



Office Hours
Monday to Friday
9am – 1pm

CHUDLEIGH TOWN COUNCIL

CHUDLEIGH TOWN HALL
MARKET WAY
CHUDLEIGH
NEWTON ABBOT
DEVON TQ13 0HL
Tel: 01626 853140

Email: Clerk@chudleigh-tc.gov.uk
Clerk: John Carlton

Barrie Morris,
Grant Thornton UK LLP,
Hartwell House,
55-61 Victoria Street,
Bristol,
BS1 6FT

10 May 2016

Dear Barrie

Audit of 2015/2016 annual return for Chudleigh Town Council

You will find the following documents enclosed:-

- The Annual Return for 2015/16
- The bank reconciliation as at 31 March 2016
- Lists of debtors and creditors relating to explaining the variance between boxes 7 and 8 on the Annual Return.
- Completion of audit notice for 2014/15
- Copies of letters/ e mails demonstrating how complaints have been handled

You also require the following information:-

1) Contact details for Clerk and Mayor

I have been Town Clerk since 1 July 2009. I can be contacted at the above address and telephone number between 9am and 3pm Monday – Friday. If you need to contact me outside of these hours my home phone number is 01626 873790.

The Mayor of the Town Council is Richard Keeling. Any correspondence for him can be sent to The Granary, Parkway Road, Chudleigh, Devon, TQ13 0JL. His telephone number is 07958 500783.

2) Earmarked reserves held at 31/3/2016

Within our reserves the following funds are ear-marked:-

£3,940 for the completion of the Fore Street Park project. This was a major project to refurbish a skate park and MUGA. That work has been completed. The funds remaining are for path improvements and to provide additional benches.

£1,800 for the purchase of a defibrillator. We need to await planning consent before we can finalise this.

£760 in P3 partnership funding with the County Council. This money must be spend on agreed footpaths improvements.

3) **Inspection and notice procedures:**

Our chosen inspection period will be Friday 3 June 2016 to Thursday 14 July 2016. However, we will publish the unaudited annual return on our website from tomorrow.

4) **Bank Reconciliation**

	£
Balance per bank statements at 31 March 2016	99,159-60
Less unpresented cheques	225-60
Plus uncleared payments into bank	0
Petty cash	0
Balance per cash book at 31/3/16	98,934-00

A detailed bank reconciliation covering our three accounts is attached

5) **Explanation of variance between boxes 7 and 8**

The Town Council's accounts are completed on an income and expenditure basis. The difference between box 7 and box 8 is £13,343. This is due to the Council being owed £7,109 by debtors who were invoiced prior to 31/3/16 but whose payments have not yet been received. There is also £8,737 in VAT to be recovered from HMRC covering the period 1/9/15 to 31/3/16. There was £2,503 in payments to creditors that had not been cleared by 31/3/16

	£
Figure in box 8 of the Annual return	98,934
Less creditors at 31/3/2016	2,503
Plus debtors at 31/3/2015	15,846
Figure in box 7 of the Annual return	112,277

A list of creditors and debtors is attached

6) **Explanation of variance in excess of 15% at box 3 "Total Other Receipts"**

	£
Figure in 2015 column	286,297
Figure in 2016 column	153,893
Variance	(132,404)
Reasons	
In 2014/15 the Town Council received £195,179 in grants from various sources and section 106 funding to finance the refurbishment of a playpark and MUGA at Fore Street Park. There was no funding for this project in 2016	(195,179)
A project to refurbish a skate park straddled the two financial years in question. In 2014/15 the Council received £28,135 in grants for this project. In 2015/16 another £77,011 was received	48,876

The Council received an insurance payment of £18,263 in 2015/15 to replace a kitchen that was damaged by a foul water penetration	£18,263
In 2014/15 the Town Council received £3,600 in grants for the repair and cleaning of the war memorial. There was no such funding in 2015/16	(3,600)
Unexplained	764
Confirm unexplained amount is less than 15% of 2015 figure	0.26%

7) Explanation of variance in excess of 15% at box 6, "All other payments"

	£
Figure in 2015 column	287,788
Figure in 2016 column	206,710
Variance	(81,078)
Reasons	
In 2014/15 the Town council spent £186,201 on the replacing of a MUGA and play park at Fore street park. There was no expenditure on this project in 2015/16	(186,201)
A project to refurbish a skate park straddled the two financial years in question. In 2014/15 the Council spent £12,825. In 2015/16 another £87,175 was spent	74,350
In 2015/16 the Town Council refurbished and cleaned the war memorial	3,618
Election costs. No similar charges in 2014/15	2,301
The repair and replacement costs relating to replacing the sewage ruined kitchen spanned the two financial years. £2,383 was spent in 2014/15 and £16,880 in 2015/16	14,497
Replacement of flooring in pre-school room (2015/16)	4,620
Replacement of two fire doors (2015/16)	1,650
Fitting of radiators in six toilets (2015/16)	£1,500
Unexplained	(2,587)
Confirm unexplained amount is less than 15% of 2015 figure	0.9%

8) Intermediate Audit Information

- a) I regret that I cannot supply a copy of the notice advertising the dates for the exercise of electors' rights to inspect prior to the commencement of the 2014/15 audit as I did not retain any hard copies. I will do so in future.
- b) A copy of the completion of audit notice is attached
- c) I can confirm that both the 2014/15 pre-audit and audited annual return was made available to electors. You can confirm by viewing copies on the Town Council's website at Chudleigh-tc.gov.uk
- d) The vast majority of the complaints we receive relate to services that are delivered by other authorities, the District and County Councils. Most of these relate to highways and parking issues and we simply act as a conduit to pass

on these complaints. However, I have managed to find a couple of examples which I hope meet the criteria you are seeking:-

- On the night of 13 August 2015 a large limb of an ancient Oak on Town Council land fell, part of it landing on the fence and in the garden of a neighbouring property. The next morning I delivered a letter (numbered 1) to the householder (who was not in) advising what we were going to do to ensure the tree was made safe and advising that we would make good any damage caused. This led to an exchange of e mails (2) with the householder which reassured her about the safety of the trees and the council compensating her for damaged property.
- Last year the County Council ceased to cut roadside verges other than when necessary to maintain visibility splays. We received several verbal complaints about the untidy state of the verges. The Town Council decided to pay for the additional cutting of verges in response to these complaints. The letter (3) attached was displayed on our noticeboards and published in the two local magazines as well as being displayed on our website and Facebook page. This ensured that the majority of residents knew what we were doing to alleviate their concerns.

9) Internal Auditor's Report

In Section 4, the Internal Auditor has answered "not covered" to statement F. This is because the Town Council does not operate a petty cash system.

I trust that I have provided all the information you require. If not, please do not hesitate to contact me.

Yours sincerely

John Carlton
Town Clerk