

24/07

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

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, 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** and any additional information requested, to your external auditor by the due date.

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

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

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

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

BURNSTABLE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		'Yes' means that this smaller 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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 smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
	✓		

This annual governance statement is approved by this smaller authority on:

26/06/2017

Signed by Chair at meeting where approval is given:

and recorded as minute reference:

TC 23

Clerk:

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

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

BARNSTABLE Town Council

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	389 756	354 955	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	482 231	579 177	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	182 578	186 275	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	327 930	294 252	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	24 853	24 099	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	346 827	409 321	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	354 955	392 735	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	366 023	421 248	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	3110 557	3110 557	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	167 500	150 750	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 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

26/06/2017

I confirm that these accounting statements were approved by this smaller authority on:

26/06/2017

and recorded as minute reference:

TC 24

Signed by Chair at meeting where approval is given:



Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

BARNSTABLE TOWN COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual 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. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative 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 smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/do not certify* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

BARNSTAPLE Town Council

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

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

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

Name of person who carried out the internal audit

STUART W.S. WILBUR

Signature of person who carried out the internal audit

[Signature]

Date

30/05/2017

*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, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

Schedules for submission to external auditor

Key contact details

Schedule A

Please complete this form and send it back to us with the Annual Return to ensure we have the correct details for your authority – please print to ensure we can read it clearly

Authority name and reference	BARNSTAPLE TOWN COUNCIL DVN022
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	Clerk
Name	WILL AUSTIN
Address	BARUM HOUSE THE SQUARE BARNSTAPLE DEVON EX32 8LS
Telephone no.	01271 373311
Email address	townclerk@barnstapletowncouncil.co.uk

	Responsible Financial Officer (RFO) – if different to Clerk
Name	AS ABOVE
Address	AS ABOVE
Telephone no.	AS ABOVE
Email address	AS ABOVE

	Chair
Name	CLLR. MRS JULIE HUNT
Address	WOODSIDE MIDDLE MARWOOD BARNSTAPLE EX31 4EG
Telephone no.	01271 850423
Email address	macbeth@hotmail.co.uk

Please complete all shaded boxes and send this form with your Annual Return to:
Mrs Jo Farr, Grant Thornton UK LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6FT
or email to Jo.farr@uk.gt.com

Schedules for submission to external auditor

PTO

Key contact details (continued)

Schedule A

Authority name and reference	BARNSTAPLE TOWN COUNCIL DVN022
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	Person carrying out the independent internal audit
Name	STUART WILBUR
Address	LGRC ASSOCIATES EAST DEVON BUSINESS CENTRE HEATHPARK WAY HONITON DEVON EX14 1SF
Telephone no.	01404 45973
Email address	info@lgrc.uk

If there are any subsequent changes to the above please send us an updated form or e-mail the new details to jofarr@uk.gt.com

Schedules for submission to external auditor

Bank reconciliation template

Schedule B

The model can be applied for reconciliations carried out at any time of the year. Please complete all green cells.

BANK RECONCILIATION		FINANCIAL YEAR ENDING 31 MARCH 2017	
Authority name and reference	BARNSTABLE TOWN COUNCIL DVN022		
Prepared by: Name	WILL AUSTIN	Date:	
Role (Clerk/RFO etc)	CLERK/RFO		
Approved by: Name	CLLR MRS. JULIE HUNT	Date:	
Role (RFO/Chair etc)	CHAIRMAN		
Balance per bank statements as at 31 March 2017	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
NATWEST CURRENT ACCOUNT	66,362		
NATWEST DIRECT RESERVE ACCOUNT	355,942		
PETTY CASH	260		
		422,564	
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
SEE ATTACHED LIST	1,331		
		1,331	
Add any unbanked cash at 31 March 2017: (List date & amount received)			
BACS RECEIPT REF N503, 31/3/2017	15		
		15	
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017		421,248	

The net balances reconcile to the Cash Book for the year, as follows:	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	366,023
Add: Receipts in the year:	721,511
Less: Payments in the year:	666,286
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	421,248
Must equal total net bank balances above and Section 2, Box 8	

Please complete all shaded boxes and send this form with your Annual Return to:
Mrs Jo Farr, Grant Thornton UK LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6FT
or email to Jo.farr@uk.gt.com

BARNSTAPLE TOWN COUNCIL DVN022

ANNUAL RETURN – SCHEDULES FOR SUBMISSION TO EXTERNAL AUDITOR

ADDENDUM TO SCHEDULE B

UNPRESENTED CHEQUES AS AT 31 MARCH 2017 (NATWEST CURRENT ACCOUNT)

DATE	CHEQUE NUMBER	AMOUNT (£)
20/4/2016	17717	5.00
20/3/2017	17818	20.00
20/3/2017	17819	100.00
20/3/2017	17820	50.00
30/3/2017	17821	96.00
30/3/2017	17822	80.00
30/3/2017	17823	250.00
30/3/2017	17824	100.00
30/3/2017	17825	200.00
30/3/2017	17826	50.00
30/3/2017	17827	180.00
30/3/2017	17828	50.00
30/3/2017	17829	100.00
30/3/2017	17830	50.00
TOTAL		1,331.00

Schedule C1

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	BARNSTABLE TOWN COUNCIL DVN022				
Box on Section 2 Accounting Statements	(a) 2016 £	(b) 2017 £	(c) Variance Increase(+) or decrease(-) (b – a) £	(d) Variance divided by 2016 figure times 100 (c / a *100) %	Explanation required? Less than £250 and 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	482,231	579,177	+96,946	20.1	YES
Box 3 -Total other receipts	182,578	186,275	+3,697	2.0	NO
Box 4 -Staff costs	327,930	294,252	-33,678	10.3	NO
Box 5 -Loan interest/ capital repayments	24,853	24,099	-754	3.0	NO
Box 6 -All other payments	346,827	409,321	+62,494	18.0	YES
Box 9 -Total fixed assets plus long-term investments and assets	3,110,557	3,110,557	0	0	NO
Box 10 – Total borrowings	167,500	150,750	-16,500	10.0	NO



Schedule C2

Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	BARNSTABLE TOWN COUNCIL DVN022	
BOX NO	2	£
(b) Figure in 2017 column		579,177
(a) Figure in 2016 column		482,231
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		+96,946

Reasons (as many as are applicable)	Amount £
Reason 1 PRECEPT INCREASED TO BUDGET FOR ADDITIONAL COST OF MAINTAINING HIGHWAY VERGES, TAKEN OVER FROM DEVON COUNTY COUNCIL IN APRIL 2016	38,200
Reason 2 PRECEPT INCREASED TO BUDGET FOR COST OF ADDITIONAL STAFFING TO SUPPORT THE WORK SHOWN IN REASON 1 ABOVE.	16,721
Reason 3 PRECEPT INCREASED TO BUDGET FOR PROPERTY MAINTENANCE/IMPROVEMENT FUND ESTABLISHED TO SUPPORT FIVE-YEAR MAINTENANCE PLAN FOR BUILDINGS	16,200
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	71,121
(f) Unexplained amount £ of total variance at (d - e)	25,825
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	5.36%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained	YES
NO – provide further explanations	



Schedule C2

Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	BARNSTAPLE TOWN COUNCIL DVN022	
BOX NO	6	£
(b) Figure in 2017 column		409,321
(a) Figure in 2016 column		346,827
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		+ 62,494

Reasons (as many as are applicable)	Amount £
Reason 1 ADDITIONAL ACTUAL COST OF MAINTAINING HIGHWAY VERGES - NEW RESPONSIBILITY FROM APRIL 2016.	24,514
Reason 2 COST OF REMEDIAL WORKS AND DILAPIDATION FEES AGREED FOLLOWING EARLY SURRENDER OF LEASE ON BARNSTAPLE HERITAGE CENTRE IN JANUARY 2017.	20,431
Reason 3 ADDITIONAL ACTUAL COST OF SUPPORT FOR NORTH DEVON RECORD OFFICE - NEW RESPONSIBILITY FROM APRIL 2016.	7,650
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	52,595
(f) Unexplained amount £ of total variance at (d - e)	9,899
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	2.85%
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES.

Schedules for submission to external auditor

Schedule D

Reconciliation between boxes 7 and 8 on the Annual Return

This should only be applicable if accounting on an income and expenditure basis

Authority name and reference		
BARNSTAPLE TOWN COUNCIL DVN022		
		£
A	Figure in Box 8 of 2017 column of the Annual Return	421,248
B	Less Creditors at 31 March 2017 – owed by the Authority (please supply a detailed list of creditors – see below) Also subtract any receipts in advance	87,678
C	Plus Debtors at 31 March 2017 – owed to the Authority (please supply a detailed list of debtors – see below) Also add any payments made in advance (prepayments)	59,165
D	TOTAL	392,735

	Figure in Box 7 of 2017 column of the Annual Return (must equal line D above)	392,735
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Creditors/receipts in advance list

Name	Invoice/receipt in advance reference	Date	£ amount
SEE ATTACHED			87,678
Total – agreed to B			87,678

Debtor list/prepayments list

Name	Debtor/prepayment reference	Date	£ amount
SEE ATTACHED			59,165
Total – agreed to C			59,165

Barnstaple Town Council - Analysis of Creditors and Debtors 2016-2017

1. Creditors/Debtors

Creditors

Trade Creditors	£70,010.00
Other Creditors	£6,631.00
Sundry Creditors & Accruals	£11,037.00
TOTAL	£87,678.00

Aged Creditors Analysis (Trade Creditors):

<u>Name</u>	<u>Amount</u>
Archant	£1,145.20
AAM Windows	£110.00
Alchemy Systems	£4,352.52
A2M Safety Ltd	£360.00
Barnstaple Town Centre	£42.00
British Gas Business	£60.35
The Barnstaple Hotel	£3,485.25
Clarity Copiers	£110.44
Peninsula Pensions	£5,901.90
david Wilson Paternship	£1,500.00
Dial Associates Ltd (Chess)	£200.22
Eon Energy	£777.06
FP Teleset	£200.00
Initial Washrooms solutions	£15.51
Butler Fuels	£33.25
Just Office	£274.57
M&E Alarms	£867.99
Timpson Ltd	£123.95
Matrix Print Design	£272.47
NatWest	£1,912.98
Pattersons	£291.84
PL Sundry	£30,284.10
Daisy Telecoms	£74.16
Ryman Stationery	£129.00
Siemens Fincails Services Ltd	£73.54
Scottish Power	£883.47
Smallbridge Bros Ltd	£16,200.00
Thirsty Work Ltd	£52.14
Vodafone Ltd	£26.14
WPS Insurance Brokers	-£27.11
Wise Employment Solutions	£226.80
Ward Grants	£50.00
TOTAL	£70,009.74

Trade Creditors rounding £70,009.74 = £70,010.00

Other Creditors:

Sundry Creditors Reserve (2101)	£6,631.00
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Sundry Creditors & Accruals:

<u>Title</u>	<u>Nominal Code</u>	<u>Amount</u>
Allotment Deposit Reserve	2102	£3,821.10
Allotment Key Deposit Reserve	2103	£666.00
VAT Liability & Whiddon Valley Centre Reserve	2104, 2111, 2200, 2201	£6,550.00
	TOTAL	£11,037.10

Sundry Creditors & Accruals rounding £11,037.10 = £11,037.00

The £6,550 VAT Liability & Whiddon Valley Centre Reserve comprises:

Whiddon Valley Reserve - 2111 - £12,914

Sales Tax Control - 2200 - (£1,976)

Purchase Tax Control - 2201 - £22,306

Net VAT - 2104 - (£26,694)

TOTAL - £6,550.00

Debtors

Trade Debtors	£14,746.00
Other Debtors	£44,241.00
Sundry Debtors & Prepayments	£178.00
TOTAL	£59,165.00

Aged Debtors Analysis (Trade Debtors):

<u>Name</u>	<u>Amount</u>
Cafecino	£2,654.01
DCC	£10,090.00
Devon Adoption	£252.00
NDC	£43.22
Swan Room hire	£35.00
Sundry Castle Centre Rents	£684.68
Sundry Sales Ledger	£986.75
TOTAL	£14,745.66

Trade Debtors rounding £14,745.66 = £14,745

Other Debtors:

Sundry Debtors Reserve (1101)	£44,240.99
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Sundry Debtors Reserve rounding £44,240.99 = £44,241.00

Sundry Debtors & Prepayments

Prepayment	£178.00
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Schedules for submission to external auditor

Schedule E

Analysis of earmarked reserves

Authority name and reference	BARNSTAPLE TOWN COUNCIL DYN022
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
SEE ATTACHED	SHORT TERM	87,350
(a) TOTAL		87,350

Note: * short-term investments would be included in Box 8 of the Accounting Statements in the Annual return; long-term investments would be in Box 9.

Please provide an explanation for any high level of general reserves if over 3 times (or less than 0.1) of the precept/rates and levies.

	£
(b) Precept/rates and levies (Accounting Statements Box 2)	579,177
(c) Balance carried forward (Accounting Statements Box 7)	392,735
(d) Amount of balances less total earmarked reserves (c - a)	305,385
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	0.53
Reason if over 3 times or less than 0.1	
N/A.	

Barnstaple Town Council

Year End 2017

Earmarked Reserves

		Yend 2015- 16	Adjust in year	Balance mth 12	YE adjust	Yend 2016- 17
5120	1 Youth Council	2400		2400	-900	1500
5123	1 Annual Leaflet	900		900	-900	0
5124	1 Election expenses	3000		3000	4000	7000
5125	1 Ward Budgets	6000		6000	-1000	5000
5220	1 Mayor's Allowance	1500		1500	1000	2500
5224	1 Members' Training	500		500	-500	0
5226	1 Hospitality	2700		2700	-1700	1000
5227	1 Ceremonial	1750		1750	-750	1000
5320	1 External Audit	300		300	-300	0
5561	1 Special Events	2000		2000	0	2000
9039	1 Contingency	1900		1900	0	1900
5814	1 Guildhall licences	1500		1500	-1000	500
5832	1 Guildhall R&M	1850		1850	-1850	0
5851	1 Guildhall refurbishments (pilasters)	3800		3800	-3800	0
9014	1 Health & Safety	500		500	-500	0
9022	1 Equipment	950		950	-950	0
9032	1 Admin repairs & maint	1150		1150	-1150	0
9033	1 Rent Reviews	3500		3500	0	3500
	1 Buildings Review	0		0	18700	18700
9121	1 Castle Centre upgrading	1200		1200	6800	8000
9132	1 Castle Centre repairs	1500		1500	-1500	0
9332	1 St John's repairs	2500		2500	-500	2000
5520	5 Planted Areas (Floral Displays)	2100		2100	-2100	0
5521	5 Square Maintenance	400		400	600	1000
5565	5 Clean Neighbourhoods	650		650	850	1500
5569	5 Community projects	1000		1000	2900	3900
5575	5 Environment Training School	200		200	550	750
5576	5 Footpaths	3450		3450	-450	3000
5577	5 Benches/Litter Bins	6625		6625	575	7200
5553	5 Allotments improvements	6500		6500	1500	8000
5554	5 Allotments maintenance	3200		3200	-1200	2000
5538	6 St Annes development costs	0		0	1000	1000
5583	6 St Anne's Marketing	800		800	-800	0
5587	6 St Anne's volunteering	1200		1200	-1200	0
5731	6 Heritage marketing	2600		2600	800	3400
9041	7 Staff recruitment	335		335	665	1000
		70460	0	70460	16890	87350



Schedules for submission to external auditor

Schedule F1

Notification of the date for the commencement of public rights

Authority name and reference	BARNSTAPLE TOWN COUNCIL DVN022
------------------------------	--------------------------------

I confirm that the dates set for the period of exercise of public rights are as follows:

	Date
Announcement	27 TH JUNE 2017
Commencement	28 TH JUNE 2017
Ending on	8 TH AUGUST 2017

Signed by Clerk/RFO	
---------------------	--

OR – send us a copy of your completed 'Notice' (Schedule F2 enclosed as public rights pack)



Schedule G1

Explanation of 'No' on the Annual Governance Statement

Authority name and reference	BARNSTAPLE TOWN COUNCIL DVN022
------------------------------	--------------------------------

Assertion 1-9	Explanation for 'No' response and action to address weaknesses
	N/A.

Schedules for submission to external auditor

Schedule G2

'No' or 'Not covered' on the Annual Internal Audit Report

Authority name and reference	BARNSTAPLE TOWN COUNCIL DVNO22
Person carrying out the internal audit	STUART WILBUR, LGRC ASSOCIATES.

Internal Audit Objective Conclusion (A to K)	Explanation for 'No' and what the Authority is doing to address the weakness - or explanation for why 'Not covered'*
	N/A.

* Note: if the relevant objective is **applicable but has not been covered**, the person carrying out the internal audit must provide the Authority and the external auditor with details of:

- o why the objective has not been covered
- o when the most recent internal audit work was done in this area and
- o when it is next planned

Intermediate assertions – Information required for your intermediate review 2016/17

COMPLETE GREEN BOXES

Please return this completed form with the additional information requested as below

Assertion 9: Trust Funds (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

To warrant a positive response	Information required	Provided and clearly annotated Y/N	Authority reference	Further comments (eg why not provided)
<p>Sole managing trustee for a trust or trusts</p> <p>The authority needs to have made sure that it has discharged all of its responsibilities with regard to the trust's finances. This needs to include financial reporting and, if required, independent examination or audit. This is notwithstanding the fact that the financial transactions of the trust do not form part of the authority's accounts and are therefore not included in the figures reported on Section 2 of its annual return</p>	<p>Information required</p> <ul style="list-style-type: none"> Copy of the trust accounts prepared in accordance with trust deed and reported to Charity Commission requirements – including any external auditor/independent examiner opinion or report Evidence that banking arrangements for council and trust allow adequate separation including a copy of the bank statement at 31 March 2017 for trust fund Evidence of date of annual filing of trust accounts Evidence that council distinguishes clearly when acting in capacity as a trustee; minutes of meetings at which council acts in capacity of trustee. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>DVNO22</p> <p>DVNO22</p> <p>DVNO22</p> <p>DVNO22</p>	<p>ACCOUNTS SHOWN ARE 2016/17, AND ARE AT PRESENT UNAUDITED.</p> <p>SEE ATTACHED.</p> <p>CONFIRMATION EMAIL ATTACHED.</p> <p>SEE ATTACHED.</p>

Rock Park Trust

Income & Expenditure Year to March 2017

	2017	2016
Park Income		
Kiosk rent	2700.00	2700.00
Sports pitch income	523.11	649.88
Lodge rent	3640.08	3640.08
	6863.19	6989.96
BTC grant	67310.00	61469.00
Grants	10000.00	
Earmarked reserves		
	84173.19	68458.96
Park expenses		
Electricity - toilet block	244.86	1142.15
Water - toilet block	2034.64	1993.02
Security	1646.54	1547.54
Kiosk rates	203.28	201.60
Contracted maintenance	56202.20	58479.60
Insurance	489.40	457.44
Legal & professional	70.00	-270.00
Other works	30924.42	12912.64
Tree felling	734.00	0.00
Bench & seat repairs	0.00	0.00
	-92549.34	-76463.99
Total	-8376.15	-8005.03

Balance Sheet Year to March 2017

Fixed Assets		
Bank	34755.56	45464.26
Debtors	14746.18	3418.34
	49501.74	48882.60
Creditors	5771.41	1565.98
	5771.41	1565.98
Net total assets	43730.33	47316.62
General Reserves	29730.33	23816.62
Earmarked Reserves	14000.00	23500.00
	43730.33	47316.62

BARNSTAPLE TOWN COUNCIL DVN022

ANNUAL RETURN – SCHEDULES FOR SUBMISSION TO EXTERNAL AUDITOR

ADDENDUM TO INTERMEDIATE ASSERTIONS - ASSERTION 9: TRUST FUNDS

A. Banking:

Barnstaple Town Council is the sole trustee to the Rock Park Trust (registered charity no. 1154681). The Council maintains a separation of banking arrangements, as evidenced by the following:

- The Trust operates a completely separate bank account (NatWest, sort code 60-02-03, account number 58831169).
- Bank transactions are approved by members of the Rock Park Trust Management Committee, and only members of the committee (and the Clerk to the Trust) are bank signatories.
- The Trust's accounts are audited separately from those of the Town Council. The current auditor is Stuart Wilbur, LGRC Associates, East Devon Business Centre, Heathpark Way, Honiton, Devon EX14 1SF.
- Any payments from the bank account are direct to the creditor/other recipient, and not paid from the Town Council's bank account.
- Similarly, payments to the Trust are direct to the bank account and not via the Town Council's account.
- Any occasional transactions erroneously attributed to the Town Council are corrected and no transactions relating to the Rock Park Trust are incorporated into the Town Council's accounts, other than the grant paid by the Town Council to support the Trust each year.
- Separate procedures, cheque books, and paying-in books support the separation of these arrangements.
- Although managed under the same financial software as the Town Council, the Rock Park Trust accounts have separate financial coding structure and VAT coding.
- A copy bank statement is enclosed to evidence the separation of the accounts.

B. Council as Trustee:

- A management committee has been established by Rock Park Trust to oversee the Trust's activities. Committee members are appointed by Barnstaple Town Council as sole trustee, but the committee operates separately from the Town Council. Minutes of a Trust Management Committee meeting are attached to demonstrate that the committee.
- Member training and councillors' introductory handbook makes clear that the Council is the sole corporate trustee to the Trust.
- The Trust maintains a separate corporate identity with its own logo to demonstrate this. A copy agenda is attached to show that this is used to distinguish between Council and Trust meetings.
- The Trust has independently decided to follow the meeting rules contained within the Town Council's standing orders, but those standing orders make no mention of Rock Park, and the Trust Management Committee is not shown as one of the Town Council's committees in either the Standing Orders or the Protocol for Town Council Committees, Sub-Committees and Working Parties.

Will Austin
Clerk to the Rock Park Trust



MANAGEMENT COMMITTEE

BARNSTAPLE TOWN COUNCIL
BARUM HOUSE, THE SQUARE
BARNSTAPLE, DEVON, EX32 8LS
Charity Number 4014176

Telephone: 01271 373311
email: admin@barnstapletowncouncil.co.uk

Town Clerk Mr Will Austin BA (Hons)

There will be a meeting of the **ROCK PARK TRUST MANAGEMENT COMMITTEE** on **WEDNESDAY 11TH JANUARY 2017** at **1.00pm** in the **GUILDHALL, BUTCHERS ROW, BARNSTAPLE**, to which you are summoned for the transaction of the undermentioned business.

Mr W Austin
Town Clerk
5th January 2017

MEMBERSHIP OF COMMITTEE:

Councillors: *Mrs J Hunt (Mayor and Committee Chairman)*
 I Roome (Deputy Mayor - ex officio)

S P Upcott, Mrs V Elkins, Mrs E Davies, M Kennaugh, I Williams, G Langford, L Dawson and Mrs A Dawson

AGENDA

1. Apologies for Absence.
2. To receive any declarations of interest and note any Dispensations.
3. Minutes – to confirm as a correct record the Minutes of meeting held on 8th October 2014.
4. Requests for use/hire of Rock Park – to receive information on applications for the use/hire of Rock Park. Two applications are tabled for consideration:
 - The GRC Ltd – Circus, 4th to 6th July 2017, arriving to set up on 2nd July 2017
 - Care for Kids North Devon – 10k Charity Run, Sunday 9th July 2017
5. Report from Town Clerk on management matters and budget monitoring report.
6. 2017/18 Budget – to consider budget requirements for 2017/18 (draft attached).

MINUTES of the ROCK PARK TRUST MANAGEMENT COMMITTEE meeting held on WEDNESDAY 11TH JANUARY 2017 COMMENCING AT 1.00PM in the Guildhall, Barnstaple.

Present: Cllr Mrs J Hunt (Chairman)
Cllrs S Upcott, Mrs V Elkins, Mrs E Davies, M Kennaugh, I Williams,
and G Langford.

Also present: W Austin (Town Clerk)
Mr R Knight and Mr D Smith (Friends of Rock Park).

RP109 APOLOGIES

Apologies for absence were received from Cllrs I Roome, L Dawson
and Mrs A Dawson.

RP110 DECLARATIONS OF INTEREST AND DISPENSATIONS GRANTED

Cllr Mrs J Hunt, as a member of North Devon Council, has
dispensation under S.O.66 to discuss and vote on all items on the
agenda unless the item concerns a legal or financial agreement or
dispute between the two authorities.

RP111 MINUTES OF THE MEETING HELD 5TH OCTOBER 2016

RESOLVED: That the minutes of the meeting held on Wednesday 5th
October 2016 be approved as a correct record and signed by the
Chairman.

(NC)

RP112 REQUESTS FOR THE USE/HIRE OF ROCK PARK

The Clerk summarised the following applications received:

- The GRC Ltd – Circus, 4th to 6th July 2017, arriving to set up on 2nd July 2017
- Care for Kids North Devon – 10k Charity Run, Sunday 9th July 2017

Members considered the applications and

RESOLVED: That the application from the GRC Ltd. be approved
subject to there being no sale of alcohol and acceptance of the
conditions of hire.

(NC)

RESOLVED: That the application from the Care for Kids North Devon
approved.

(NC)

The Clerk agreed that given the closeness of the dates of these two applications, each organiser would be advised of the other.

Members discussed the fees and conditions of hire, and the Clerk agreed that these would be tabled at a future meeting for review.

RP113 CLERK'S REPORT AND BUDGET MONITORING STATEMENT

The budget monitoring report for December had been tabled prior to the meeting. The Clerk reported that he had no issues of concern to raise.

Members considered the maintenance cost of the Rotary Seat, and whether this should be the responsibility of the Trust.

RESOLVED: That the Clerk request that the Rotary Club and North Devon District Council consider funding for maintenance of the Rotary Seat.

(NC)

The Clerk further reported on the following maintenance issues:

- **Sandpit.** This was in need of 6 tons of sand to refill, at a cost of £100 per ton. Members were asked to consider whether this was a reasonable expense.
- **Basket swing.** This was out of use as the footing had crumbled. The estimated cost of repair was £1,630 + VAT, and in any case, investigation at repair might show that it needed replacing. A new swing would cost in the region of £8,000 + VAT. Grant aid could be sought for this. Members were asked to give guidance.
- **Pirate ship.** This was out of use due to a broken rocker springs. The estimated cost to refurbish the springs and supports was £2,835 + VAT. A replacement would be very much more expensive, probably in the region of £6,000 to £8,000. Members were asked how to proceed.
- **Rubber mulch under basketball hoop.** The surface under the hoop was very soft and uneven, and grass was growing through the rubber matting. The options were to leave it as it was, or repair with a concrete base underneath at an estimated cost of £2,345. Members were asked to agree a preference.
- **Water Play Equipment.** Water use was being monitored but it was thought too soon to make judgements about the extent and cost. It would be monitored until the summer so that future options regarding water could be considered.
- **Contact Signs.** These had been suggested as part of the play area inspection, at an estimated £140 each. One member had suggested these be erected elsewhere for other users of the park. The Trust was asked whether to proceed and if so, how many signs and where.

- **Boundary Protection.** This work was now fully completed including drop posts.
- **Play Area Maintenance.** The cost of maintenance works arising from the play area inspection previously reported was estimated at £4,000 + VAT. This cost would be spread over two years as the issues were advisory only at present, but would all need dealing with eventually.

RESOLVED: That the sandpit be re-dug elsewhere in the play area, and re-lined before replacing the sand. (NC)

RESOLVED: That a donation of sand be sought for the existing sandpit while the new pit was being prepared. (NC)

RESOLVED: That the basket swing be replaced subject to obtaining grant funding to make this affordable. (NC)

RESOLVED: That the Clerk investigate options for replacing the pirate ship with swings, and report back before proceeding. (NC)

RESOLVED: That two contact signs be erected in the children's play area. (NC)

RESOLVED: That the budget monitoring report be noted. (NC)

RESOLVED: That the Clerks report on maintenance matters be noted. (NC)

RP114 2017/18 BUDGET


Members considered a draft budget tabled with the agenda, as shown at Appendix 1 to these minutes. This showed little change compared with 2016/17, and resulted in a reduction in the grant request to Barnstaple Town Council from £66,810 to £65,200.

RESOLVED: That the budget for 2017/18 be agreed as tabled. (NC)

Meeting closed 1.50pm

Chairman.

Signed.....

Dated..... 8/4/17

Budget Year 2017-2018

Department 11 - Rock Park
Budget Projection

N/C	N/C Name	Actual 2015-2016	Year to Date Nov 2016	Expense	Income	Balance	Anticipated Outturn 2016-2017	Variance	Earmarked Funds 2016-2017	Expense	Income	Balance	Earmarked Funds 2017-2018
4701	BTC grant transfer	-61469	-66810		66810	-66810	-66810	0			65200	-65200	
4770	Grants Income	0				0	0						
4771	Lodge Rent	-3640	-2427		3640	-3640	-3640	0			3640	-3640	
4772	Sports pitch hire	-650	-523		523	-523	-400	123			550	-550	
4773	Kiosk Rent	-2700	-1800		2700	-2700	-2700	0			2700	-2700	
4774	Park Hire	0				0	0	0				0	
5423	War Memorial upkeep	0				0	0	0	1000			0	1000
7001	Toilets electricity	1142	648	725		725	800	75		725		725	
7003	Toilets water	1993	1512	2100		2100	2100	0		2500		2500	
7012	Security	1548	1033	1600		1600	1750	150		1675		1675	
7013	Insurance	458	489	489		489	470	-19		525		525	
7031	Cleaning	10998	2366	9490		9490	10000	510		9500		9500	
7032	Contract Maintenance	47482	20124	48300		48300	52000	3700	16500	51000		51000	20000
7033	Trees	0	734	1000		1000	0	-1000	5000			0	4000
7034	Gym equipment	0	11185	11185		11185	0	-11185	1000	1000		1000	1000
7132	Sundry maintenance	8513	24122	30000		30000	5000	-25000		4000		4000	
7322	Legal & professional	-270				0	200	200		200		200	
9201	Kiosk electricity	0				0	0	0				0	
9203	Kiosk water	0				0	0	0				0	
9205	Kiosk rates	202	163	204		204	230	26		215		215	
9231	Lodge maintenance	4400				0	1000	1000		750		750	2000
	Totals	8007	-9184	105093	73673	31420	0	-31420	23500	72090	72090	0	28000

00706462
01416 0002/0002



Current Account

Date	Details	Withdrawn	Paid in	Balance
20 Mar 2017	BROUGHT FORWARD			36,759.53
	Bill Payment JP PROPERTY SERVIC JP PROPERTY SERVIC FP 20/03/17 40 13023601801391000N	480.00 A		
	Bill Payment ALVIAN P099-15012RP FP 20/03/17 40 21023601826058000N	888.00		
	Bill Payment NORTH DEVON COUNCI NORTH DEVON COUNCI FP 20/03/17 40 13023601993779000N	70.00 A		35,321.53
3 Apr	Automated Credit FLYING FISH ARTIST		303.34	
	Direct Debit NDDC GENERAL ACCOU 01 93224073	15.72		35,609.15
<div> <div> As at 31/03/17 35321.53 </div> <div> Transfer to be corrected 562.97 </div> <div> H/c balance 34758.56 </div> </div>				

Account Number 58831169
Branch sort code 60-02-03
National Westminster Bank Plc

ROCK PARK TRUST
NON-PERSONAL TRUST

91

Will Austin

From: Natasha Lewis
Sent: 19 June 2017 15:00
To: Will Austin
Subject: FW: Annual Return 2016 - confirmation of receipt
Attachments: Annual Return 2016_114369_01.pdf

From: onlineservices@charitycommission.gov.uk [mailto:onlineservices@charitycommission.gov.uk]
Sent: 24 January 2017 14:57
To: Natasha Lewis <Natasha.Lewis@barnstapletowncouncil.co.uk>
Subject: Annual Return 2016 - confirmation of receipt

Charity Commission

Annual Return 2016 - confirmation of receipt

Please note that this is a system generated message, please DO NOT reply to this email.

Charity Registration Number: 1154681
Charity Name: ROCK PARK TRUST

Thank you for submitting your Annual Return and Trustees' annual Report and accounts for the financial period ended on 31/03/2016.

The submission was made by Mr Graham Dudley White on 24/01/2017 using the Commission's digital services. A copy of the Return is attached to this email.

You should expect the accounts to appear on the public register within a couple of days if your income is greater than £25,000.

You can also update important charity details quickly, easily, and securely online at any time. These details include:

Charity contact
Trustees
Email addresses

This is a new service for all charities completing their 2016 Annual Return and your feedback would help us to improve it. Paste the following text into your internet browser to complete our short survey: <http://vovici.com/wsb.dll/s/122beg5903f>

Thank you

The Charity Commission

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES

Under the power given in the Charities Act 1993

Order that from today, the

4 February 2008

this

SCHEME

will govern the charity

formerly known as

ROCK PARK

and now to be known as

ROCK PARK TRUST

at

Barnstaple, Devon

Commissioners' References:

Sealing: W28(S)/08

Case No: 462933



1. Definitions

In this scheme:

"the charity" means the charity identified at the beginning of this scheme.

"the trustee" means the trustee of the charity acting under this scheme.

2. Administration

The charity is to be administered in accordance with this scheme. This scheme replaces the former trusts of the charity.

3. Name of the charity

The name of the charity is Rock Park Trust.

4. Object of the charity

- (1) The object of the charity is, in the interests of social welfare, to improve the conditions of life for the inhabitants of Barnstaple without distinction of political, religious or other opinions by the provision and maintenance of a park.
- (2) Subject to the provisions of this scheme, the land identified in part 2 of the schedule to this scheme must be retained by the trustee for use for the object of the charity.

5. Trustee

Barnstaple Town Council is the trustee of the charity.

6. Disposal of land

- (1) In furtherance of the object, the trustee may lease the land identified in part 1 and 2 of the schedule to this scheme to North Devon District Council for use as a recreation ground.
- (2) Subject to sub-clause (1) above the trustee may at any time sell the land identified in part 1 of the schedule to this scheme.
- (3) The trustee must comply with the restrictions on disposal imposed by section 36 of the Charities Act 1993, unless the disposal is excepted from these restrictions by section 36(9)(b) or (c) or section 36(10) of that Act.
- (4) The proceeds of any such disposal must be invested.

7. Use of income and capital

- (1) The trustee must firstly apply:
 - (a) the charity's income; and
 - (b) if the trustee thinks fit, expendable endowment; and

- (c) when the expenditure can properly be charged to it, its permanent endowment

in meeting the proper costs of administering the charity and of managing its assets (including the repair and insurance of its buildings).

- (2) After payment of these costs, the trustee must apply the remaining income in furthering the objects of the charity.
- (3) The trustee may also apply for the objects of the charity:
 - (a) expendable endowment; and
 - (b) permanent endowment, but only on such terms for the replacement of the amount spent as the Commission may approve by order in advance.

8. Questions relating to the Scheme

The Commissioners may decide any question put to them concerning:

- (1) the interpretation of this scheme; or
- (2) the propriety or validity of anything done or intended to be done under it.

SCHEDULE

PART 1

Land at Barnstaple, Devon with the building thereon known as the Lodge. The land is part of the land known as Rock Park described in the indenture dated 11 August 1879.

PART 2

Land at Barnstaple Devon known as Rock Park, excluding the land identified in part 1 above. The land is the remaining part of the land described in the indenture dated 11 August 1879 and also the land described in the indentures dated 5 July 1888 and 6 January 1886.

BARNSTAPLE TOWN COUNCIL DVN022

ANNUAL RETURN 2016-2017

**INFORMATION IN SUPPORT OF THE COUNCIL'S RESPONSE TO ASSERTION
9 – TRUST FUNDS**

- a) A copy of the relevant trust deed for each of the charities for which the council is sole managing trustee.

A copy of the trust deed is attached.

- b) A list of the council's duties as sole managing trustee.

The objective of the Trust is "In the interest of social welfare, to improve the conditions of life for the inhabitants of Barnstaple without distinction of political, religious or other opinions by the provision and maintenance of a park."

The duties declared in the last submitted annual report in support of this objective were:

- Provision and maintenance of:
 - parkland for leisure purposes
 - a children's play area
 - adult gym equipment
 - public toilets
 - sports pitches
 - public seating
 - a war memorial
 - floral planting
 - a flagpole
- Provision of a refreshment kiosk, leased to a third party provider which generates rent income
- Maintenance of Rock Park Lodge, a house in the park grounds that is currently leased to a community group providing support for people with mental health conditions. This provides community benefit and generates income from rent
- Hire of parkland areas for community and commercial events

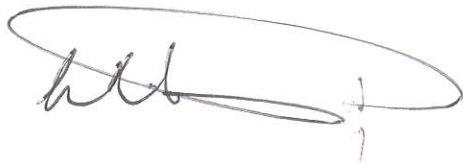
In addition, the Council as sole trustee provides administrative and finance support to the Trust.

- c) During the financial year 2016-2017 the Council has carried out the following in meeting its duties:

- Contracted with a grounds maintenance company to cut the grass 16 times (20 in formal areas), plant and maintain flower and shrub beds, maintain sports pitches, empty litter bins/litter pick, and inspect the park and facilities for issues.

- Repaired or arranged repair/remedial work to issues identified by the grounds maintenance contractor and users of the park.
- Arranged a formal annual inspection of the children's play area, and organised remedial/repair work required.
- Installed a new children's water play feature at the park.
- Completed work to secure the park boundary against unauthorised encampments and other incursions.
- Arranged daily opening and cleaning of toilets.
- Resurfaced part of the area around the war memorial to improve its appearance for Remembrance and other formal events.
- Raised rental and other income totalling £16,863.19 to offset the costs to the Trust.
- Completed works to cure damp problems in Rock Park Lodge.
- Met the submission requirements for reporting to the Charity Commission.
- Involved an informal group, the 'Friends of Rock Park' in its committee work.
- Provided administrative, finance and managerial support for the work of the Trust.

d) I can confirm that none of the Trust's income or expenditure or assets are included on the Annual Return for the council.



W R Austin
Town Clerk and Clerk to the Rock Park Trust Management Committee
26 June 2017