

Oakington & Westwick Parish Council

Meeting Papers

Full Council Meeting, 12 June 2023

1st Oakington scout group Archery proposal

Archery is a great way to help kids learn discipline and focus. But not many organizations are offering this activity indoors. That's why we created our Indoor Archery Sessions, designed to provide Cubs and Scouts with a safe and structured environment to practice archery and have fun. Our sessions are supervised by certified instructors, and we provide all the equipment necessary for a successful session. With our Indoor Archery Sessions, we're giving kids the opportunity to improve their aim while having fun in a safe environment. For years, Archery has been a beloved pastime. But indoor archery sessions have been difficult to find and were often expensive. Now, with our indoor archery sessions for cubs and scouts, we make it easier to introduce them to the sport.

Our sessions are tailored to their age group so provide an enjoyable learning environment. With our experienced instructors, we guarantee that everyone will have a great time and develop their archery skills.

After risk assessing the pavilion prior to our last meeting and speaking with Tony, safety features of our indoor range would include a ballistic curtain which would protect the walls, doors and windows. We would also have a ground sheet to protect the floor, I have included a couple of printouts from the archery GB training manual which shows you how we would set the range up, safety features, etc distances from target shooting lines, safety lines and whiting area behind shooting lines. There are four members of our leaders group who are qualified archery GB instructors and therefore the children and the pavilion will be in very safe hands.

I also feel that having an archery set up within the village or in the pavilion will allow us to offer this as a fundraising activity within the village day set up, obviously run by the scouts.

I hope you agree with me that this is a great opportunity for the village and scouting group and I would very much like your consideration to allow us to have the archery within the pavilion. Thank you very much

Oakington & Westwick Parish Council

Payments & Income Schedule – June 2023

Invoices	Details	Net	VAT	Total
SSE Electric	Street lighting energy 4.4.23-2.5.23	17.18	1.55	18.73
Brookfield Contracting	Grass cutting April 23*	392.00	78.40	470.40
Brookfield Contracting	Perimeter path excavation*	11640.00	2328.00	13968.00
Brookfield Contracting	Perimeter path completion	22310.00	4462.00	26772.00
Brookfield Contracting	Grass cutting, May 23	848.00	169.60	1017.60
CPS Building Services Ltd	Pavilion boilers service	450.00	90.00	540.00
Easy EPC	Energy Performance assessment, Pavilion	330.00	66.00	396.00
ICO	Data protection registration fee (DD)	40.00		40.00
Connections Bus Project	April-May youth sessions	1100.00		1100.00
LGS Services Ltd	Internal audit fee 22-23	155.00	31.00	186.00
D Reeves	Bowser tap box keys	13.50		13.50
ICCM	Memorial management training x 2	300.00	60.00	360.00
Salaries	Salaries (net)	1004.82		1004.82
	Expenses	30.00		30.00
HMRC	PAYE/NI	35.67		35.67
NEST	Pensions	136.68		136.68
Charge Card				
Lloyds Bank	Monthly charge card fee	3.00		3.00
Microsoft 365	Annual subscription	49.99	10.00	59.99
Malwarebytes	Annual subscription	24.99	5.00	29.99
Amazon	Jockey wheel, bowser	20.82	4.17	24.99
Total		38901.65	7305.72	46207.37
Income				
HMRC	VAT reclaim 1.4.23-31.5.23			2544.62
Total				2544.62

*Paid 10 May

Oakington & Westwick Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 01/06/2023			
	Cash in Hand 01/04/2023			101,636.86
	ADD			
	Receipts 01/04/2023 - 01/06/2023			34,906.83
				136,543.69
	SUBTRACT			
	Payments 01/04/2023 - 01/06/2023			20,191.74
A	Cash in Hand 01/06/2023 (per Cash Book)			116,351.95
	Cash in hand per Bank Statements			
	Petty Cash	01/06/2023	0.00	
	Cambridge&Counties 95 Day Notic	01/06/2023	37,387.49	
	Santander Savings Account	01/06/2023	210.60	
	Unity Trust Current Account	01/06/2023	78,773.49	
				116,371.58
	Less unrepresented payments			19.63
				116,351.95
	Plus unrepresented receipts			
B	Adjusted Bank Balance			116,351.95
	A = B Checks out OK			

INTERNAL AUDIT REPORT FY2023

OAKINGTON PARISH COUNCIL

SECTION		IN PLACE	NOTES
	ANNUAL RETURN	Y	
	FIGURES CORRECT	Y	
A	APPROPRIATE BOOKS OF ACCOUNT HAVE BEEN KEPT PROPERLY THROUGHOUT THE FINANCIAL YEAR.		
	CASH BOOK	Y	ACCOUNTS PREPARED IN SCRIBE
	UPDATED REGULARLY	Y	
	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	SAMPLE CHECKED
	PAYMENTS APPROVED AS IN F/R	Y	
	APPROVED IN MINS	Y	SAMPLE CHECKED
	S137 AMOUNT	NA	GPC ADOPTED
	OTHER		
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	
	GDPR / DATA PROTECTION	Y	
	OTHER POLICIES	Y	SEVERAL OTHER POLICIES ON THE WEBSITE
	CODE OF CONDUCT	Y	
	DECLARATION OF INTEREST	Y	NONE IN SAMPLE CHECKED BUT THERE IS A SUITABLE ITEM ON THE AGENDA FOR DECLARATIONS.
	ROSPA/ASSETS CHECKS	Y	
	AGENDAS	Y	
	MINUTES	Y	
	OTHER		
D	THE ANNUAL PRECEPT OR RATES 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	
	RESERVES ADEQUATE	Y	GENERAL RESERVES APPROX 50% OF ANNUAL PRECEPT WHICH IS WITHIN THE 3 TO 12 MONTHS PRECEPT REQUIRED BY THE RESERVES POLICY.
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	SAMPLE CHECKED
	VAT FULLY CLAIMED	Y	
	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.		
	PETTY CASH BOOK	NA	COUNCIL HAS A MULTI-PAY CARD.
	PAYMENTS		
	RECEIPTS		
	VAT CLAIMED		
G	SALARIES TO EMPLOYEES AND ALLOWANCES TO MEMBERS WERE PAID IN ACCORDANCE WITH COUNCIL APPROVALS, AND PAYE AND NI REQUIREMENTS WERE PROPERLY APPLIED.		
	EMPLOYEE FORMS (E.G. P60, P45)	Y	
	HMRC RTI	Y	RTI LOG PRESENTED
	EMPLOYEE PAY SLIPS	Y	
	CLERK/RFO EMPLOYED	Y	
	PAYMENTS TO HMRC	Y	
	EMPLOYMENT CONTRACTS	Y	
	WORKPLACE PENSION	Y	
	ANNUAL APPRAISALS	Y	
H	ASSET AND INVESTMENTS REGISTERS WERE COMPLETE AND ACCURATE AND PROPERLY CARRIED OUT.		
	ASSETS LIST	Y	
	INSURANCE	Y	INSURANCE POLICY WITH BHIB.
	REVIEWED AS IN S/O	Y	

I	PERIODIC AND YEAR-END BANK ACCOUNT RECONCILIATIONS WERE PROPERLY CARRIED OUT.		
	PERIODIC BANK RECS	Y	
	YEAR END BANK REC	Y	
J	ACCOUNTING STATEMENTS FOR THE YEAR WERE PREPARED ON THE CORRECT ACCOUNTING BASIS (R&P OR I&E), AGREED TO THE 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	
	MATCH CASH BOOK	Y	
	DEBTORS	NA	
	CREDITORS	NA	
	O/S	Y	
	AUDIT TRAIL	Y	SAMPLE CHECKED
K	IF THE AUTHORITY CERTIFIED ITSELF AS EXEMPT FROM A LIMITED ASSURANCE REVIEW IN THE PREVIOUS FY IT MET THE EXEMPTION CRITERIA AND CORRECTLY DECLARED ITSELF EXEMPT.		
	UNDER 25K	NA	
	EXEMPTION DECIDED AT MEETING		
	ELIGIBILITY CRITERIA MET		
L	THE AUTHORITY PUBLISHES INFORMATION ON A FREE TO ACCESS WEBSITE/WEBPAGE UP TO DATE AT THE TIME OF THE INTERNAL AUDIT IN ACCORDANCE WITH ANY RELEVANT LEGISLATION		
	WEBSITE ADDRESS	Y	https://www.oakingtonandwestwick-pc.gov.uk
	REQUIRED PAPERS PUBLISHED	Y	
	INFORMATION UP TO DATE	Y	
M	THE AUTHORITY HAS DEMONSTRATED THAT DURING THE PREVIOUS FINANCIAL YEAR IT CORRECTLY PROVIDED FOR THE EXERCISE OF PUBLIC RIGHTS AS REQUIRED BY THE ACCOUNTS AND AUDIT REGULATIONS.		
	INSPECTION DATES	Y	13/6/22 TO 22/7/22
N	THE AUTHORITY HAS COMPLIED WITH THE PUBLICATION REQUIREMENTS FOR THE PREVIOUS FY AGAR.		
	NOTICE OF INSPECTION PERIOD	Y	
	AGAR (PAGE 3,4,5,6)	Y	
O	TRUST FUNDS (INCLUDING CHARITABLE) THE COUNCIL MET ITS RESPONSIBILITIES AS A TRUSTEE.		
	CHARITY RETURNS	NA	
	TRUST DEED		
	MEETINGS		
	TRUSTEES		
	ACCOUNTS		
	INDEPENDENT INSPECTION		

Signed: 
(Internal Auditor)