

WINWICK

*Best Kept Village
in Cheshire – 2000*

C/o Winwick Leisure Centre
Myddleton Lane
Winwick
Warrington
WA2 8LQ



PARISH COUNCIL

Clerk to the Council:
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3 April 2019

To Members of Management Committee
(Councillors M Matthews, S Gordon, P Gosney, A Iddon and one vacancy)

Dear Councillor

A meeting of the Management Committee will take place on **Tuesday 9 April 2019, at 7.30pm**, at Winwick Leisure Centre.

Yours sincerely

Julian Joinson
Clerk to the Parish Council

AGENDA

- 1. Apologies for absence**
- 2. Code of Conduct - Declarations of Interest**

Members are reminded of their responsibility to declare any disclosable pecuniary or non pecuniary interest which they have in any item of business on the agenda no later than when the item is reached.

The Clerk is available prior to the meeting to provide advice and/or to receive details of the interest and the item to which it relates.

Declarations are a personal matter for each Member to decide. Whilst the Clerk will advise on the Code and its interpretation, the decision to declare, or not, is the responsibility of the Member based on the particular circumstances.

- 3. Minutes**

To receive the minutes of the meeting of the Committee held on the 12 March 2019.

- 4. Action List**

A schedule is provided of actions arising from previous meetings.

5. To consider any non-confidential matters in line with the Committee's Terms of Reference.

- (1) Community & Leisure Centre - reports from the Finance Officer; Centre Bar Manager and/or Clerk:
 - a) Update Report (*excluding any sensitive commercial information or individual staffing matters, which will be dealt with under Part 2*).
- (2) Possible Engagement of Planning Consultants to advise the Council (and other subscribing Parishes) on the Draft Local Plan
- (3) Review of Issues arising from the External Auditor's Report for the Year Ended 31 March 2018

6. Chairman to move Part 2

Part 2

In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Council may, by resolution, exclude the public (and press) from the following part of the meeting on the basis that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution (including the need to receive or consider recommendations or advice from sources other than members, committees or sub-committees) and arising from the nature of that business or of the proceedings.

7. Minutes - Confidential Annex

To receive the Confidential Annex to the Minutes of the meeting held on 12 March 2019.

8. To consider any matters in line with the Committee's Terms of Reference.

- (1) Community & Leisure Centre – confidential reports from the Finance Officer; Centre Bar Manager and/or Clerk:
 - a) Update Report (*NB. Non-confidential information will be discussed in Part 1 of the meeting*).
- (2) Employee Matters - reports of the relevant Officer.

Note: Members of the Parish Council are welcome to observe the meeting but will be asked to leave at the point in the process when individual HR matters are discussed

Winwick Parish - Management Committee 12 March 2019

Present: Councillors Matthews (Chair), Gordon and Iddon

WPMC 49 Apologies

Apologies for absence were submitted on behalf of Councillor P Gosney.

WPMC 50 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 51 Minutes

Decision – That the Minutes of the meeting held on 12 February 2019 be agreed as a correct record.

WPMC 52 Action List

A member of the public was in attendance for this item and was given permission to speak. He reported that the flue for the Leisure Centre's central heating system emitted gases at head height and that these should be ducted elsewhere. Ms Jones, Interim Finance Officer, responded that the boiler and radiators were currently being serviced and that she would speak to the engineer. It was anticipated that a baffle system should alleviate the problem.

The resident also pointed out that the missing cladding on the roof of the Leisure Centre appeared unsightly and that further panels were hanging off following high winds yesterday. Ms Jones responded that the cladding was a known issue, which was already being looked into and that the Finance and Bookings Administrator was seeking quotes for the remedial works. The Chair added that three quotes might be required if the anticipated cost was greater than the relevant amount.

Members then considered a schedule, which outlined actions and referrals from previous meetings.

Actions 1 and 2 – Ms Jones indicated that Wicksteed were due to come back to the Council with a quote for the various playground equipment repairs and maintenance issues. Members would be informed of the quote and consulted prior to the works being actioned. The Chair indicated that it was important to carry out the works before the Easter holidays when more children were likely to be using the site.

Action 6 – Mr Joinson, Interim Clerk, reported that a letter had now been sent to the Leisure Centre Manager and staff to express the Committee's pleasure at improvements to the Leisure Centre's performance.

(Action to be deleted from log)

Decision – To note the schedule of actions and referrals from previous meetings and the verbal updates provided.

WPMC 53 Non-Confidential Matters Raised in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

The Interim Finance Officer provided a report which showed the financial position at the Leisure Centre for February 2019. Ms Jones was in attendance to highlight key elements of the report.

Income Information

Bar Takings Cumulative

A graph was provided showing budgeted and actual bar takings as at February 2019. Based on a budget of £10k income expected each month, the bar takings for January ran at £2k under target (£4.3k under breakeven). The bar was £7k over target for the year to date, compared to £9k in January 2019. The Leisure Centre Manager had been looking into why certain days/evenings were low on income and was revising rota issues and looking to fill gaps.

Events and room bookings for parties were currently being promoted to ensure healthy bar sales throughout February and March 2019.

Ms Jones commented that work was being done to profile the patterns of low sales across the full year and that a tracking graph could be utilised to show unexpectedly poor performance in future years. The Management Team knew what events and practices did not work and could now focus on those that did work. A more realistic graph would be available in future which tracked month on month anticipated receipts. The Chairman noted that income had begun to dip and suggested that the tracking could be split into quarterly targets.

Councillor Iddon pointed out that the Centre was too heavily reliant on weekend sales. Ms Jones had spoken to Mr Morley about Mondays and he had indicated that there might be some interest in a bingo night linked to the football ladies teams. Other avenues were also being explored. Councillor Iddon questioned the reliance on children's events in the business model, as that might not generate any bar sales. She also suggested that free usage should be strictly limited, although officers confirmed that such usage had largely now disappeared.

The Chairman indicated that issues such as staff turnover, poor governance and a failure to be dynamic about change were hindering the recovery of the business. Councillor Iddon suggested that the Management Team tended to

focus on what particular user groups wanted, rather than on what the business case required of the Centre. Usage that promoted beer sales should be given priority.

The Chairman indicated that it was not sufficient to keep repeating the same cycle of improvement, then slippage. The Centre needed to introduce measures that were sustainable in the long term. Annual losses of £40k could not be sustained indefinitely. It was believed that the governance issues had been solved and that this provided a sound platform on which to build the business. However, improvement would not happen overnight. Nevertheless progress, such as the new logo, needed to be driven forward. Ms Jones reminded Members that the logo was now being progressed.

The Chairman recognised that the pub market was difficult. The Centre needed a business plan which dealt with marketing, reducing costs and branding. A comparison was made to the successful relaunch of the Burtonwood Catholic Club. It was suggested that profitability rather than turnover needed to be monitored by the Committee. Councillor Iddon added that staffing costs seemed high for the services offered.

Cash Takings

A table of cash takings for bar sales for the weeks commencing 28 January 2019 to 25 February 2019 was presented, together with a list of events which had taken place throughout the period. The table showed that bar sales were strong at weekends and for birthday parties, funerals, etc. Tea/coffee sales were not included in those figures. The green boxes highlighted where takings had been over the breakeven point for the day. A more detailed schedule, which included tea/coffee sales, room hire and ticket sales was also provided.

Coffee Sales

Regarding the coffee sales, as previously reported, to break even the Centre needed to sell 6 cups per day. A monthly breakdown of tea/coffee sales was provided, which showed consistent sales following initial growth. In February 2019, 10.5 cups per day had been sold, compared to 10 cups in January 2019.

Further marketing was being looked into, following a bag drop at Winwick CE Primary School and a leaflet drop of 2,000 leaflets in Winwick Park and the surrounding areas. Following a meeting today with Ms Jones, the Leisure Centre Manager had been tasked with contacting schools in the neighbouring local areas (e.g. Orford) for additional bag drops. The Leisure Centre Manager was concerned about additional costs of employing someone to deliver leaflets and Ms Jones was looking into some alternatives.

Room Lettings Cumulative

A graph was provided showing budgeted and actual lettings income as at

Agenda Item 3

February 2019. Room lettings ran £1.3k under budget for February 2019 (£0.6k under breakeven). The year to date figure was running under budget by approximately £1.5k in total (£0.2k in the previous month). However, the current year to date figure was £6.2k above the breakeven point. As reported under the Bar Takings sub-heading, work was on-going to promote the use of the Centre and if the website content was optimised and the marketing system began to deliver results, there should be an improvement in room hires.

Payments Made

A list of payments made to 11 March 2019 was presented, as follows:-

Payee	Description	Sum
Electronic Payments authorised on 4 March 2019		
Bliss	-	£1,288.55
BOC	-	£140.40
Service Care	Litter picker	£288.16
Wigan Beer	-	£347.33
WBC	Field Q3	£897.52
WBC	Vehicle hire Q3	£1,234.80
Direct Debits paid on 4 March 2019		
Barclaycard	-	£87.24
BT Group	-	£233.59
BNP Paribas	-	£266.84
WBC	Rates	£770.00
Public Works Loan	-	£1,233.12
Electronic Payments authorised on 11 March 2019		
Bliss	-	£399.92
BOC	-	£155.40
Service Care	Litter picker	£288.18
WBC	Field	£897.52
WBC	Vehicle hire	£1,234.80
Wigwam	-	£25.00
KC Kitchen	-	£118.00
HMRC	-	£1,120.43
DWP	-	£26.25

Weekly Room Information

The electronic booking system was now being utilised by staff to enable room bookings to be taken over the bar. The paper diary was understood to have now been decommissioned.

Events

The postponed Harry Potter Quiz Night had yet to be rearranged. It was noted that the bar take on the original proposed night was not good and that

tickets sales had been refunded in the sum of approximately £125. Also, the cost of the hot pot could not be recovered.

Quotes

The Finance and Bookings Administrator, Lucy Whitby, was currently seeking quotes for the following projects.

- Roof repair;
- Ladies toilets – comparison quotes;
- Flooring behind the bar; and
- Carpet for the bar area.

A number of these had now been received and Ms Jones would circulate them to councillors with recommendations.

Items from Previous Agendas and Progress

The logo item remained outstanding. However, the Leisure Centre Manager had engaged someone to work on its development. A sample design was available at the meeting. As discussed earlier in the meeting, Wicksteed had been contacted about the playground items requiring repair and a quote was awaited.

Issues of Note

There had been an issue with the heating which meant that the pre-school had been operating with no heat for two days. It had been agreed that no charge would be made to the pre-school for those two days' room hire.

Councillor Iddon commented on wider areas of the Council's expenditure, regarding the Litter Picker costs and hire of his vehicle. The Chair advised her to put these concerns in writing as they were not within the remit of the Committee and were a matter for the Council.

Decision –

- (1) To note the update report.
- (2) To acknowledge the satisfactory lettings performance, but that the bar performance was subject to seasonal fluctuations and appeared to be drifting at present.

WPMC 54 Exclusion of the Public (including the Press)

Decision – That members of the public (including the press) be excluded from the meeting by reasons of the confidential nature of the business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the public interest in disclosing the information is outweighed by the need to keep the information confidential.

With the agreement of the Committee, the remaining items were taken in the order recorded below.

WPMC 55 Confidential Matters in line with the Committee's Terms of Reference

(A) Employee Matters

Ms Jones provided an update in relation to a number of staffing matters including:-

- Resignation of a postholder;
- Clarification regarding the role and duties of certain employees;
- Health and wellbeing issues concerning staff;
- Authority for an employee to serve alcohol in the bar;
- DWP Fraud and Error Service enquiries.

Decision –

- (1) To note the staffing matters reported as set out in the confidential Annex to this Minute.
- (2) That any DWP Fraud and Error Service enquiries be reported to the next available Management Committee and to note that any employees who are subsequently convicted of such fraud may be subject to the Council's disciplinary procedure.

(Further information is included in a confidential minute to this section.)

(B) Community and Leisure Centre Performance Reports

Business Case

In the light of the above issues a discussion took place in relation to the development of a business case regarding a possible reorganisation of the Leisure Centre staffing structure.

Patio Cleansing

Quotes had been received from cleaning contractors to jet-wash the patio outside the Leisure Centre, in the sum of £250. However, it might be more economical to purchase a jet-wash machine, which could be used by a member of staff. Several councillors indicated that they had access to jet-washers, which could be borrowed if requested.

Sale or Lease of Land to Winwick CE Primary School

In response to a query by Councillor Gordon, it was reported that no formal paperwork had yet been received on behalf of Winwick CE Primary School, in

respect of its enquiry into the possible sale or lease of land on Myddleton Land Playing Fields for use as a car park, to enable the existing school car park to be converted into a children's play area. The Chairman indicated that there were some legal issues to be resolved in relation to the ownership of the land, which required further investigation.

Decision –

- (1) To request the relevant officers to implement the actions set out in the confidential Annex to this Minute.
- (2) To authorise officers arrange for the jet-washing of the patio by the cheapest suitable method.

WPMC 56 Minutes - Confidential Annex

The Committee considered a revised Confidential Annex to the minutes of the meeting held on 8 January 2019.

Decision – To approve the revised Confidential Annex to the minutes of the meeting held on 8 January 2019, as now presented.

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WINWICK PARISH – MANAGEMENT COMMITTEE – ACTION LIST / REFERRAL LOG 2018/19

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	To Ask the Bookings/Finance Administrator to obtain quotes in relation to the playground repairs.	WPMC.29(2)	13/11/18	Finance Officer / Bookings/Finance Administrator	13/11/18	-	In progress	
2	To authorise the Finance Officer to arrange for the repainting of the spiro wheel directly.	WPMC.29(3)	13/11/18	Finance Officer	13/11/18	-	In progress	
3	That 1/3 off discount vouchers for the coffee offer be developed.	WPMC.35(2)	08/01/19	Finance Officer	-	-	Coffee promotions were currently being developed	
4	That Members carry out a walk around Myddleton Lane Playing Fields in April 2019, to check the general condition of the ground and vegetation.	WPMC.36(3)	08/01/19	All Members	-	-	To be carried out in April 2019	
5	To request the Officers to take forward the production of a suitable logo for the Leisure Centre and to report back at the next meeting.	WPMC.43(2)	06/02/19	Finance Officer/ Bar Manager	12/02/19	-	The matter is being taken forward	
6	To request the Clerk to seek to ascertain from other parishes in the region, if they had any concerns regarding the impact of the Council Tax Support Allowance on the Council Tax Base.	WPMC.43(4)	06/02/19	Clerk	-	-		
7	To request the Finance Officer to provide regular stocktake reports to the Committee.	WPMC.45(A)(3)	06/02/19	Finance Officer	-	-		
8	That the Clerk be requested to redraft the Decision in the Confidential Annex, under Minute MPWC 40(B)(ii) -	WPMC.47	06/02/19	Clerk	06/02/19	12/03/19	Completed and approved	

Agenda Item 4

	Confidential Staffing Matter, in accordance with the points now discussed and to resubmit the document for the Committee's approval.							
9	That any DWP Fraud and Error Service enquiries be reported to the next available Management Committee and to note that any employees who are subsequently convicted of such fraud may be subject to the Council's disciplinary procedure.	WPMC.55(A)(2)	12/03/19	Finance Officer	-	-	Appropriate reporting systems have been put in place	
10	To authorise officers arrange for the jet-washing of the patio by the cheapest suitable method.	WPMC.55(B)(2)	12/03/19	Finance Officer/ Leisure Centre Manager	-	-		

Progress Legend

-  Completed
-  Progressing to target
-  Early progress / just started
-  Not started (lower priority)
-  Complete – Immediate review programmed
-  Issues (exception)

Version 7.0- (Final) – 02/04/19

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

WINWICK PARISH COUNCIL (CH0219)

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has failed to provide a year end bank reconciliation and an adequate explanation for the difference between Section 2, Boxes 7 and 8. A balance sheet has been provided which shows there is a 'Historic Adjustments Account' within liabilities of £30,478 which has been used to cover conversion figures for the opening balance on bank accounts and also a 'Cash Carried Forwards from 31/12' within assets of £28,341 which includes cash balances as at 31/12 and is also a suspense account for payments received against invoices issued previously. Based on this information, we have no confidence in the figures within the AGAR.

The smaller authority failed to approve the AGAR in time to publish it before 2 July 2018, the date required by the Accounts and Audit Regulations 2015, and did not disclose this by answering 'No' to Section 1, Box 1.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £102,212 and £178,164 respectively. All grants, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes on the AGAR.
- Section 2, Box 10 is inconsistent with the balance published by the Public Works Loan Board. The figure in Box 10 should read £91,392.

The smaller authority failed to publish the final signed AGAR by 30 September 2018, the date required by the Accounts and Audit Regulations 2015, and did not disclose this by answering 'No' to Section 1, Box 1. This is as a result of the AGAR and additional documentation not being submitted for review until 4 January 2019 and the appointed auditor therefore not being able to then complete the review by this date.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has not provided:

- an adequate explanation as to why the internal auditor has responded 'No' to internal control objectives A and J.
- year end bank statements to support the bank reconciliation to Section 2, Box 8. These were requested as part of our intermediate review procedures.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2018/19 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2018/19 and ensure that it makes proper provision for the exercise of public rights during 2019/20.

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

 Date

19/02/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

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Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

WINWICK PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 31 March 2018, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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 this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

MINUTE WPC.86
dated 23/10/2018

Chairman 
Clerk 

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

<http://winwickparishcouncil.org.uk>

Section 2 – Accounting Statements 2017/18 for

WINWICK PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	-17,350	3,055	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	111,850	114,110	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	180,564	166,266	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	103,908	98,151	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	9,695	9,695	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	158,405	166,390	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	3,055	9,195	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	16,795	18,775	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	953,122	956,348	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	96,587	88,125	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 23/10/2018

I confirm that these Accounting Statements were approved by this authority on this date:

23/10/2018

and recorded as minute reference:

WPC.87

Signed by Chairman of the meeting where approval of the Accounting Statements is given

