

# LUDGVAN PARISH COUNCIL

This is to notify you that the Monthly Meeting of Ludgvan Parish Council will be held on Wednesday 9<sup>th</sup> May, 2018 in the Oasis Childcare Centre, Lower Quarter, Ludgvan commencing at 7pm.



M J Beveridge  
Parish Clerk  
04/05/2018

## **ANNUAL PARISH COUNCIL AGENDA:**

**Page No.**

### **Public Participation Period (if required)**

1. **Appointment of Chair**
2. **Appointment of Vice Chair**
3. **Apologies for absence**
4. **Minutes of the Parish Council Meeting on Wednesday, 11<sup>th</sup> April, 2018** 4-6
5. **Declarations of interest in Items on the Agenda**
6. **Dispensations**
7. **Items to be considered under Standing Order 5(i) – deferred to June meeting**

### **REPORTS FOR COMMENT:**

8. **Cornwall Council – Planning Applications:**  
Cornwall Council invites further comment re the following 3 planning applications. To access the information follow this link: <http://planning.cornwall.gov.uk/online-applications> - Enter relevant PA numbers into Search. Click on the “Documents” tab.
  - (a) **PA16/09346** Proposal: Proposed heliport comprising: a terminal building, hangar, emergency vehicle garage, helicopter landing pad and apron, operational equipment and apparatus, fuel storage facility, bunding and pipework, 269 staff and customer long-stay parking spaces, 5 drop off spaces, access from Jelbert Way, internal access roads and footways, hardstanding and servicing, emergency escape route, landscaping, surface water drainage, utility connections and pipe-laying, acoustic mitigation, associated works and infrastructure. Location: Land N Of Chy An Mor Roundabout Jelbert Way Eastern Green Penzance Cornwall Applicant: Mr Robert Dorrien-Smith
  - (b) CC invite comment on variation of conditions (**to alter and extend working hours**) re: **PA18/03397** Application for variation of Condition 6 on Decision Notice PA11/09753 for the construction of a public transport interchange incorporating three car parks and a new traffic signal controlled junction with the A30; namely to alter and extend working hours for **North Car Park** section of site to 0700 - 2100 Monday - Friday and 0700 - 1900 on Saturdays. | North Car Park St Erth Station Station Approach St Erth Hayle TR27 6JW

	<b>Page No.</b>
(c) Ditto re: <b>PA18/03398</b> Proposal Application for variation of Condition 6 on Decision Notice PA11/09753 for the construction of a public transport interchange incorporating three car parks and a new traffic signal controlled junction with the A30; namely to alter and extend working hours for <b>South Car Park</b> section of site to 0700 - 2100 Monday - Friday and 0700 - 1900 on Saturdays. Location South Car Park St Erth Station Station Approach St Erth Applicant Mr Steve Kelleher Cornwall Council Grid Ref 154252 / 35713	
<b>9. Items for consideration:</b>	
(a) Potholes and state of the roads	
(b) Donation to St Julia's Hospice	
(c) Network Rail (see Cllr Honess' email chain)	<b>7-8</b>
<b>10. <u>Clerk's Report</u></b>	
(a) Annual Governance Statement & Accounts - instructions	<b>9-10</b>
i. Internal Audit Report – due 7/05/2018	<b>11</b>
ii. Annual Governance Statement	<b>12</b>
iii. Financial Statements and supporting schedules	<b>13-17</b>
iv. Date for the commencement of the Period for the Exercise of Public Rights	<b>18-22</b>
(b) Councillor Co-option	
(c) Review and re-approval of current Direct Debits	
i. South West Water	
ii. Safe Custody – Deed Store	
iii. Information Commissioner	
iv. NEST – Pension Provider	
(d) Review of bank mandate	
(e) Local Devolution Fund, West Penwith Community Network Award re Local Landscape Character Assessment	
(f) West Penwith Community Network – Clerks & Chairs bi-monthly meetings instigated; visit 101 Plymouth centre; road closure training for community events; emergency plans; DVLA (Plymouth)	
(g) Crowlas PO noticeboards – Quote to repair and paint.	
(h) SLCC training – 28 November in Somerset. Fee £0.00.	
(i) Business Account – close and fold into Treasurer's Acct?	
(j) Fireproof Safe	
<b>9. <u>Finance Report</u></b>	
(a) Payment Schedule for approval	<b>23</b>
(b) Receipts	<b>24</b>
(c) Bank Reconciliations	<b>25</b>
(d) Budget Monitoring Report	<b>26-28</b>
<b>10. <u>Neighbourhood Development Plan</u></b>	
Programme & support 2018/19	
<b>11. <u>Correspondence</u></b>	
(a) Ludgvan Cricket Club – Request for contribution.	<b>29</b>
<b>12. REPORTS FOR INFORMATION</b>	

(a) <b><u>Planning &amp; Highways</u></b>	<b>Page No.</b> <b>30</b>
(b) <b><u>Correspondence</u></b>	
Mounts Bay Rotary – thank you for grant	<b>31</b>

# LUDGVAN PARISH COUNCIL

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**Chairman:**

Councillor Richard Sargeant

**Clerk to the Council:**

Joan Beveridge

The Old Mill,

Nancledra,

Penzance,

Cornwall TR20 8NA

(01736) 740922

[clerk@ludgvan.org.uk](mailto:clerk@ludgvan.org.uk)

[www.ludgvan.org.uk](http://www.ludgvan.org.uk)

**MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY, 11<sup>TH</sup> APRIL 2018, IN THE LUDGVAN OASIS CHILD CARE CENTRE, LOWER QUARTER, LUDGVAN.**

**PRESENT:** Councillors: R. Mann (Vice-Chair); C. Cartwright; N. Honess; S. Miucci; D. Osmand; L. Trudgeon.

**IN ATTENDANCE:** Joan Beveridge (Clerk); Cornwall Councillor Simon Elliott.

**Public Participation Period**

Background information was given re application 6(a) on the agenda.

**LPC 742 Apologies for absence**

Apologies were received from Councillors R. Sargeant (Chair); D. Badcock; A. Branchett; M. Hollow; M. Squire.

**LPC 743 Minutes of the Parish Council Meeting on Wednesday 14<sup>th</sup> March 2018**

The minutes were **approved as a true and correct record of the meetings and duly signed by the Chairman.**

**LPC 744 Declarations of interest in Items on the Agenda**

None.

**LPC 745 Dispensations**

None.

**LPC 746 Councillor Reports**

**(a) *Cornwall Councillor Simon Elliott:***

- i. A report covered Crowlas traffic issues, Long Rock's housing and employment space, Isles of Scilly parking in Ludgvan, the Stadium for Cornwall and a recent trip by CC Officers/Cornwall Development Co personnel to Cannes.
- ii. Potholes and current state of roads is awful in all 3 parishes. A30 through Crowlas flooding. It was AGREED that Cllr. Elliott's email exchange with CC be circulated to all Councillors. It was further AGREED to add the item to the next Agenda.

(b) *Chair:*

The Vice-Chair gave an update on the Chair's recuperation and it was AGREED to send him a Get Well card. Eddy's (Mr L. Edwards; former Parish Clerk) funeral date is on 20<sup>th</sup> April at Camborne Crematorium and the Vice-Chair requested the minutes note the Parish's thanks for his service. 4 cars for sale have been parked on the main road again.

**LPC 747 Cornwall Council – Planning Applications – For decision:**

The Council's resolutions are shown in **BOLD** below:

- (a) PA 18/01806 – Bowls Barn Castle Road, Ludgvan Penzance  
Retrospective application for the change of use of agricultural land and building – Mr Philip Osborne – **No objection.**

**LPC 748 Clerk's Report**

Parishioners had been in contact to register their objection to the imposition of a ban on dogs on Long Rock Beach by the Parish Council. The Clerk had contacted the Chair who confirmed no such ban had been discussed by the Parish Council. Cllr. Elliott clarified the situation saying that CC had put out a statement saying that dogs were to be banned from all beaches between Penzance and Marazion. However, it was based on a "misunderstanding" and there is no ban on dogs on Long Rock Beach.

- (a) NDP Task Groups – All Councillors have now taken up positions on Task Groups and meetings are either in the process of being set up or have just taken place.
- (b) SLCC membership – It was **RESOLVED that a new application be made in the name of the new Clerk.**
- (c) Bank Mandate – It was **RESOLVED that the former Clerk be taken off the Bank Mandate and the new Clerk be put on.**
- (d) Casual Vacancy – Under the Local Government Act 1972 a Casual Vacancy notice was posted on the 4 Parish noticeboards on 26<sup>th</sup> March. If the Returning Officer receives fewer than ten written requests for an election by 17th April 2018 the Parish Council will need to fill the vacancy by co-option - as provided for by Rule 8 of the Local Elections (Parishes and Communities) Rules 1986.

**LPC 749 Finance Report**

It was **RESOLVED that:**

- (a) **the Payment Schedule totalling £4,111.44 (appended) be approved for payment and be duly signed by the Chairman;**
- (b) **receipts totalling £2,210.29 be noted;**
- (c) **the bank reconciliations be noted;**
- (d) **the budget monitoring report be noted.**

**LPC 750 Planning & Highways**

PA 18/01230 – Tregarthen Barn - Update: Complaint being taken to Ombudsman.

## Treasurers Account

## Payments made between 01/04/2018 and 11/04/2018

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
03/04/2018	South West Water	DD01	51.14			4130	120	51.14	Long Rock Allotments Water
11/04/2018	St Aubyns Estates	3132	40.00			4140	120	40.00	Long Rock Allotments - Rent
11/04/2018	Campaign Protect Rural England	3133	36.00			4090	100	36.00	Subscription - Annual
11/04/2018	mh-p internet ltd	3134	900.00		150.00	4310	100	750.00	Website management
11/04/2018	Henry Rich	3135	272.72			4460	140	30.00	Grass cutting
						4200	140	81.00	Bench installation
						4120	130	161.72	CH Allotments maintenance
11/04/2018	Cornwall Assoc Local Councils	3136	903.63		106.29	4090	100	797.34	Subscription - Annual
11/04/2018	HM Revenue & Customs	3137	125.78			4000	100	70.59	April PAYE
						4010	100	55.19	NI
11/04/2018	M Joan Beveridge	3138	1,034.98			4000	100	1,016.98	Clerks Salary
						4070	100	18.00	Office costs
11/04/2018	Steve Hudson	3139	747.19			4000	100	679.49	Clerks Salary
						4060	100	55.80	Mileage
						4070	100	11.90	Telephone Charges
<b>Total Payments:</b>			4,111.44	0.00	256.29			3,855.15	

Signed by: .....

(Chair)

Dated: 11th April, 2018

Hi Joan, latest email from Network rail, from Nigel Clements. Formal complaint registered with C. E. Cornwall Council.!!! Please can this be added as an Agenda item for May's meeting. Many Thanks ,  
Nigel.

----- Forwarded Message -----

**Subject:**18-04-17 Formal complaint - Lack of highway maintenance / No engagement by Cornwall CC with Network Rail

**Date:**Tue, 17 Apr 2018 09:51:12 +0000

**From:**Clements Nigel <[Nigel.CLEMENTS@networkrail.co.uk](mailto:Nigel.CLEMENTS@networkrail.co.uk)>

**To:**[kkennally@cornwall.gov.uk](mailto:kkennally@cornwall.gov.uk) <[kkennally@cornwall.gov.uk](mailto:kkennally@cornwall.gov.uk)>

**Attn Kate Kennally – Chief Executive – Cornwall County Council**

Good morning Kate

I have raised a number of concerns regarding maintenance of the Highway Drains next to the railway

Information at the bottom of this e-mail

Would it be possible to find out the following please:

1. When will the highway gulley drains and associated pipe work be cleaned out?
2. Why are Cornwall CC not engaging with Network Rail to work together to get these issues resolved?
3. Is there a problem with carrying out the required maintenance?
4. Have you got CCTV survey of the associated pipe runs to confirm the status of them? - Cleaning out the gulley(s) only is not enough, the pipe work has to be cleaned out as well
5. Is your sub-contractor just “ticking boxes” and closing down jobs just to meet targets?
6. Is it a financial issue?

One example is Tren creek Level Crossing.

I sent a picture of the blocked highway gulley to Cornwall CC only to be advised that there was nothing wrong with it in accordance with your highway manual!

Our main concern is surface water run-off effecting track stability / track circuits at the areas in question i.e. potential to compromise the safety of the railway

If you would like any more information, please can you let me know

Network Rail would like to work collaboratively with Cornwall CC to resolve these matters in a timely manner

Thank you

**Your Ref:**           **W181257**

ELR:                   NEW 301 miles 35 chains

Post Code:          TR8 4NS

OS Map Ref:        SW 829607

Location:           Trencreek Level Crossing – Trencreek Road

Initial E-mail:     6 February 2018 @ 17:08

**Your Ref:**           **W183628**

ELR:                   MLN4 313 miles 34 chains

Location:           Camborne Station – Level Crossing – Trevu Road

Post Code:          TR14 8FY

Problem:            Highway drains blocked – Causing flooding onto railway

Initial E-mail:     12 March 2018 @ 09:32

**Your Ref:**           **W181190**

ELR:                   MLN4 322 miles 25 chains Down Side

Post Code:          TR20 9BX

OS Map Ref:        SW 529339

Location:           Gitchell Lane

Initial E-mail:     5 February 2018 @ 15:47

Nige Clements MIAM, MIET

Asset Engineer – Drainage - Western Route Network Rail

Western House 1 Holbrook Way Swindon SN1 1BD

Internal ( 085 ) 82678 Direct Line ( 01793 ) 389678

Email [Nigel.Clements@NetworkRail.co.uk](mailto:Nigel.Clements@NetworkRail.co.uk)

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England

## Annual Governance and Accountability Return 2017/18 Part 3

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### To be completed by:

- all smaller authorities\* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
  - are unable to certify themselves as exempt; or
  - have requested a limited assurance review.

### Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **annual internal audit report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
  - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
  - a bank reconciliation as at 31 March 2018
  - an explanation of any significant year on year variances in the accounting statements
  - your notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

### Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.*

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide*\* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested or instructed.		

\*More guidance on completing this annual return is available in ***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, which can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2017/18

Ludgvan Parish Council  
ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority'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 control and alongside are 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 this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.			
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.			
<b>I.</b> Periodic and year-end bank account reconciliations were properly carried out.			
<b>J.</b> 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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			

<b>K. (For local councils only)</b>	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

DD/MM/YY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Ludgvan Parish Council  
ENTER NAME OF AUTHORITY

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' means that this authority:
	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:

MINUTE REFERENCE

dated DD/MM/YY

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

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

[www.ludgvan.org.uk](http://www.ludgvan.org.uk) AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2017/18 for

Ludgvan Parish Council  
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	31,571	37,574	<i>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.</i>
2. (+) Precept or Rates and Levies	33,244	34,487	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	15,295	26,359	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	22,967	15,421	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	19,568	34,711	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	37,574	48,288	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	37,574	48,288	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	47,713	47,714	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Section 3 – External Auditor Report and Certificate 2017/18

In respect of Ludgvan Parish Council  
ENTER NAME OF AUTHORITY

### 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, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2017/18

We certify/do not 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.

\*We do not certify completion because:

External Auditor Name  
ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YY

\*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](http://www.nao.org.uk))

## Contact details

Name of smaller authority: Ludgvan Parish Council

County Area (local councils and parish meetings only): Cornwall

Please complete this form and send it back to us with the AGAR or exemption certificate

	<b>Clerk/RFO (Main contact)</b>	<b>Chair</b>
<b>Name</b>	Joan Beveridge	Richard Sargeant
<b>Address</b>	The Old Mill, Nancladra, Penzance, Cornwall, TR20 8NA	Old Carne, Nancladra, Penzance, Cornwall, TR20 8NQ
<b>Daytime telephone number</b>	01736-740922	01736-740479
<b>Mobile telephone number</b>	N/A	N/A
<b>Email address</b>	clerk@ludgvan.org.uk	richard.sargeant@ludgvan.org.uk

## Bank reconciliation – pro forma

Name of smaller authority: \_\_\_\_\_ Ludgvan Parish Council \_\_\_\_\_

County area (local councils and parish meetings only): \_\_\_\_\_ Cornwall \_\_\_\_\_

### Financial year ending 31 March 2018

Prepared by \_\_\_\_\_ Joan Beveridge, Clerk and RFO \_\_\_\_\_ (Name and role)

Date 9/05/2018

Balance per bank statements as at 31 March 2018:	£	£
		<u>48,388</u>
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2018	100	
		<u>48,288</u>
Add: any un-banked cash at 31 March 2018		
		<u>48,288</u>

Net balances as at 31 March 2018 (Box 8) \_\_\_\_\_ 48,288

***The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:***

#### CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)		37,574
Add: Receipts in the year	60,846	
Less: Payments in the year	50,132	
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		<u>48,288</u>

(See [example](#) for guidance if required)

## Explanation of variances – pro forma

Name of smaller authority: Ludgan Parish Council

County area (local councils and parish meetings only): Cornwall

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
<b>Box 2</b> <i>Precept or Rates and Levies</i>	33,244	34,487	1,243	3.7%	
<b>Box 3</b> <i>Total other receipts</i>	15,295	26,359	11,064	72%	Neighbourhood Development Plan Grant received: £7,346 Aggregate Grant received this year, but not previous year: £4,500
<b>Box 4</b> <i>Staff costs</i>	22,967	15,421	-7546	-33%	Clerk's hours reduced from 30 to 22.5/week, reduction of: £4,179 No overtime hours (2016/17: £2,635) necessitated re Neighbourhood Development Plan.
<b>Box 5</b> <i>Loan interest/ capital repayments</i>	----	---	---	---	
<b>Box 6</b> <i>All other payments</i>	19,568	34,711	15,143	77%	Neighbourhood Development Planning Expenses: £7,425 Election expenses: £5,721 Advertising: £934
<b>Box 9</b> <i>Total fixed assets &amp; long term investments &amp; assets</i>	47,713	47,714	1	0	
<b>Box 10</b> <i>Total borrowings</i>	---	---	---	---	
<b>Explanation for 'high' reserves</b>	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: N/A				

## WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS?

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

1. The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
2. The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
3. The responsible financial officer for a relevant authority must, on behalf of that authority, publish **(which must include publication on the authority's website)**:

(a) the Accounting Statements (i.e. Section 2 of either Part 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:

(i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;

(ii) the Annual Governance Statement (i.e. Section 1 of either Part 2 or Part 3, whichever is relevant, of the AGAR); and

(b) a statement that sets out—

(i) the period for the exercise of public rights;

(ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;

(iii) the name and address of the local auditor;

(iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

## HOW DO YOU DO IT?

1. You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and

2. Publish **(including publication on the smaller authority's website)** the following documents, the day before the public rights period commences:

- a. the approved Sections 1 and 2 of either Part 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
- b. the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following **suggested** dates: Monday 4 June – Friday 13 July 2018. (The latest possible dates that comply with the statutory requirements are Monday 2 July – Friday 10 August 2018); and
- c. the notes which accompany the Notice (Local authority accounts: a summary of your rights).

# Ludgvan Parish Council

## NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p><b>1. Date of announcement – Friday, 1<sup>st</sup> June, 2018 (a)</b></p> <p><b>2. Each year the smaller authority’s Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities’ Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</b></p> <p><b>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2018, these documents will be available on reasonable notice by application to:</b></p> <p>(b) M. J. Beveridge, Ludgvan Parish Clerk, The Old Mill, Nancledra, Penzance, Cornwall TR20 8NA. clerk@ludgvan.org.uk</p> <p>commencing on (c) <b>Monday 4 June 2018</b></p> <p>and ending on (d) <b>Friday 13 July 2018</b></p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"> <li>• The opportunity to question the appointed auditor about the accounting records; and</li> <li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li> </ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority’s AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO’s Code of Audit Practice 2015. The appointed auditor is:</b></p> <p><b>PKF Littlejohn LLP (Ref: SBA Team) 1 Westferry Circus Canary Wharf London E14 4HD (<a href="mailto:sba@pkf-littlejohn.com">sba@pkf-littlejohn.com</a>)</b></p> <p><b>5. This announcement is made by (e) M. J. Beveridge</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

## LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

**Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and ‘other’ smaller authorities.**

### **The basic position**

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

### **The right to inspect the accounting records**

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the ‘period for the exercise of public rights’, during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities’ accounting records are available to inspect. This will be 2-13 July 2018 for 2017/18 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### **The right to ask the auditor questions about the accounting records**

**You should first ask your smaller authority** about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor’s remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### **The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### **A final word**

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication <a href="#">Local authority accounts: A guide to your rights</a> are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and Publication of Unaudited Annual Governance &amp; Accountability Return</i> .
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**CONFIRMATION OF THE DATES OF THE PERIOD FOR THE  
EXERCISE OF PUBLIC RIGHTS**

Name of smaller authority: Ludgvan Parish Council

County Area (local councils and parish meetings only): Cornwall

**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on Monday, 4<sup>th</sup> June, 2018

and ending on Friday, 13<sup>th</sup> July, 2018

**(Please enter the dates set by the smaller authority as appropriate which must be 30 working days inclusive and must include the first 10 working days of July 2018.  
We have suggested the following dates: Monday 4 June – Friday 13 July 2018.  
The latest possible dates that comply with the statutory requirements are Monday 2 July – Friday 10 August 2018.)**

Signed: 

Role: Parish Clerk/RFO

**PLEASE SUBMIT THIS FORM TO PKF LITTLEJOHN LLP WITH  
THE AGAR AND OTHER REQUESTED DOCUMENTATION**

## Treasurers Account

## Payments made between 12/04/2018 and 09/05/2018

<b>Nominal Ledger Analysis</b>									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
09/05/2018	Paul Weston	3140	2,025.00			4020	200	2,025.00	NDP Planning Support
09/05/2018	Ludgvan Community Centre	3141	170.00			4190	100	170.00	Storage cabinet & room hire
09/05/2018	Society of Local Council Clerk	3142	200.00			4090	100	200.00	Joining Fee + subscription
09/05/2018	Viking Direct	3143	150.42		25.07	4070	100	125.35	Stationery
09/05/2018	M Joan Beveridge	3144	1,149.26			4000	100	1,053.60	Clerks salary
						4070	100	18.00	Office costs
						4070	100	10.76	Telephone calls
						4060	100	40.05	Mileage
						4070	100	26.85	Stationery petty cash
09/05/2018	HM Revenue & Customs	3145	151.67			4000	100	88.73	PAYE
						4010	100	62.94	NI
<b>Total Payments:</b>			3,846.35	0.00	25.07			3,821.28	

Signed by: ..... (Chair)

Dated: 9th May, 2018

## Treasurers Account

Receipts received between 01/04/2018 and 30/04/2018

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
DC04	Banked: <b>04/04/2018</b>	<b>147.50</b>						
05	M. Johnson and C. Price-Jones	147.50			1210	130	72.50	CH31A allots rents
					1210	130	75.00	C. Price JoneCH04A allot
DC01	Banked: <b>09/04/2018</b>	<b>21,460.10</b>						
02	Cornwall Council	21,460.10			1076	100	20,707.00	Precept
					1090	100	753.10	CTS Grant April
500191	Banked: <b>12/04/2018</b>	<b>500.00</b>						
01	C. Pascoe	500.00			1200	160	500.00	EROB CC/H2/5
DC03	Banked: <b>12/04/2018</b>	<b>250.00</b>						
04	W C Matthews Funeral Directors	250.00			1200	160	250.00	Grave for VC Rowe
DC02	Banked: <b>12/04/2018</b>	<b>500.00</b>						
03	W C Matthews Funeral Directors	500.00			1200	160	500.00	Grave + Inter M Rowe
<b>Total Receipts:</b>		<b>22,857.60</b>	<b>0.00</b>	<b>0.00</b>			<b>22,857.60</b>	

**Bank Reconciliation Statement as at 30/04/2018  
for Cashbook 1 - Treasurers Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Treasurers Account	30/04/2018		60,414.66
			<u>60,414.66</u>
<b><u>Unpresented Cheques (Minus)</u></b>			
		<b><u>Amount</u></b>	
11/04/2018 3136 Cornwall Assoc Local Councils		903.63	
			<u>903.63</u>
			59,511.03
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			59,511.03
		<b>Balance per Cash Book is :-</b>	<b>59,511.03</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Detailed Receipts &amp; Payments by Budget Heading 03/05/2018

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Administration</b>							
1076 Precept	20,707	41,414	20,707			50.0%	
1080 Interest Received	0	4	4			0.0%	
1090 Council Tax Support Grant	753	1,506	753			50.0%	
1110 Other Grants	0	800	800			0.0%	
<b>Administration :- Receipts</b>	<b>21,460</b>	<b>43,724</b>	<b>22,264</b>			<b>49.1%</b>	<b>0</b>
4000 Clerk's Salary	2,909	15,576	12,667		12,667	18.7%	
4010 Employers NI	118	957	839		839	12.3%	
4060 Travel	96	750	654		654	12.8%	
4070 Office Expenses	211	1,250	1,039		1,039	16.9%	
4080 Advertising	0	600	600		600	0.0%	
4090 Subscriptions	1,033	1,000	(33)		(33)	103.3%	
4100 Insurance	0	725	725		725	0.0%	
4110 Audit Fees	0	350	350		350	0.0%	
4150 S137 and Other Grants	0	700	700		700	0.0%	
4170 Christmas Trees	0	250	250		250	0.0%	
4180 Deedstore	0	16	16		16	0.0%	
4190 Meeting Room Hire	170	360	190		190	47.2%	
4300 Website Development	0	100	100		100	0.0%	
4310 Website Maintenance	750	900	150		150	83.3%	
4320 Election Expenses	0	1,500	1,500		1,500	0.0%	
4350 Software - Annual Licence	0	232	232		232	0.0%	
<b>Administration :- Indirect Payments</b>	<b>5,288</b>	<b>25,266</b>	<b>19,978</b>	<b>0</b>	<b>19,978</b>	<b>20.9%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>16,173</b>						
<b>120 Long Rock Allotments</b>							
1210 Allotment Rents	0	450	450			0.0%	
<b>Long Rock Allotments :- Receipts</b>	<b>0</b>	<b>450</b>	<b>450</b>			<b>0.0%</b>	<b>0</b>
4120 Maintenance	0	150	150		150	0.0%	
4130 Water	51	150	99		99	34.1%	
4140 Rents Payable	40	80	40		40	50.0%	
4350 Software - Annual Licence	0	24	24		24	0.0%	
<b>Long Rock Allotments :- Indirect Payments</b>	<b>91</b>	<b>404</b>	<b>313</b>	<b>0</b>	<b>313</b>	<b>22.6%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(91)</b>						
<b>130 Church Hill Allotments</b>							
1210 Allotment Rents	148	1,620	1,473			9.1%	
<b>Church Hill Allotments :- Receipts</b>	<b>148</b>	<b>1,620</b>	<b>1,473</b>			<b>9.1%</b>	<b>0</b>

## Detailed Receipts &amp; Payments by Budget Heading 03/05/2018

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4120 Maintenance	162	400	238		238	40.4%	
4130 Water	0	400	400		400	0.0%	
4140 Rents Payable	0	700	700		700	0.0%	
4350 Software - Annual Licence	0	92	92		92	0.0%	
Church Hill Allotments :- Indirect Payments	<b>162</b>	<b>1,592</b>	<b>1,430</b>	<b>0</b>	<b>1,430</b>	<b>10.2%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(14)</b>						
<u>140 Amenities</u>							
1100 Footpath Grant	0	4,000	4,000			0.0%	
1130 Aggregate Fund Income	0	4,500	4,500			0.0%	
Amenities :- Receipts	<b>0</b>	<b>8,500</b>	<b>8,500</b>			<b>0.0%</b>	<b>0</b>
4200 Repairs	81	1,245	1,164		1,164	6.5%	
4400 St Pauls Amenity Area	0	750	750		750	0.0%	
4410 Churchtown Garden	0	430	430		430	0.0%	
4420 Aggregate Fund Expenditure	0	4,500	4,500		4,500	0.0%	
4430 Footpath Maintenance	0	4,000	4,000		4,000	0.0%	
4450 Long Rock Toilets	0	1,200	1,200		1,200	0.0%	
4460 Grass Cutting	30	290	260		260	10.3%	
4470 Green Initiatives	0	650	650		650	0.0%	
Amenities :- Indirect Payments	<b>111</b>	<b>13,065</b>	<b>12,954</b>	<b>0</b>	<b>12,954</b>	<b>0.8%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(111)</b>						
<u>150 St Pauls Cemetery</u>							
1200 Burial Fees	0	2,680	2,680			0.0%	
St Pauls Cemetery :- Receipts	<b>0</b>	<b>2,680</b>	<b>2,680</b>			<b>0.0%</b>	<b>0</b>
4120 Maintenance	0	255	255		255	0.0%	
4130 Water	0	50	50		50	0.0%	
4350 Software - Annual Licence	0	154	154		154	0.0%	
4460 Grass Cutting	0	1,230	1,230		1,230	0.0%	
4520 Sextons Duties	0	132	132		132	0.0%	
St Pauls Cemetery :- Indirect Payments	<b>0</b>	<b>1,821</b>	<b>1,821</b>	<b>0</b>	<b>1,821</b>	<b>0.0%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>						
<u>160 Crowlas Cemetery</u>							
1200 Burial Fees	1,250	500	(750)			250.0%	
Crowlas Cemetery :- Receipts	<b>1,250</b>	<b>500</b>	<b>(750)</b>			<b>250.0%</b>	<b>0</b>
4350 Software - Annual Licence	0	30	30		30	0.0%	

## Detailed Receipts &amp; Payments by Budget Heading 03/05/2018

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4460 Grass Cutting	0	1,620	1,620		1,620	0.0%	
Crowlas Cemetery :- Indirect Payments	<u>0</u>	<u>1,650</u>	<u>1,650</u>	<u>0</u>	<u>1,650</u>	<u>0.0%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>1,250</b></u>						
<u>200 Neighbourhood Planning</u>							
4020 Staff Cost/Other	2,025	13,676	11,651		11,651	14.8%	
4270 Reserve Funded	0	7,090	7,090		7,090	0.0%	
Neighbourhood Planning :- Indirect Payments	<u>2,025</u>	<u>20,766</u>	<u>18,741</u>	<u>0</u>	<u>18,741</u>	<u>9.8%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>(2,025)</b></u>						
<u>999 VAT Data</u>							
515 VAT on Payments	281	0	(281)		(281)	0.0%	
VAT Data :- Indirect Payments	<u>281</u>	<u>0</u>	<u>(281)</u>	<u>0</u>	<u>(281)</u>		<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>(281)</b></u>						
Grand Totals:- Receipts	<u>22,858</u>	<u>57,474</u>	<u>34,616</u>			<u>39.8%</u>	
Payments	<u>7,958</u>	<u>64,564</u>	<u>56,606</u>	<u>0</u>	<u>56,606</u>	<u>12.3%</u>	
<b>Net Receipts over Payments</b>	<u><b>14,900</b></u>	<u><b>(7,090)</b></u>	<u><b>(21,990)</b></u>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>14,900</b></u>						

# Ludgvan Cricket Club

Dear Friend

The 2018 Cornwall Cricket season is due to begin on Saturday 21st April , and as a valued friend and loyal supporter of Ludgvan Cricket Club , I am kindly asking for your help.

As you can appreciate ; it takes an awful lot of money to sustain a village cricket club in this day and age , as everything needed to keep us going is increasing in cost.

This season , Ludgvan Cricket Club's 1st XI will be competing in League Division 2 West ; and our 2nd XI will be competing in League Division 5 West.

It was a huge disappointment to everyone involved in Ludgvan Cricket Club , that we lost our County One status, because we did not meet the necessary full Clubmark Accreditation that is now a requirement for all clubs who wish to compete in either County Division One or the Premier League.

Ludgvan 1st XI performed superbly in County Division 1 last season , finishing in 3rd position , and losing only 3 matches all year.

To our great credit , Ludgvan Cricket Club has adopted a very positive attitude to our unwanted change in circumstances , and is making excellent progress in gaining the required full Clubmark Accreditation status , so that we would have the option of returning to County Division One , providing that we finish in a high enough position in Division 2 West.

A large vote of thanks deserves to be extended to the new enhanced committee that we now have at the club , and in particular our new secretarial team of Lorna Trudgeon and Kirra Rann, who have completed a lot of brilliant work on the clubmark accreditation project.

Part of the clubmark criteria is the requirement to have an active youth cricket team who plays at least 4 matches per season , and Ludgvan Cricket Club has plans to introduce a team in partnership with Ludgvan School under the kids All Stars programme.

The new captain of the 1st XI this season will be Kyle Stevens , and he will have Damon Nicholls and Ryan Eddy as his vice captains. All 1st XI players have been retained from last season , but we will not be employing an overseas professional this season.

The captain of the 2nd XI , will , again , be our club chairman Nicky Stevens , who will be supported by vice captains Kieran Brownfield and John Hosking.

Despite our "demotion" to Division 2 West , the 2018 fixture list is still an attractive one , featuring games against Hayle ; St.Just ; Truro ; Falmouth ; Penzance & Camborne.

I enclose a 2018 fixture card with this letter ; and could you please make any cheques payable to Ludgvan Cricket Club. I sincerely hope to see you at a home match this season. A stamped addressed envelope is enclosed for your reply.

Thank you very much.

Paul Angove - Ludgvan Cricket Club

## PLANNING & HIGHWAYS ITEMS FOR INFORMATION – MAY 2018

### Cornwall Council – Planning Decisions

- (a) PA18/02162 – 4 Treassowe Riding Castle Road, Ludgvan TR20 8NQ - Replacement Conservatory – Mr & Mrs Gardiner – **Approved**
- (b) PA18/01613 - Splattenridden Road Between Carniscoe Road And Lelant Lelant Downs TR27 6LH - Agricultural storage shed – C.P. Richards & Son Ltd – **Approved**
- (c) PA18/00939 - Commercial Building At Trenowin Farm Ludgvan Cornwall TR20 8BL - Conversion, extension and change of use of a commercial building to two dwelling houses – Mr C. Trehella – **Approved**
- (d) PA18/00654 – 9A Church Hill Ludgvan Penzance Cornwall TR20 8EU - Replacement of timber garden shed with accommodation pod – Mr & Mrs G. Moore – **Approved**
- (e) PA17/08055 - Land N Of Rainbow Meadow Back Lane Crowlas TR20 8EP - Residential development – Mr Richards – **Approved**
- (f) PA18/00284 - Chy-Kernyk Vellanoweth Ludgvan Penzance Cornwall - Application for a self-contained domestic annex with holiday use restriction - Mr And Mrs M Salisbury – **Approved**
- (g) PA18/01998 - Hillside Blowing House Hill Ludgvan Cornwall TR20 8AW - Proposed Shower Room and Lobby Extension for disabled Access - Mrs Yasmin Muhammed – **Approved**
- (h) PA18/02245 - Land Adjacent To St Erth Railway Station St Erth Hayle TR27 6JW - Non-material amendment to alter drainage arrangements in respect of decision notice PA11/09753 - Cornwall Council – **Approved**

### Highways

John James,  
Chair, International Committee  
Rotary Mounts Bay

**Rotary**  
Mounts Bay



Steve Hudson  
Clerk to Ludgvan Parish Council  
Brynmor  
St Ives Road  
Carbis Bay  
TR26 2SF

23<sup>rd</sup> April 2018

Dear Mr Hudson,

**St Michael's Way Challenge 14<sup>th</sup> Annual Charity Walk  
"Walking for Water"**

I would like to thank Ludgvan Parish Council for your generous donation of £100 towards the costs of our annual walk this year.

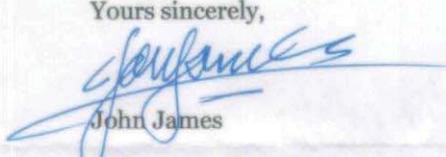
We are ensuring that your Council is being acknowledged for your contribution on all our social media posts. Please check our Facebook pages "St Michael's Way Challenge" and "Mounts Bay Rotary Club".

Perhaps some of your members, or their friends, may like to take part this year. In that case, it is not too late to register, and more information can be found online at [www.mountsbayrotary.org.uk](http://www.mountsbayrotary.org.uk).

Please feel free to contact me for more information using the details below.

Once again, many thanks for your kind support.

Yours sincerely,

  
John James

International Chair, Mounts Bay Rotary

3 Ponsandane Farm Mews, Trythogga, Gulval, Penzance TR18 3LU  
T: 01736 362676 [johnjamesrotary@gmail.com](mailto:johnjamesrotary@gmail.com)