

Draft until signed

Minutes of Madingley Annual Parish Council Meeting

Thursday 25th May 2017 at 7.30pm, Madingley Village Hall

Present: S Hawkins (Chairman), J Stevenson-Hinde (Vice Chairman), D Ousby (Councillor), J Freegard (Councillor)

Attending: S Meech (Clerk/RFO), L Joseph (County Councillor), 8 members of the public

S Hawkins opens the meeting and introduces S Meech as the new clerk and responsible financial officer for Madingley Parish Council. L Joseph also introduces herself in the role of County Councillor.

Open Forum

A member of the public raises an issue from a previous open forum regarding farm traffic issues in the parish and questions why farm traffic is not using farm access roads, S Hawkins advises that it is not too late for him to include this in his letter he is currently drafting. Another resident advises that there is not farm access through all land in the parish, for instance farm vehicles are bigger and access gates have not increased over time to accommodate this. It is also queried as to whether any signs for The Avenue are going to be erected as large lorries are still using The Avenue, drivers have been seen trying to remove sand bags.

Action - D Ousby requests photographic evidence from R Buckley to contact Bob Pettipher with concerns and push for signs to be erected advising the road is unsuitable for HGV's.

Cllr Joseph asks Madingley Parish Council whether the County Council is aware of this issue and Cllr Ousby informs that there has been contact, Cllr Joseph advises that she will investigate this issue. D Ousby advises that the roads are not increasing in size in line with the increase in the size of vehicles.

Reports given by various village organisations

Madingley News – See Appendix 1.

Action – It is requested that Madingley News budget is included on the next agenda

Village Hall Report – See Appendix 2

Madingley Parochial Church Council report – See Appendix 3

Madingley History Group report – See Appendix 4

All reports are closed at 7:52pm

1. Annual Business

1.1. To elect a Chairman & receive the Chairman's declaration of acceptance of office

Cllr Freegard proposes Cllr Hawkins for chairman and Cllr Stevenson-Hinde seconds the proposal, all councillors are in favour and Cllr Hawkins is happy to continue as chairman, declaration of office signed and dated by Cllr Hawkins and Cllr Ousby.

1.2. To elect a Vice-Chairman

Cllr Stevenson-Hinde is nominated to continue as Vice-Chairman and all councillors are in favour.

1.3. To appoint committees or other officers which the Council deems necessary

Cllr Stevenson-Hinde proposes the need for a playground committee for the parish.

Action – Enquiries to be carried out for how a parish council can set up a committee.

1.4. To appoint representatives on any other organisation or authority

Not required

2. Apologises for absence and declaration of interest

Cllr Robinson is absent, no declarations of interest

3. To approve the Minutes of the Parish Council Meeting held on 20th April 2017

Amendment is made and initialled by Cllr Hawkins to the surname for Bob Pettifor to Pettipher and minutes are approved as a true record and signed by Cllr Hawkins.

A member of the public states that the writing of a letter to Trumpington Farms was not clearly visible in the minutes, however, it is included in this agenda.

4. Matters arising from the previous minutes carried forward for action

4.1. Contact Bob Pettipher regarding A14 lorries and construction vehicles

Cllr Ousby is currently drafting a letter regarding this issue and now has contact details for Trumpington Farm. Cllr Ousby also suggests that contact is made with other HGV's that come through the village and could it be explored that a map is provided showing roads that are unsuitable for HGV's. Cllr Ousby advises that HGV's cannot be stopped but only prevented from using roads and for weight restrictions to be forced would take time, Cllr Ousby is happy to send any photographic evidence of issues to highways.

4.2. Contact Trumpington Farms regarding inconsiderate/dangerous farm vehicle traffic

Cllr Hawkins will follow this up.

4.3. Arrange meeting with Cambridgeshire CC regarding Cambridge Road safety issues

This meeting is still to be arranged to discuss various issues such as potholes, knocked over signs and pavements that require tarmac.

Action – Cllr Hawkins to forward a list of the issues to Cllr Joseph for her to investigate

4.4. Rubbish and dog waste bins

Cllr Ousby advises that South Cambs District Council (SCDC) dismissed their contractor and are now using a new contractor, however, there is a backlog for them to catch up with.

Action – Cllr Ousby to chase SCDC

5. Highways

5.1. Speedwatch – receive grant offer letter; agree to match funding; quotes and timescales

A buffer zone will be going ahead on Church Lane as the parish council has now received external funding which it has matched and if there is no objection then contact will be made with Cambridgeshire City Council regarding agreement to the buffer zone.

Cllr Ousby and Catherine Slack have secured grant funding through the Cambridgeshire Community Foundation (CCF) to provide support towards the purchase of community speedwatch equipment and Madingley Parish Council have agreed to match the funding of £1,389.00. Cllr Hawkins and Cllr Ousby both sign and date the grant acceptance form.

Action – Clerk to email over the completed grant acceptance form to CCF

Cllr Hawkins raises that quotes will be required for this purchase and Cllr Ousby states that the police will only endorse 1 manufacturer so the price will need confirming.

Action – Cllr Ousby to confirm the price and invoice required so that a cheque can be issued at the next parish meeting.

Cllr Joseph advises Madingley Parish Council that she had her first full council meeting yesterday, some of the discussions included Cambridge Road Safety and neighbourhood plans. Cllr Ousby advises that housing is predominately not a top priority for small parishes such as Madingley, however, it could be something to be considered if it would assist with other issues the parish have. In order for a long-term vision of the community to be understood it would be positive if parishes could feed back their needs and requirements to Cllr Joseph.

Cllr Joseph leaves the meeting

6. Items for discussion

6.1. Agree Annual Return

Cllr Hawkins advises that the internal audit for 16/17 has been completed today, some action points are raised. HMRC have advised Madingley Parish Council that there is monies outstanding, this is one of the action points from the internal audit to be actioned. Madingley Parish Council would like to thank Sally Harris for all her contributions and hard work.

See Appendix 5 for internal audit action points

Action – Action points to be worked through

6.2. Review Council Documentation

Cllr Hawkins has forwarded 8 documents in total for all councillors to review and provide feedback including standing orders, financial regulations, complaints, internal control, safeguarding and signatures for cheques and BACS payments. Clerk would also like to assist in reviewing these documents. The insurance cover and fixed asset list also needs reviewing although the fixed asset list needs to be historic value.

There are currently 3 signatories for the bank account – Cllr Hawkins, Cllr Stevenson-Hinde and Cllr Ousby with Cllr Hawkins and Cllr Stevenson-Hinde having access to online banking, Cllr Ousby is happy to be registered for online banking and clerk is also to be added for viewing only.

6.3. Review of The Avenue closure

Cllr Ousby asks what effect The Avenue closure has had on the village, feedback is requested as Cllr Ousby has the facility to vote on closure, it is suggested that something could be placed in the newsletter or on the website. If closure is wanted landowners will need to be contacted also as their businesses may be affected. The first part of the process is to ask everyone whom would be affected by the closure before public consultation. Parishioners suggest something be placed in the newsletter together with the parish clerks contact details for feedback.

6.4. Playground – RoSPA report

The RoSPA report highlighted some medium risks in the playground such as loose rungs on the ladder, limited bark chips and edging strips missing. It is suggested that someone will need to be hired to carry out some work such as replacing wood surrounds, topping up the

bark and treating equipment. This highlights the need for a playground committee to be set up for action plans to be constructed.

Action – Cllr Hawkins to request volunteers for the play area in his chairman’s report in the village newsletter

6.5. New Clerk – agree any requirements (e.g. office equipment)

Cllr Hawkins advises that Madingley Parish Council own a laptop with an office package that was partly purchased through the transparency fund, clerk will check that monies were received from NALC towards this. Clerk advises that the only other item that she will require is a printer/scanner which the council do not currently own, part payment could be claimed back through the transparency fund. Clerk suggests that the new Epson EcoTank printers are very good value for money as they do not use ink cartridges but ink tanks meaning they are substantially more cost effective. Cllr Hawkins proposes the purchase of an Ecotank printer, Cllr Ousby seconds this and it is a unanimous decision from all councillors.

Action – Clerk to purchase an Ecotank printer/scanner

6.6. Online banking – move towards BACS payments

Action – This item is to be investigated further before any decisions are to be made.

6.7. Greater Cambridge City Deal – Cambourne to Cambridge Local Liaison Forum

Madingley can be used as a cut through to Cambridge. The busway is being re-reviewed with all options being reassessed, the Park & Ride will be invited to the forum with the search expanding and 3 options will be short listed and put forward to the board, it is not completely clear but likely that a decision will be made in September/October time.

6.8. Update on feedback to Coalition of Parish Councils

A letter to the Secretary of State is to be sent regarding the Girton Interchange, however, this will need to wait until June due to the general election and with a new major in Cambridgeshire the Girton Interchange will not be high on priority.

7. Finance and Procedural Matters

7.1. To receive financial report and payment of bills

The current account balance is £3,330.98 and the savings account balance is £16,335.08.

Payments to hand

- Cheque Number 101072 paid to Madingley Village Hall for Hire (10/05/17) - £20.00 signed and dated by Cllr Hawkins and Cllr Ousby
- Cheque Number 101073 paid to Playsafety Limited for an annual RoSPA safety report - £105.00 signed and dated by Cllr Hawkins and Cllr Ousby
- Cheque Number 101074 paid to Came & Company for Annual Insurance Premium - £410.72 signed and dated by Cllr Hawkins and Cllr Ousby – Cllr Hawkins advises that Came & Company have stated a figure of £390.16 if a 3-year long term agreement is signed, however, Madingley Parish Council do not feel this is a substantial saving and would rather receive some additional quotes for insurance.

8. To consider matters arising from correspondence received

Cllr Hawkins has advised that Anglian Water have sent correspondence stating that private pumping stations can now be fixed by Anglian Water.

Heather Robinson has contacted Cllr Hawkins wanting to know when the litter pick is to occur as she would like to carry out her own litter pick. C Baldwin is happy for Heather to take over management of the litter pick and it is currently arranged for the 9th July 2017.

9. Items for information and closure of meeting including matter for the next agenda

No items advised.

Next parish council meeting – Thursday 6th July 2017 at 7.30pm – Madingley Village Hall

The meeting was closed at 9.30pm

Signed by chair.....

Date.....

DRAFT

Appendix 1

Madingley News Report

Since taking over Madingley News in Autumn 2014, we have produced 12 quarterly issues, all published on the 10th day of March, June, September and December.

Editorial contents

The normal length of each issue varies between 16 and 20 pages, depending on the volume of contributions and the number of pages of paid-for advertising. Following agreement by the Parish Council, the last four issues have been produced in full colour.

Editorial includes regular reports from Madingley Parish Council, the Parish Church, Madingley Hall, the Village Hall Committee, Madingley History Group, the American Cemetery and the Stephen Perse Pre-prep School. Details of bus times, Royal Mail collections and bin collections are also listed. We would welcome hearing more from other groups, especially the Sports & Social Club and the Sub-Department of Animal Behaviour.

A list of Village Dates For Your Diary is also included, as feedback suggests that residents find this a useful feature.

Regular contributors are emailed ahead of each issue with a reminder of the deadline, and submissions are edited to fit the space available. Latterly there has been a tendency for some contributors to disregard the copy deadline of the 10th of the preceding. This is rather unhelpful in terms of putting the publication together to meet the printer's deadline.

Advertising

To date, there has been plenty of editorial material to fill 13-14 pages. The Editors do not include anything of a commercial nature and if such is offered to them, they suggest taking advertising space instead. Advertisers can choose to take space on a per-issue basis, or for the year at a slightly reduced rate. Whilst advertising revenue reduces the cost of production, the Editors recognise that the ratio of editorial to advertising needs to be appropriate.

Distribution

Once laid out, 120 copies of Madingley News are printed, delivered and then distributed door-to-door to the whole parish, historically by Elizabeth Ingham, who has now left the village. From the June 2017 issue, copies will be delivered to Stuart Hawkins to coordinate distribution. In addition, between 30 and 40 copies are sent electronically as PDF files. The PDF is also globally available on the Village website. The Editors take pains with cut-off dates, so as to include only forthcoming events, some of which may be only a few days ahead. They trust that distribution will continue to take place by the 10th of the month.

Feedback

Such feedback as has been received by the Editors has always been positive.

Costs

Over 11 issues the average cost per issue has been E212.64 which has been reduced by advertising revenue to E 161.67. Compared with the original estimated cost of E 148.64 per issue, this represents an overspend of E1 3.03 per issue. Bearing in mind that Madingley News is now produced in full colour and that the original estimate is now three years old (July 2014), the Editors suggest that the budget per issue be now increased to E1 80, making the Parish's annual outlay E720.

To help defray their expenses, the Editors continue to invoice the Parish for E25 per issue.

Roger and Lesley Buckley, 25th May 2017

Appendix 2

MADINGLEY VILLAGE HALL

Madingley Village Hall is a charitable trust (with nine trustees serving) and is operated on a 'not-for-profit' basis for social and community benefit. I am pleased to report that the Hall has continued to be used for a wide variety of events by both residents and those from the surrounding area. The Hall is regularly used for children's and family parties alongside regular meetings of The Art Club, the Open Floor Dance Group, Madingley's Sports & Social Club, History Group, Parish Church and Parish Council. The income generated from hires means that the Hall is financially stable and has enabled the Trustees to continue to make improvements to the building and its facilities. I would like to extend thanks to my fellow Trustees for their commitment, to the Parish Council for their support.

We have much enjoyed organising the annual Quiz Night and Village Breakfast both of which were a tremendous success this year.

If you are interested in hiring the Hall please do give me a call.

Chris Baldwin

DRAFT

MADINGLEY PARISH CHURCH

Report to Madingley Parish Council May 2017

A regular weekly Sunday service is held at 11.00am led by the Rev'd Christine Barrow and assisted by Susan Rawlings, who is a Lay Reader living in the village. Our Priest-in-Charge, is Rev'd Dr Mandy Maxwell who is Rector of Girton. Over the year they also officiate at Baptisms, Weddings (five this year) and Funeral services as well as chiring Church Council meetings. Volunteers from the church undertake cleaning, grass cutting, maintenance, administrative and other duties to ensure that the church can be open to visitors every day of the year.

You will all be aware of our plans to provide improved facilities so that visitors and the community can enjoy and make more use of the building. So far, £161,623 has been raised through donations and pledges leaving a balance of £188,337. We hope that the work can be carried out during the Summer of 2018.

The archaeological work and recording that will be associated with this development scheme, and parallel practical archaeology being undertaken by the Institute of Continuing Education, is acting as a springboard for a community history project. The Parochial Church Council is embarking on a joint project with the Madingley History Group and other villagers to explore the development of the village over the centuries through a community test pit weekend under the guidance of Access Cambridge Archaeology. Finds and information gathered will be exhibited in our new exhibition space at the church along with archive material already collected. Residents of the village are invited to get involved by giving access to their garden so that a test pit can be dug and analysed or by volunteering to do some digging or by helping out at the Village Hall which will act as an event base where a briefing at the beginning of the weekend would describe the excavation process, refreshments will be served throughout each day and finds delivered, identified and shared. Please ask me today if you would like more information.

Finally, the Bishop of Huntingdon, the Rt Rev'd David Thomson, will be conducting the 11 o'clock service in Madingley this Sunday and blessing the Madingley Book of Remembrance, the purchase of which was made possible through a bequest given by Frances Ison, a former Madingley Parish Councillor. Everyone is welcome.

Sue Baldwin

Appendix 4

MADINGLEY HISTORY GROUP

Report to Madingley Parish Council May 2017

The Group meets every three months at Madingley Village Hall to listen to lectures on topics linked to the village. We are extremely lucky to live in such an historically and environmentally interesting parish, a place that people like to research and then to share their findings with us. From time-to-time we arrange visits and have, over the years, gone on walks looking at village building styles, the University Farm, the 800 Wood and Madingley Wood, the Hall and the Church, the Statue of Price Albert (now at Wolfson College) and the American Cemetery.

Our next talk, on the 24th August, will be given by Dr Gabriel Glickman, a fellow of Fitzwilliam College and University Lecturer in Early Modern British History who will be giving a topical lecture on political intrigue in the eighteenth century and the part played by Sir John Hynde Cotton, the owner of Madingley Hall.

We continue to collect photographs and other archive material about Madingley. Visitors are welcome to attend our meetings.

We are excited to be joining with the Parish Church in planning the project 'Madingley – our history our heritage' to explore the history of our village through archaeology. I will speak more about this in the report from the Parochial Church Council.

Sue Baldwin

Appendix 5

MADINGLEY PARISH COUNCIL

SECTION		IN PLACE	NOTES	PARISH COUNCIL / INTERNAL AUDITOR ACTIONS
	ANNUAL RETURN	Y	ANNUAL RETURN IN DRAFT.	
	FIGURES CORRECT	Y		
	TRANSPARENCY CODE (£25K)	N	TRANSPARENCY CODE DOES NOT APPEAR TO BE BEING FOLLOWED FULLY. YEAR END ACCOUNTS FOR FY2016 DO NOT APPEAR TO BE PUBLISHED DETAILS OF PAYMENTS OVER £100 DETAILS OF PUBLIC LAND/BUILDINGS LIST OF COUNCILLORS & RESPONSIBILITIES	THE COUNCIL SHOULD REVIEW THE TRANSPARENCY CODE FOR SMALLER AUTHORITIES TO ENSURE THAT THE COUNCIL COMPLY WITH THE LEGISLATION.
A	APPROPRIATE BOOKS OF ACCOUNT HAVE BEEN KEPT PROPERLY THROUGHOUT THE YEAR.			
	CASH BOOK	Y	CASH BOOK PRESENTED,	
	UPDATED REGULARLY	Y		
	S137 COLUMN	N		
	SALARIES COLUMN	N		
	SIGNED AT YEAR END		ACCOUNTS IN DRAFT AT IA	
	INDIVIDUAL ENTRIES	Y		
	VAT COLUMN	Y		
	NET/ GROSS / VAT	Y		
B	THE COUNCIL'S FINANCIAL REGULATIONS HAVE BEEN MET, PAYMENTS WERE SUPPORTED BY INVOICES, ALL EXPENDITURE WAS APPROVED AND VAT WAS APPROPRIATELY ACCOUNTED FOR.			
	FINANCIAL REGS	Y		
	INVOICES	Y		
	CHEQUES SIGNED AS IN S/O	Y		
	APPROVED IN MINS	Y		
	S137 AMOUNT	Y		
	OTHER	Y		
C	THE COUNCIL ASSESSED THE SIGNIFICANT RISKS TO ACHIEVING ITS OBJECTIVES AND REVIEWED THE ADEQUACY OF ARRANGEMENTS TO MANAGE THESE.			
	STANDING ORDERS	Y		
	RISK ASSESSMENT POLICY	Y		
	COMPLAINTS POLICY	Y		
	PUBLICATION SCHEME (FOI)	Y		

	OTHER POLICIES	Y		
	CODE OF CONDUCT	Y		
	DECLARATION OF INTEREST	Y		
	ROSPA/ASSETS CHECKS	Y		
	AGENDAS	Y		
	MINUTES	Y		
	ANNUAL PC MEETING (AGM)	Y	ANNUAL MEETING - DATE 1 JUNE. ELECTION OF CHAIRMAN ITEM 2.	THE COUNCIL SHOULD BE AWARE OF THE LGA 1972 SCH12 S7(2) WHICH REQUIRES THE COUNCIL TO MEET IN MAY OR WITHIN 14 DAYS OF AN ORDINARY ELECTION. THE LGA 1972 S15(2) REQUIRES ELECTION OF CHAIRMAN TO BE THE FIRST ITEM OF BUSINESS AT THE ANNUAL MEETING
	ANNUAL PARISH MEETING (APM)	Y		
	END OF YEAR NOTICE	Y		
	REVIEWED & ACTED ON IA+EA COMMENTS	Y		
	OTHER		THE COUNCIL SHOULD SEEK ADVICE ABOUT PAYMENTS RELATING TO CHURCH PROJECTS EITHER DIRECTLY OR INDIRECTLY VIA A 3RD PARTY GROUP. IT IS NOTED THAT THE COUNCIL HAVE NOT MADE ANY PAYMENTS TO THE CHURCH DURING THE FY.	
D	THE ANNUAL PRECEPT REQUIREMENT RESULTED FROM AN ADEQUATE BUDGETARY PROCESS; PROGRESS AGAINST THE BUDGET WAS REGULARLY MONITORED; AND RESERVES WERE APPROPRIATE.			
	BUDGET	Y		
	BUDGET APPROVED	Y		
	PRECEPT	Y		
	BUDGET MONITORED	Y	NO EVIDENCE OF BUDGET REVIEW IN THE MINUTES	
	RESERVES ADEQUATE			
E	EXPECTED INCOME WAS FULLY RECEIVED, BASED ON CORRECT PRICES, PROPERLY RECORDED AND PROMPTLY BANKED; AND VAT APPROPRIATELY ACCOUNTED FOR.			
	INCOME FULLY RECEIVED	Y		
	SUPPORTING PAPERWORK	Y		
	VAT FULLY CLAIMED	Y	VAT CLAIM PRESENTED	
	INCOME BANKED PROMPTLY	Y		
	CASH BOOK DATE	Y		

F	PETTY CASH PAYMENTS WERE PROPERLY SUPPORTED BY RECEIPTS, ALL PETTY CASH EXPENDITURE WAS APPROVED AND VAT APPROPRIATELY ACCOUNTED FOR.		
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LGS Services, 30 West Drive Highfields Caldecote, Cambridgeshire, CB23 7NY
 Tel: 01954 210241 Email: office@lgs-services.co.uk

	PETTY CASH BOOK	NA		
	PAYMENTS	NA		
	RECEIPTS	NA		
	VAT CLAIMED	NA		

G	SALARIES TO EMPLOYEES AND ALLOWANCES TO MEMBERS WERE PAID IN ACCORDANCE WITH COUNCIL APPROVALS, AND PAYE AND NI REQUIREMENTS WERE PROPERLY APPLIED.		
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	EMPLOYEE FORMS (E.G. P60, P45)	N	THERE IS NO EVIDENCE PRESENTED OF THE PREVIOUS CLERK BEING ISSUED A P45 AT THE END OF THEIR EMPLOYMENT.	
	HMRC RTI	N	THE COUNCIL DOES NOT APPEAR TO HAVE SUBMITTED RTI RETURNS FOR THE CURRENT CLERK. NO EVIDENCE HAS BEEN PROVIDED OF RTI RETURNS BEING SUBMITTED FOR THE PREVIOUS CLERKS PAY. THE COUNCIL APPEAR TO HAVE MADE THE PAYMENT TO THE CURRENT CLERK OUTSIDE OF ITS PAYE SCHEME. ALTHOUGH THE PAYMENT MAY BE WITHIN THE PERSONA ALLOWANCE IT SHOULD STILL BE REPORTED TO HMRC. DUE TO THE AMMOUNT THERE MAY BE NIC AND ENIC CONTRIBUTIONS DUE	THE COUNCIL SHOULD CONTACT HMRC TO RESOLVE THIS ISSUE. EVIDENCE OF THIS WILL BE REQUIRED AT THE NEXT INTERNAL AUDIT.
	EMPLOYEE PAY SLIPS	Y		
	OTHER EMPLOYEES	NA		
	CLERK/RFO EMPLOYED	Y		
	PAYMENTS TO HMRC	Y	THERE IS EVIDENCE OF P30'S BEING SENT TO HMRC AND PAYMENTS BEING MADE.	
	EMPLOYMENT CONTRACTS		NOT CHECKED AT THIS IA	
	PROOF OF SALARY		NOT CHECKED AT THIS IA	
	WORKPLACE PENSION		NOT CHECKED AT THIS IA	
	ANNUAL APPRAISALS		THE CURRENT CLERK HAS BEEN IN POST LESS THAN A YEAR DURING THE FY.	

H	ASSET AND INVESTMENTS REGISTERS WERE COMPLETE AND ACCURATE AND PROPERLY CARRIED OUT.		
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	ASSETS LIST	Y	THE CLERK HAS INFORMED US THAT THE COUNCIL HAS AN ASSETS LIST ALTHOUGH IT HAS NOT BEEN CHECKED AT THIS IA. IT APPEARS THAT ASSETS ARE BEING RECORDED AT HISTORIC COST.	
	INSURANCE	Y		
	REVIEWED AS IN S/O	Y		

I	PERIODIC AND YEAR-END BANK ACCOUNT RECONCILIATIONS WERE PROPERLY CARRIED OUT.		
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	PERIODIC BANK RECS	Y		
	YEAR END BANK REC	Y	FIGURES ROUNDED TO NEAREST £1	

	ACCOUNTING STATEMENTS FOR THE YEAR WERE PREPARED ON THE CORRECT ACCOUNTING BASIS (R&P OR I&E), AGREED TO THE		
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J CASH BOOK, WERE SUPPORTED BY AN ADEQUATE AUDIT TRAIL FROM UNDERLYING RECORDS, AND WHERE APPROPRIATE DEBTORS AND CREDITORS WERE PROPERLY RECORDED.			
	I&E / R&P	R&P	I&E TERMINOLOGY USED IN CASH BOOKS (SHOULD BE RECEIPTS AND PAYMENTS)
	MATCH CASH BOOK	Y	
	DEBTORS	NA	
	CREDITORS	NA	
	O/S	Y	
	AUDIT TRAIL	Y	
K TRUST FUNDS (INCLUDING CHARITABLE) THE COUNCIL MET ITS RESPONSIBILITIES AS A TRUSTEE.			
	CHARITY RETURNS	NA	
	TRUST DEED	NA	
	MEETINGS	NA	
	TRUSTEES	NA	
	ACCOUNTS	NA	
	INDEPENDENT INSPECTION	NA	

Signed: 
 (Internal Auditor)

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