

## Lyneham & Bradenstoke Parish Council

### Detail for quote

Annual precept	Approx £42,000 exact amount not known currently
Other sources of income (p.a.):	Allotment rental – may be others but not known
Cemetery	£None
Allotments	£ Nos of plot nos not known
Town / Village Hall	£None
Playing fields	£None
Grants	£Not known
Bank interest	£Not known currently
Other sources (specify)	Not known

Accounting records (bespoke, spreadsheet or handwritten)	Handwritten cashbook/Spreadsheet/Accounting Software package (delete those not applicable and if the last case applies, identify the software) I think a spreadsheet
Nos. of bank accounts & banker	HSBC 1 current and 1 deposit
Average total no. of cheques/standing orders/direct debits/BACS payable each month (please identify approx. nos in each category)	Not known
Nos. of staff employed	Parish Clerk
Is PAYE system in place?	Not known but I hope so
Manual payroll or software package? (Please specify package)	Not known
Insurance company	Not known
Nos. of Council meetings p.a. plus detail of standing committees and frequency of their meetings p.a.	Second Tuesday of each month except August and January
Have risk assessments been carried out?	Not known
Is an asset register in place?	Not known
Does the Council have any outstanding loans to repay?	Not known but I don't think so
Are any outstanding loans repayable to the Council?	Not known but I don't think so
Have there been any formal questions/objections raised by electors in recent years?	Possibly
Detail of any other salient or relevant information that may complicate the audit	We have spoken about the current situation

<b>Clerk's name</b>	Mrs Ann Kingdon - Temporary Paris Clerk
<b>Address</b>	48a Calne Road, Lyneham, Wilts SN15 4PN
<b>Telephone</b>	01249 891586 (personal landline until PC mobile phone provided, please do not divulge to anyone else)
<b>E-mail</b>	lbpc1clerk@gmail.com
<b>Office hours</b>	When required at present
<b>Financial year quote to take effect from</b>	<b>1.4.19</b>