.00) due to the Clerk not having been paid phone reimbursement and mileage for the previous financial year so a claim was made to cover 15 months (£694.65) but quarterly claims have since been submitted. Extra hours have been worked owing to work on the Parish Plan Review, The Hayricks Track project, Core Strategy Plan consultation, Conservation Area Boundary Review, workshops on the Localism Act, Core Strategy Plan and Affordable Housing.
  
4. Other payments have decreased by about 34% in comparison to last year's payments but this is due mainly to the £10,000 Big Lottery being spent in 2010/11. This year we have only spent £3,100 on a kicking wall and basket hoop and £377 on obtaining 5 grit bins for disbursement around the Parish.
  
5. Balances carried forward have increased by approx. 8%. This is due to the lack of spending this year and the increased funding for a project that will begin in the next financial year. Further funding applications have been successful and a new 2m wide cement track will be installed at The Hayricks.
  
6. The Fixed Assets are shown at purchase rates as required.
  
7. The Parish Councillors considered the effectiveness of its internal control and audit as part of the Risk Assessment review and came to the conclusion that it was sound.