

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

FULL COUNCIL AGENDA



NOTICE is hereby given that a meeting of **FULL COUNCIL** will be held as follows:

Venue: Fairway Hall, Brook Close, Borehamwood, WD6 5BT

Date/Time: Wednesday 13 June 2018 at 7.30 pm.

[Meeting Open to Press and Public (Items 1 to 11)]

All Town Councillors are hereby summoned to attend.

Signed: 

H R O Jones
Town Clerk
5 June 2018

(email) clerk@elstreeborehamwood-tc.gov.uk
(telephone) 0208 207 1382

(postal address) Fairway Hall, Brook Close, Borehamwood, Herts, WD6 5BT

Equality Act 2010: The general public sector equality duty places an obligation on a wide range of public bodies (including Town and Parish Councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Religion or Belief	Disability
Sex	Gender Reassignment
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

Recording of Council Meetings: The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. This permission does not extend to private meetings or parts of meetings which are not open to the public. Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

Distribution List:

Town Council Members:

Cllr V Eni (Mayor) (Brookmeadow Ward)
Cllr Mrs A Mitchell (Deputy Mayor) (Elstree Ward)
Cllr C Barker (Brookmeadow Ward)
Cllr C Butchins (Mayor) (Hillside Ward)
Cllr R Butler (Cowley Hill Ward)
Cllr A Coleshill (Cowley Hill Ward)
Cllr G Franklin (Cowley Hill Ward)
Cllr Mrs S Parnell (Hillside Ward)
Cllr S Rubner (Brookmeadow Ward)
Cllr E Silver (Kenilworth Ward)
Cllr G Silver (Kenilworth Ward)
Cllr Mrs P Strack (Hillside Ward)
Cllr Mrs F Turner (Elstree Ward)

Borehamwood and Elstree Times
Borehamwood Library
Hertsmere Borough Council
Hertfordshire County Council
Aldenham Parish Council
Shenley Parish Council
Hertfordshire Constabulary

***** SCHEDULED FIRE DRILL *****

PART 1 AGENDA

1. **Apologies:** To receive any apologies for non-attendance. At the time of agenda despatch, apologies for absence were received from Cllr G Silver (Hertsmere Borough Council Meeting) and Cllr C Barker (Other Business).

2. **Declarations of Interest:** To:
 - a) receive declarations of interest from Councillors on items on the agenda;
 - b) receive written requests for dispensations for declarable interests; and
 - c) grant any requests for dispensation as appropriate.

3. **Minutes:** To approve and adopt the Minutes of the **Annual Council Meeting** held on **16 May 2018**.

- attached

4. **Outside Bodies:** To receive reports from Members serving on Outside Bodies as follows:
 - **Fairway Hall** Town Clerk

 - **Leeming/Aycliffe Big Local Advisory Panel (2 Ward Members)**
Councillor (1) Cllr G Franklin – Cowley Hill
Councillor (2) Cllr S Rubner – Brookmeadow

 - **Elstree & Borehamwood Museum Group (1)**
Councillor (1) Cllr E Silver

 - **Borehamwood and Elstree Twin Town Association (1)**
Councillor (1) Cllr P Strack

 - **Elstree, Borehamwood and District Community Association (2)**
Councillor (1) Cllr S Parnell
Councillor (2) Cllr P Strack

- **Hertsmere MENCAP (1)**

Councillor (1) Cllr V Eni

- **Community Hertsmere (1 Member, 1 Standing Deputy)**

Councillor (1) Cllr S Parnell
Standing Deputy Cllr P Strack

- **Aldenham Country Park (1)**

Councillor (1) Cllr P Strack

- **Maxwell Park Management Group (1)**

Councillor (1) Cllr S Parnell

- **First Impressions Group (2)**

Councillor (1) Cllr Parnell
Councillor (2) Cllr Strack

- **Elstree Aerodrome (1)**

Councillor (1) Cllr G Silver

5. **Make a Face Project:** To approve formal adoption of the management of the project (including Public Liability cover) and to receive update report from the Entertainments Committee Chairman.

6. **Signed Minutes:** To note that signed Minutes since the last Full Council Meeting will be referred to the meeting on 5 September 2018.

7. **Annual Return 2017/18:** To:

- (i) approve and authorise signing of Annual Return 2017/18 together with Year End Report;

- attached
- (ii) receive and approve the dates for the notice of audit; and
- (iii) note annual return date for External Auditor (PKF Littlejohn) together with supporting documentation.

8. **Accounts for Payment:** To note that signed Accounts for Payment since the last Full Council Meeting will be referred to the meeting on 5 September 2018.
9. **Council Investments:** To recommend to 'In House' Auditors to consider options for future Council Investments (£100,000 previously with Investec) with any recommendations to be submitted to the General Management Committee for approval.
10. **Public Participation – Question Time:** Fifteen Minutes of the Meeting will be given over to questions from Members of the Public relating to Town Council Business.

A note on Public Questions: Where no clear and concise answer can be provided on the evening to any particular question raised, the Member of Public will be notified that he/she will be provided with a written response within five working days of the meeting answering the query in full or clearly stating what, if any, action the Council is undertaking. In some instances, it may be necessary to obtain advice before answering questions or to refer matters to the Committee of the Council with the pertinent Terms of Reference.

11. **Exclusion of Press and Public**

The Mayor to move the following resolution: That under the Public Bodies (Admission to Meetings) Act 1960 s.1 (2), the press and public be excluded from the meeting whilst matters pertaining to Town Council staff are discussed.

PART 2 AGENDA

12. **Town Clerk's Report:** To receive report from Town Clerk on Staffing Matters.
13. **Close of Meeting:** To Close Meeting.

The next meeting of Full Council is scheduled for Wednesday 5 September 2018 at 7.30 pm in Fairway Hall.

[End of Agenda]

ELSTREE AND BOREHAMWOOD TOWN COUNCIL



ANNUAL COUNCIL

MINUTES of a meeting held at Fairway Hall, Town Council Offices, Brook Close, Borehamwood, WD6 5BT on Wednesday 16th May 2018 at 7.30pm.

Present:

- Cllr E Silver (Kenilworth Ward) (Outgoing Mayor)
- Cllr V Eni (Brookmeadow Ward) (Incoming Mayor)
- Cllr Mrs A Mitchell (Elstree Ward) (Incoming Deputy Mayor)
- Cllr C Barker (Brookmeadow Ward)
- Cllr C Butchins (Hillside Ward)
- Cllr R Butler (Cowley Hill Ward)
- Cllr Mrs S Parnell (Hillside Ward)
- Cllr S Rubner (Brookmeadow Ward)
- Cllr G Silver (Kenilworth Ward)
- Cllr Mrs P Strack (Hillside Ward)
- Cllr Mrs F Turner (Elstree Ward)

In Attendance:

- H Jones – Town Clerk
- D Salter - Entertainments Officer
- J Simon - Mayor's Secretary
- A Nicodemus - Council Warden

Also Present: 52 Members of the Public.

Cllr E Silver in the Chair (Mayor)

01. ELECTION OF TOWN MAYOR

(i) Election of Mayor for 2018/19

Cllr E Silver was in the Chair in his capacity as outgoing Mayor until the Town Mayor was elected.

It was proposed by Cllr Mrs P Strack, and seconded by Cllr Mrs S Parnell, that Cllr V Eni be elected Mayor for the ensuing Municipal Year.

There being no other nominations, the motion was duly carried.

It was RESOLVED that:

Cllr V Eni be elected Town Mayor for the ensuing Municipal Year 2018/19.

(i) Incoming Mayor's Declaration of Acceptance of Office and Announcements

The Town Mayor read out and signed the declaration of acceptance of office.

(ii) Incoming Mayor's Announcement

In his incoming announcement, the Town Mayor, V Eni stated:

"I am honoured and humbled to be elected your Mayor for this Municipal Year. I thank my colleagues for the trust that they have put in me. I am also aware and appreciate the responsibilities that this position confers on to me. My thanks also go to my family and friends for their continued and outstanding support. I am particularly looking forward to working with young people in the Community of Elstree and Borehamwood. I have also chosen Hertsmere MENCAP as the charity that I will be supporting. It is my aim to try to help and support groups and social organisations to bring the people of the Town together. I look forward to welcoming you all to our future meetings. Thank you very much."

(iii) Outgoing Mayor's Video Presentation and Announcements

The Council received a video presentation of the outgoing Mayor's year in office.

Cllr V Eni in the Chair (Mayor)

02. ELECTION OF DEPUTY TOWN MAYOR

(i) Election of Deputy Mayor for 2018/19

It was proposed by Cllr Mrs S Parnell, and seconded by Cllr Mrs P Strack, that Cllr Mrs A Mitchell be elected Deputy Mayor for the ensuing Municipal Year.

There being no other nominations, the motion was duly carried.

It was RESOLVED that:

Cllr Mrs A Mitchell be elected Deputy Town Mayor for the ensuing Municipal Year 2018/19.

(ii) Incoming Deputy Mayor's Declaration of Acceptance of Office and Announcements

The Deputy Town Mayor read out and signed the declaration of acceptance of office.

In her incoming announcement, the Deputy Town Mayor, Cllr Mrs A Mitchell, thanked the Council for electing her to the position of office and stated that she too would seek to perform her duties to the very best of her abilities. She stated that it was a great privilege for her and she looked forward to working with the new Mayor, Cllr V Eni.

03. APOLOGIES FOR NON-ATTENDANCE

Apologies for absence were received from Cllr A Coleshill (Other Business) and Cllr G Franklin (Other Business).

04. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

05. MINUTES OF COUNCIL

It was RESOLVED that:

the Minutes of the Full Council Meeting held on 14 March 2018 be signed by the Mayor as a true record and adopted by the Council.

06. GENERAL POWER OF COMPETENCE

It was noted that a Full Council minute was required to resolve to adopt the General Power of Competence in accordance with the Localism Act 2011. It was noted that all thirteen Council Members had been elected in the 2015 May Elections and that the Town Clerk was CiLCA qualified with the relevant General Power of Competence component section.

It was RESOLVED that:

- (i) authorisation be hereby made for Elstree and Borehamwood Town Council to be entitled to exercise the General Power of Competence contained in the Localism Act 2011 in the 2018/19 municipal year;**
- (ii) it be hereby affirmed that Elstree and Borehamwood Town Council met the statutory criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in order to invoke (i) above; and**

- (iii) the eligibility of the General Power of Competence be next reaffirmed, subject to the approval of Members, at the Annual Council Meeting 2019.

07. COMMITTEE APPOINTMENTS

The Town Clerk read the proposed appointments proposed by Cllr Mrs P Strack and seconded by Cllr Mrs S Parnell. It was noted and understood that as ex-officio Members, the Mayor and Deputy Mayor would have no voting rights at the Entertainments Committee and that they would, therefore, not form part of the quorum of the Committee (unless acting also as a Standing Deputy for another Member who had sent apologies for absence).

It was RESOLVED that:

Membership of Committees, Chairmen and Vice-Chairmen be as follows for the ensuing Municipal Year 2018/19: -

ENTERTAINMENTS (8)

Chairman	Cllr Mrs P Strack
Vice-Chairman	Cllr C Barker
Mayor (ex officio)	Cllr V Eni
Deputy Mayor (ex officio)	Cllr Mrs A Mitchell
Councillor (1)	Cllr Mrs S Parnell
Councillor (2)	Cllr Mrs F Turner
Councillor (3)	Cllr E Silver
Councillor (4)	Cllr A Coleshill

ENVIRONMENT AND PLANNING (5)

Chairman	Cllr G Franklin
Vice-Chairman	Cllr C Butchins
Councillor (1)	Cllr Mrs S Parnell
Councillor (2)	Cllr E Silver
Councillor (3)	Cllr Mrs P Strack

GENERAL MANAGEMENT COMMITTEE (6)

Chairman	Cllr Mrs S Parnell
Vice-Chairman	Cllr Mrs A Mitchell
Councillor (1)	Cllr C Butchins
Councillor (2)	Cllr S Rubner
Councillor (3)	Cllr G Silver
Councillor (4)	Cllr G Franklin

TRANSPORT AND ROAD SAFETY FORUM (5)

Chairman	Cllr S Rubner
Vice-Chairman	Cllr C Butchins
Councillor (1)	Cllr G Silver
Councillor (2)	Cllr C Barker
Councillor (3)	Cllr G Franklin

COMMUNITY SAFETY MEETING (5)

Chairman	Cllr C Butchins
Vice-Chairman	Cllr Mrs S Parnell
Councillor (1)	Cllr S Rubner
Councillor (2)	Cllr Mrs P Strack
Councillor (3)	Cllr R Butler

CHINA SISTER TOWN SUB-COMMITTEE (5 + co-opted non-Member)

Chairman	Cllr Mrs P Strack
Vice-Chairman	Cllr Mrs S Parnell
Councillor (1)	Cllr S Rubner
Councillor (2)	Cllr C Butchins
Councillor (3)	Cllr G Franklin
Co-opted non-Member	P Wong-Morrow

YOUTH COUNCIL (2 Members to represent EBTC)

Councillor (1)	Cllr Mrs Parnell
Councillor (2)	Cllr Barker

08. SCHEDULE OF MEETINGS

It was RESOLVED that:

the Schedule of Meetings for the calendar year 2019 be approved as set out in the report before Members.

09. STANDING ORDERS

It was RESOLVED that:

the 2018 NALC model Standing Orders be adopted in principle by Elstree and Borehamwood Town Council for the purposes of compliance with current legislation (including Data Protection Regulation) with the General Management Committee at its meeting on 12 July 2018 being asked to approve final amendments for submission to Council on 5 September 2018.

10. DATA PROTECTION

It was RESOLVED that:

- (i) The DPO Centre Ltd be appointed as the Town Council's Data Protection Officer for the Municipal Year 2018/19;**

- **Hertsmere MENCAP (1)**

Councillor (1) Cllr V Eni

- **Community Hertsmere (1 Member, 1 Standing Deputy)**

Councillor (1) Cllr S Parnell
Standing Deputy Cllr P Strack

- **Aldenham Country Park (1)**

Councillor (1) Cllr P Strack

- **Maxwell Park Management Group (1)**

Councillor (1) Cllr S Parnell

- **First Impressions Group (2)**

Councillor (1) Cllr Parnell
Councillor (2) Cllr Strack

- **Elstree Aerodrome (1)**

**Councillor (1) Cllr G Silver (subject to approval by
Aerodrome)**

13. PUBLIC PARTICIPATION – QUESTION TIME

China Sister Town Project

Responding to a query raised by a Member of the Public it was noted that following the signing of the Memorandum of Understanding with Huainan, future meetings of the China Sister Town Sub-Committee would be serviced by a Member of Staff of Elstree and Borehamwood Town Council. At the time of the Council meeting, no Sub-Committee meetings had been scheduled. It was recognised that whilst the “sistering” agreement had been on a cost neutral basis, it was appropriate for the Authority to work in accordance with the good practice and advice in relation to meetings provided by the County and National Associations for Parish and Town Councils now that the relationship had been formalised.

Annual Internal Audit Report 2017/18

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

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.

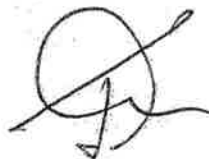
Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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 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.			✓

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
13/11/17 & 10/05/17

Name of person who carried out the internal audit
J P Watson
For Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date

10/05/17

*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:

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes 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.	✓		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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and 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 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	N/A
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

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

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

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

Chairman

Clerk

 HRO JONES

dated

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

Section 2 – Accounting Statements 2017/18 for

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	96,898	180,692	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	442,712	453,468	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	97,671	427,949	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	238,338	252,030	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	218,252	265,532	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	180,692	544,359	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	185,489	544,359	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	1,527,235	1,440,950	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

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

Signed by Responsible Financial Officer

Date

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

and recorded as minute reference:

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

LOCAL COUNCILS IN ENGLAND AND WALES

ANNUAL RETURN

FOR THE YEAR ENDED 31 March 2018

Elstree and B/Wood Town Council 17/18

SECTION 1 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer HUW JONES Date

I confirm that these accounts are approved by the Council and recorded as council minute reference Dated

Signed on behalf of the above Council (Chair) Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	96,898	180,692	Total balances & reserves at the beginning of the year as recorded in the Council Financial Records
2	Annual Precept	442,712	453,468	Total amount of Precept income received in the year
3	Total other receipts	97,671	427,949	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	238,338	252,030	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the Council borrowings
6	Total other payments	218,252	265,532	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	180,692	544,547	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	185,489	544,359	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	1,527,235	1,440,950	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 1;
- * Bank Reconciliation as at 31 March