

Bruisyard Parish Council

Accounts 2018-19

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BRUISYARD PARISH COUNCIL**Summary Receipts and Payments Account
For the Year Ended 31st March 2019**

<i>(Last)</i> Year ended 31st March 2018		<i>(Current)</i> Year ended 31st March 2019
£	Receipts	£
2,600.00	Precept	2,900.00
180.00	Agency Services/CFM	-
-	Loans/Capital Receipts	-
-	Grants	-
1,625.00	Village Hall grants	-
7,357.15	Other Receipts	8,315.64
720.61	VAT	676.81
<u>12,482.76</u>	Total Receipts	<u>11,892.45</u>
	Payments	
651.15	General Administration	252.56
550.00	Staff costs	300.00
-	S.137 Payments (excluding grants to Village Hall)	-
-	S.145 Payments	-
-	Loans/Capital spending	-
839.93	Agency/Professional Services	902.17
-	Parish Council Committee payments	-
4,469.41	Village Hall running costs	6,644.60
5,524.83	Other Payments	1,707.83
904.31	VAT	599.32
<u>12,939.63</u>	Total Payments	<u>10,406.48</u>

BRUISYARD PARISH COUNCIL**Receipts and Payments Summary**

<i>(Last)</i> Year ended 31st March 2018		<i>(Current)</i> Year ended 31st March 2019
£		£
13,506.54	Balance brought forward	13,049.67
12,482.76	Add Total Receipts	11,892.45
25,989.30		24,942.12
12,939.63	Less Total Payments	10,406.48
13,049.67	Net bank and cash box balance	14,535.64
39.78	Unpresented cheques at year end	469.18
13,089.45	Reconciled to bank accounts and cash box at year end	15,004.82
	Bank accounts and cash box at year end:	
483.20	Barclays Premium Business Account No.40779474	484.16
2,582.60	Barclays Community Account No.70212008	2,991.79
-	Parish Council petty cash	-
9,698.15	Barclays Bank Village Hall account No. 23713326 (restricted fund)	11,377.17
100.00	Barclays Account No 23713326 - bank error corrected 7 Jun 2018	-
225.50	Village Hall cash box (restricted fund)	151.70
<u>13,089.45</u>		<u>15,004.82</u>

Signed :

Chairman

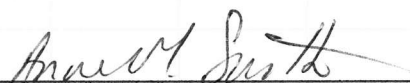
Responsible Financial Officer

Date :

Bank Reconciliation**Financial year ending 31 March 2019**

Authority Name: Bruisyard Parish Council

Prepared by:



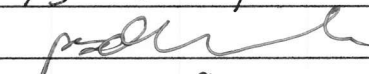
Anne M Smith

Date:

13-5-19

(Parish Councillor and RFO)

Approved by:



Paul Church

Date:

13-5-19.

(Parish Council Chairman)

Balance per bank statements as at 31 March 2019

Account	Acct No	£	£
Barclays PC Community Account	70212008	2,991.79	
Barclays PC Business Premium Account	40779474	484.16	
Barclays VH Current Account	23713326	11,377.17	
Parish Council petty cash		-	
Village Hall cash box		151.70	
			15,004.82
Less any un-presented cheques at 31 March 2019			
Total Parish Council cheques		283.32	
Total Village Hall cheques		185.86	
			469.18

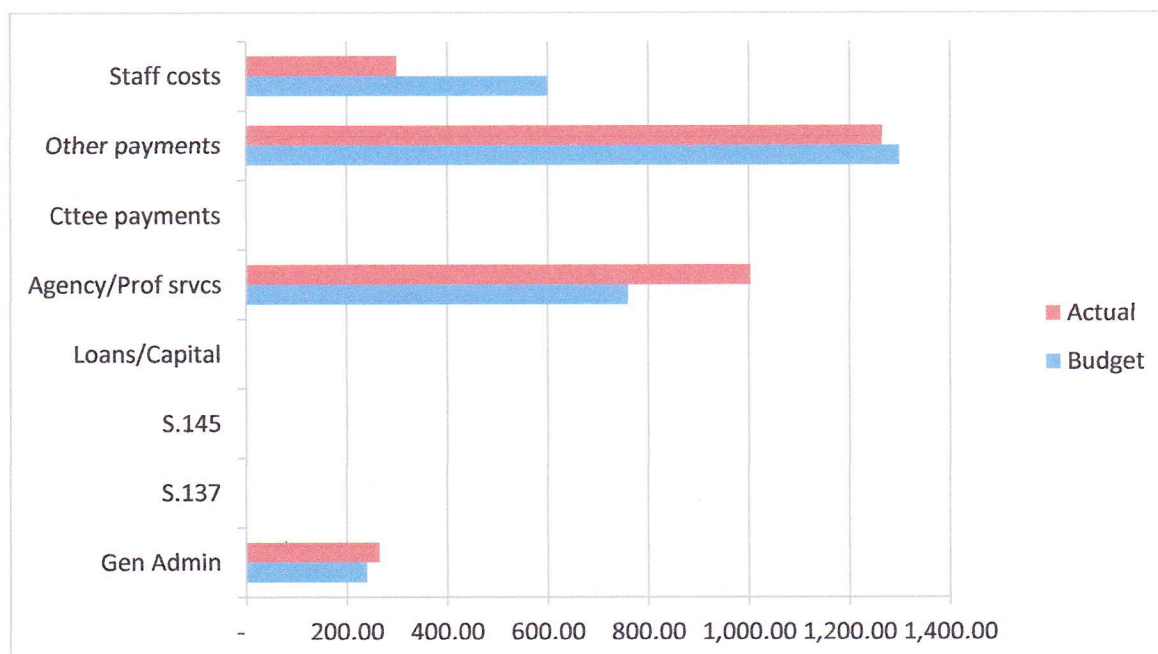
Net bank and cash box balances as at 31 March 2019**14,535.64****The net balances reconcile to the Receipts and Payments account for the year, as follows:**

Total funds at start of year	13,049.67
Add: Receipts in the year	11,892.45
Less: Payments in the year	10,406.48
	14,535.64

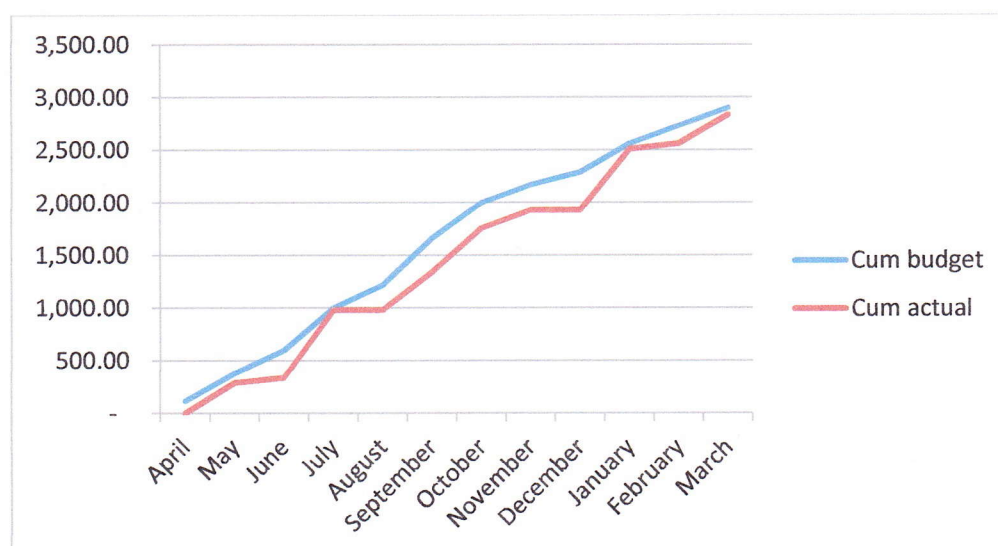
Bruisyard Parish Council Precept - Budget vs Expenditure 2018-19

Precept 2018/19	2900
Recovered VAT 16/17 (excl VH)	0
Grants	0
Reserve contribution (excl VH)	0
Total	2900

Actual spend vs annual budget by category



Cumulative actual spend vs budget



BUDGET inc VAT

Month	Gen Admin	S.137	S.145	Loans/ Capital	Agency/Prof srvcs	Cttee payments	Other Payments	Staff costs	Total
April	20.00				-		100.00	-	120.00
May	20.00				140.00		100.00	-	260.00

June	20.00	-	100.00	100.00	220.00
July	20.00	180.00	100.00	100.00	400.00
August	20.00		100.00	100.00	220.00
September	20.00	270.00	100.00	50.00	440.00
October	20.00	170.00	100.00	50.00	340.00
November	20.00		100.00	50.00	170.00
December	20.00		100.00	-	120.00
January	20.00		200.00	50.00	270.00
February	20.00		100.00	50.00	170.00
March	20.00		100.00	50.00	170.00
Totals	240.00	- - - 760.00	- 1,300.00	600.00	2,900.00

ACTUAL inc VAT

Month	Gen Admin	S.137	S.145	Loans/ Capital	Agency/Prof srvcs	Cttee payments	Other Payments	Staff costs	Total
April	-	-	-	-	-	-	-	-	-
May	54.72	-	-	-	135.47	-	99.12	-	289.31
June	-	-	-	-	-	-	48.96	-	48.96
July	-	-	-	-	170.40	-	169.12	300.00	639.52
August	-	-	-	-	-	-	-	-	-
September	-	-	-	-	260.70	-	99.12	-	359.82
October	35.00	-	-	-	283.20	-	99.12	-	417.32
November	20.25	-	-	-	-	-	152.67	-	172.92
December	-	-	-	-	-	-	-	-	-
January	74.25	-	-	-	-	-	507.00	-	581.25
February	25.48	-	-	-	-	-	25.12	-	50.60
March	54.72	-	-	-	153.60	-	65.00	-	273.32
Totals	264.42	-	-	-	1,003.37	-	1,265.23	300.00	2,833.02

Receipts and Payment (incl VAT) 17/18 and 18/19

	17/18	18/19	% change
Receipts	2,980.41	2,931.34	-2
Payments			
General Admin	123.48	264.42	
Staff costs	550.00	300.00	
Agency/Prof srvcs	895.93	1,003.37	
Cttee payments	-	-	
Other payments	1,190.25	1,265.23	
S.145	-	-	
S.137	-	-	
Total	2,759.66	2,833.02	3

BRUISYARD VILLAGE HALL
Summary Receipts and Payments Account
For the Year Ended 31st March 2019

(Last) Year ended 31-Mar-18 £		(Current) Year ended 31-Mar-19 £
	Receipts	
2,267.00	Hire fees	3,769.00
-	Loans/Capital Receipts	-
1,625.00	Village Hall grants	-
260.29	Bruisyard Parish Council	206.99
4,889.42	Other Receipts	4,514.34
742.36	Recovered VAT	442.27
<u>9,784.07</u>	Total Receipts	<u>8,932.60</u>
	Payments	
651.57	General Administration	21.96
-	Loans/Capital spending	-
-	Agency/Professional Services	-
-	Bruisyard Parish Council	-
4,469.41	Village Hall running costs	6,644.60
4,649.51	Other payments	600.20
669.77	VAT	306.70
<u>10,440.26</u>	Total Payments	<u>7,573.46</u>

BRUISYARD VILLAGE HALL
Receipts and Payments Summary

(Last) Year ended 31-Mar-18 £		(Current) Year ended 31-Mar-19 £
9,839.66	Balance brought forward (excl cash box)	9,758.37
400.20	Balance brought forward Village Hall cash box	225.50
<u>9,784.07</u>	Add Total Receipts	<u>8,932.60</u>
20,424.13		18,916.47
<u>10,440.26</u>	Less Total Payments	<u>7,573.46</u>
9,983.87	Net bank and cash box balance	11,343.01
39.78	Unpresented cheques at year end	185.86
<u>10,023.65</u>	Reconciled to bank account and cash box at year end	<u>11,528.87</u>
	Bank accounts and cash box at year end:	
9,698.15	Barclays Bank Account No. 23713326 (restricted fund - VH only)	11,377.17
100.00	Barclays Account No 23713326 - bank error corrected 7 Jun 2018	
225.50	Village Hall cash box (restricted fund VH only)	151.70
<u>10,023.65</u>		<u>11,528.87</u>

Signed :

Village Hall Chairman

Treasurer

Date :

List of Parish Council payments greater than £100

<u>Date</u>	<u>Payee</u>	<u>Items</u>	<u>Type</u>	<u>Amount £</u>
27/03/2019	SALC - Leadership skills		Agency Srvcs	123.60
18/03/2019	Village Hall Transfer of VAT reclaim		Transfer to VH	442.27
21/01/2019	James Rogers - Hedge cutting		Other payments	156.00
14/01/2019	Moore Bros		Other payments	192.00
12/11/2018	Kindlewood - grass cutting		Other payments	102.00
16/10/2018	SALC - Clerk training		Agency Srvcs	123.60
16/10/2018	ROSPA		Agency Srvcs	159.60
10/09/2018	CAS Insurance		Agency Srvcs	260.70
09/07/2018	Parish Clerk's wages		Staff costs	240.00
09/07/2018	SALC audit		Agency Srvcs	170.40
21/05/2018	SALC annual Subscription		Agency Srvcs	135.47
21/05/2018	Village Hall - Fence repairs		Transfer to VH	206.99

List of Village Hall payments greater than £100

<u>Date</u>	<u>Payee</u>	<u>Items</u>	<u>Type</u>	<u>Amount £</u>
01/03/2019	East Green Energy	Heat pump repairs	Cleaning/maintenance	404.76
21/02/2019	Makro	bar supplies	Goods/materials	122.52
16/02/2019	V Nessling		Cleaning/maintenance	227.50
16/02/2019	SSE Electric		Utility services	338.79
05/01/2019	S Roberts Food & Drink Eve		Goods/materials	208.73
14/12/2018	V Nessling		Cleaning/maintenance	120.00
26/11/2018	EPPH	Heat pump service	Cleaning/maintenance	162.00
22/11/2018	Southern Electric		Utility services	190.13
02/11/2018	V Nessling		Cleaning/maintenance	180.00
30/10/2018	Dynamic Fireworks		Goods/materials	143.00
29/09/2018	Makro	drinks	Goods/materials	122.29
27/09/2018	C A S (insurance)		Insurance	660.15
26/09/2018	Amazon	Vacuum cleaner	Goods/materials	148.22
26/09/2018	V Nessling		Cleaning/maintenance	160.00
20/08/2018	SSE Electric		Utility services	128.28
19/07/2018	A A Turner		Cleaning/maintenance	110.00
8/06/2018	K Burch		Deposit refund	224.00
28/06/2018	PPL.PRS	Public Music Licence	Other payments	175.86
26/05/2018	SSE Electric		Utility services	323.20
17/05/2018	S Roberts Food & Drink Eve		Other payments	258.31
14/05/2018	C Mason		Deposit refund	165.00

Fixed Asset Register 2018/19

Description of Asset	Location	Proxy cost £ at 31/3/2018	Additions	Disposals	Proxy cost £ at 31/3/2019	Value £ (for insurance) 2019/20	Notes
Insured							
Village Hall incl storage annex	Rendham Road IP17 2DX	289,817			289,817	367,972	Proxy cost based on construction cost 2009-11
Village Hall contents:	Village Hall, Rendham Rd					15,000	
Furniture and kitchen equip		8,405			8,405		Proxy cost based on purchase in 2009
Larder fridge		423			423		Proxy cost based on purchase in 2016
Fridge freezer		117			117		Proxy cost based on purchase in 2016
Storage cupboard		140			140		Proxy cost based on purchase in 2016
Fly killer		69			69		Proxy cost based on purchase in 2016
Light projector		559			559		Proxy cost based on purchase in 2015
PA system		780			780		Proxy cost based on purchase in 2013
Blinds, lights, display board		1,266			1,266		Proxy cost based on purchase in 2011
Village Sign	The Pound	2,260			2,260	3,000	Proxy cost based on purchase in 2005
Park gates and fences	Parish Park and car park	3,442			3,442	3,500	Proxy cost based on purchases in 1996-2010
Notice boards (x2)	Roadside	915			915	825	Proxy cost based on purchase in 1998
Park benches (x2)	Parish Park	815			815	825	Proxy cost based on purchase in 1999
Picnic benches (x3)	Parish Park	387			387	360	Proxy cost based on purchase in 2016
Freestanding basketball & net	Parish Park	2,895			2,895	1,265	Proxy cost based on purchase in 2001
Clerk office equip incl PC	Clerks home	2,500			2,500	2,500	Proxy cost based on purchases up to 2016
Total insured		314,790			314,790		
Uninsured							
Bruisyard Parish Park	Bruisyard Street	3,500			3,500		Proxy cost based on land purchase in 2005
Car park lights	Rendham Road IP17 2DX	750			750		Proxy cost based on purchase in 2012
Picnic benches (x2)	Parish Park	1			1		Gift in 2012
Waste bin and liner	Parish Park	100		100	-		Proxy cost based on purchase in 1999
Playarea and equipment	Parish Park	14,463			14,463		Proxy cost based on purchase in 2014
Hexagonal teak bench	Parish Park	1,400			1,400		Proxy cost based on purchase in 2017
Goal posts	Parish Park	165		165			Proxy cost based on purchase in 2001
Footpath around village hall	Parish Park	1,630			1,630		Proxy cost based on purchase in 2011
Road signs for village hall	Roadside	68			68		Proxy cost based on purchase in 2011
Grit bins	Roadside	258			258		Proxy cost based on purchase in 2003
Neighbourhood Watch signs	Roadside	240			1		Proxy cost based on purchase in 1997
Clerk's filing cabinet	Storage	20.00			1		Proxy cost based on purchase in 1995
Total uninsured		22,595			22,072		
Total Assets		337,385			336,862		

Correction to AGAR Part 2 and Audit Sheet for 2017/18

The Responsible Financial Officer (Anne M Smith) who took over responsibility for the finances from the Clerk on 1 April 2019 identified an error in the Parish Council Audit Sheet 2017/18 and the related AGAR Section 2 Accounting Statement 2017/18. This error was due to money received from two events held in the Village Hall on 20 and 26 March 2018 amounting to £122 which had not been included in the audit sheet (under Village Hall cash box) used to prepare the accounts for internal audit.

The corrected Audit Sheet for 2017/18 is shown on Page 15 and the corrected AGAR Section 2 Accounting Statement on Page 16.

The restated accounts for 2017/18 and corrected AGAR Section 2 Accounting Statement are in accordance with JPAG Governance and Accountability for Smaller Authorities in England published in March 2018, Section 2.9:

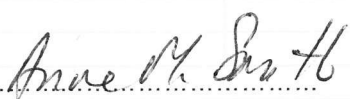
'2.9. Where an error has been identified in the prior year's accounts, after the external auditor's review, which has resulted in the carried forward figure in Line 7 being amended, then the corrected figure needs to be carried forward to the current year's Annual Governance and Accountability Return. The authority must clearly indicate that the prior year column in the accounting statements is 'Restated' and inform the external auditor.'

BRUISYARD PARISH COUNCIL		
<i>(Last)</i>	Summary Receipts and Payments Account	<i>(Current)</i>
<i>Year ended</i>	Corrected for the Year Ended 31st March 2018	<i>Year ended</i>
<i>31st March 2017</i>		<i>31st March 2018</i>
£	Receipts	£
2,500.00	Precept	2,600.00
-	Agency Services/CFM	180.00
-	Loans/Capital Receipts	-
68.00	Grants	-
-	Village Hall grants	1,625.00
7,864.73	Other Receipts	7,357.15
614.62	VAT	720.61
<u>11,047.35</u>	Total Receipts	<u>12,482.76</u>
	Payments	
647.43	General Administration	651.15
500.00	Staff costs	550.00
-	S.137 Payments (excluding grants to Village Hall)	-
-	S.145 Payments	-
-	Loans/Capital spending	-
904.57	Agency/Professional Services	839.93
107.70	Parish Council Committee payments	-
3,551.98	Village Hall running costs	4,469.41
6,097.51	Other Payments	5,524.83
1,002.96	VAT	904.31
<u>12,812.15</u>	Total Payments	<u>12,939.63</u>

BRUISYARD PARISH COUNCIL		
	Corrected Receipts and Payments Summary	
<i>(Last)</i>		<i>(Current)</i>
<i>Year ended</i>		<i>Year ended</i>
<i>31st March 2017</i>		<i>31st March 2018</i>
£		£
15,271.34	Balance brought forward	13,506.54
<u>11,047.35</u>	Add Total Receipts	<u>12,482.76</u>
26,318.69		25,989.30
<u>12,812.15</u>	Less Total Payments	<u>12,939.63</u>
13,506.54	Net bank and cash box balance	13,049.67
118.34	Unpresented cheques at year end	39.78
<u>13,624.88</u>	Reconciled to bank accounts and cash box at year end	<u>13,089.45</u>
	Bank accounts and cash box at year end:	
482.88	Barclays Premium Business Account No.40779474	483.20
2,413.84	Barclays Community Account No.70212008	2,582.60
-	Parish Council petty cash	-
10,327.96	Barclays Bank Village Hall account No. 23713326 (restricted fund)	9,698.15
	Barclays Account No 23713326 - bank error corrected 7 Jun 2018	100.00
400.20	Village Hall cash box (restricted fund)	225.50
<u>13,624.88</u>		<u>13,089.45</u>

Signed :


Chairman


Responsible Financial Officer

Date :

13.5.19

13.5.19

Section 2 – Accounting Statements 2017/18 for BRUISYARD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	15271	13507	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	2500	2600	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	8547	9883	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	500	550	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	12312	12390	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	13507	13050	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	13507	13050	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	335986	337386	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 as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
		<input checked="" type="checkbox"/>	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 have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

Anne M Smith

Date

13-5-19

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

13-5-19

as recorded in minute reference;

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

Paul M. [Signature]

Risk assessment and management (financial) for period 2018/19

Receipts

Topic	Risk Identification	H/M /L	Management of Risk	Action	Int. Audit Freq.
Precept	Not Submitted	L	Full PC minute –clerk follow up	Diary	1 / a year
	Not paid by DC	L	RFO and report to PC	Diary	2 / a year
Village Hall	Adequacy of precept	M	Bimonthly review of budget to actual	Diary	3 / a year
	Hire charges	L	Paying in book Check to bank statement	Reconcile to bookings	Monthly
	Cash sales	M	Paying in book Check to bank statement	Reconcile	Monthly
	Cash banking	M	Paying in book Check to bank statement	Reconcile	Monthly
	Damage to Hall or theft from Hall	M	Insurance cover and hiring conditions	Inspection of premises	After event
Grants - others	Claims procedure	L	RFO check monthly	Diary	1 / a year
	Receipt of grant when due	L	Check and report to PC bimonthly	Diary	

Payments

Topic	Risk Identification	H/M /L	Management of Risk	Action	Int. Audit Freq.
Salary- clerk	Wrong salary paid	M	Check to minute	Member verify	Monthly
Direct Costs and overhead expenses	Goods not supplied to PC	M	Order system	Approval check	12 / a year
	Invoice incorrectly calculated	L	Check arithmetic	Approval check	12 / a year
	Cheque payable is excessive	L	Signatory initials etc Stub	Member verify	2 / yearly
	Cheque payable to wrong party	L	Signatory initials etc Stub	Member verify	2 / yearly
	Stock loss	H	Point of sale info and control	Reconcile to stock	12 / a year
Grants and supports	Power to pay	L	Minute power	Member verify	12 / a year
	Agreement of PC to pay	L	Minute	Member verify	12 / a year
	Conditions agreed	L	Use reasonable conditions	Clerk check	12 / a year
	Cheque	M	Signatory initials etc Stub	Member verify	12 / a year
Election costs	Invoice at agreed rate	L	Clerk check	Clerk verify	Whenever
VAT irrecoverable	VAT analysis	M	All items in cash book list	RFO verify	2 / yearly
	Charged on sales	M	Consider annually	RFO verify	1 / a year
	Charges on purchases	M	Consider all items per cash book list	RFO verify	1 / a year

	Claimed within time limit	M	RFO check	RFO verify	1 / a year
Reserves	Adequacy	M	Consider at budget setting	RFO opinion	1 / a year
Reserves – earmarked	Adequacy	M	Consider at budget and financial review	RFO opinion	1 / a year
Assets	Earmarked or contingent liability	M	Review minutes with chairman	RFO opinion	1 / a year
	Loss, Damage etc	M	Annual inspection, update insurance and asset register	Clerk/Members/VH secretary	1 / a year
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability	Clerk/Members/VH secretary	1 / a year
Staff	Loss of Clerk	M	Sickness/ departure/training	Members/clerk	1 / a year
	Fraud	L	Fidelity Guarantee value, insurance conditions met?	Council	1 / a year
Loss	Consequential loss due to critical damage or third party performance	L	Insurance cover review adequacy	Diary/renewal of insurance cover	1 / a year
Cash	Loss through theft of dishonesty	M	Insurance cover review ensure adequacy of Fidelity Guarantee insurance	Diary/renewal of insurance cover	1 / a year
Maintenance	Village hall fabric effect on hiring	M	Annual maintenance inspection	Diary	12
	Condition of assets and amenities	M	Annual maintenance inspection	Diary	12
Borrow/lending	Adequacy of finances to be able to repay loans	L	Financial review and cash flow forecasting bimonthly	Diary	12
Legal Powers	Illegal activities or payments	M	Educate Council as to their legal powers	Diary / Training	Every 2 years
Financial records	Inadequate records	L	Clerk check quarterly + regular internal audit diary	Diary	1 / a year
Minutes	Accurate and legal	L	Review at following meeting	Diary	1 / a year
Members interests	Conflict of interest	L	Update declarations of interest	Diary	1 / a year

Asset Risk Assessment 2018-19

Asset	Condition	Remedial action required	Any associated risk
Village sign	Good. Cleaned in 2018.	None	None
Boundary fences and gates	Good condition. Minor repairs undertaken during year when required.	General maintenance as needed.	None
Noticeboards (Park and College Road)	Resurfaced in 2019 but not proving satisfactory.	Firmer boarding needed to hold drawing pins.	None
Car Park Noticeboard	Good condition.	None	None
Park benches (x2)	Reasonable condition but showing some deterioration.	Cleaning and treatment.	None
Picnic tables (x5)	Cleaned and treated in past year. Good condition	None	None
Basketball facilities	Good condition.	None	None
Grit bins (Bruisyard Street, Rendham Rd, Church Road)	Good working order	None	None
Rendham Road Swings and mats	Good condition.	To be moved to Parish Park in 19/20	None
Play area (Parish Park)	Good condition	Annual RoSPA inspection	None
VILLAGE HALL			
<i>Building</i>	Good condition. Internal and external painting done in past 2 years.	General maintenance as needed. Routine cleaning.	None
<i>Furniture and equipment</i>	Good. Tables showing signs of wear.	Replace items as needed. Routine cleaning.	None
<i>Security system</i>	Alarm system, locks and CCTV in good order,	Check monthly at Village Hall committee mtg.	None
<i>Fire control</i>	Fire alarm, shutter and exit signs in good order.	Check monthly at Village Hall committee mtg.	None
<i>Heating system</i>	Good order. Repairs undertaken in past year.	Annual service.	None
<i>Kitchen equipment</i>	All appliances in good condition.	General maintenance and routine cleaning.	None
<i>Audio/video equipment</i>	Appliances in good order.	None	None
<i>Toilets</i>	Good order.	General maintenance and routine cleaning.	None