

# BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

exec@barntgreen.org.uk  
www.barntgreen.org.uk



## Summons and Notice of Meeting

Members are summoned to attend an **online Parish Council** meeting to be held on **5pm, Monday 15 February 2021**

The meeting is open to the press and members of the public who may access the meeting by requesting a link to the email below

[exec@barntgreen.org.uk](mailto:exec@barntgreen.org.uk)

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the allocated time as listed under agenda item 20/082a below.

The public may ask questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

### Meeting Agenda

#### 20/079 Apologies

To receive apologies from absent members and record the reason for absence.

Members are advised to forward apologies on receipt of this summons by email.

#### 20/080 **Declarations of Interest:** Councillors are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date.
- b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

Members are requested to declare their interests at this point during the meeting or alternatively lodge an interest with the Executive Officer prior to the meeting by email.

#### 20/081 **To consider any dispensations**

Written requests for the council to grant a dispensation to a councillor (as per Localism Act 2011, s33) must be with the Executive Officer before the meeting starts.

#### 20/082 **Open Session – Participation to hear from:**

A verbal report may be given during this agenda item.

- a) **Members of the Public**
- b) **Supporting organisations**, e.g., Safer Neighbourhood Team, Footpath Warden
- c) **Worcestershire County Councillor** – Peter McDonald (Beacon division)
- d) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)

#### 20/083 **To adopt previous minutes**

To approve adoption of the minutes of the parish council meeting held 18 January 2021, previously circulated but also attached.

#### 20/084 **Chairman's Report** - A verbal report may be given during this agenda item.

#### 20/085 **Executive Officer's Report**

To be advised of any decisions taken under delegated powers, receive updates to ongoing matters and list any relevant office communications since the last council meeting.

a) Station Lift Update	An update was requested on 8/02/21 and will be reported at the meeting should it be received.
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b) WCC Consultation on the Statement of Community Involvement – Planning Policy to guide waste and minerals	This is the second review of the SCI since it was first adopted by the council in 2006 following initial review in 2015. Comments are on the draft update are requested to be received by 18 March 2021. An email forwarded to members on 03/02/21 details the link to view the draft and an email address should members to wish respond.
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**20/086 Finance**

- (i) To note the current financial position and bills for payment. See attached page 3 and 4.
- (ii) To be advised of any expenditure decisions taken by Executive Officer.
- (iii) To receive interim report from the Internal Auditor. See attached.
- (iv) To note formal appraisal of EO – The formal annual appraisal of the EO has now satisfactorily concluded with automatic progression through the substantive benchmark range (1 Salary point) on 1 April 2021.

**20/087 Environment & Community Wellbeing**

- a) Total Football Pitch Hire – A request has been made that a credit note be issued against the current invoice due for payment against term 1. Total Football has been unable to run throughout the third period of lockdown due to Coronavirus restrictions. A credit note has previously been issued for term 2 during 2020 following approval at a parish council meeting held in June 2020. Members are requested to consider the request.
- b) Friends Meeting House, gifting site to Barnt Green Surgery – following a recent report that the Quakers will be vacating their premises on Sandhills Road and wish to gift the land and building to the doctors surgery, BGPC is asked to consider if wishes to express thanks to the Quakers in the form of a letter. A draft letter is circulated separately to the agenda report.

**20/088 Planning Matters –**

- a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
21/00111/FUL	13 Hewell Lane	First floor extension to the side and rear, single storey rear extension & loft conversion.

**20/089 Date of Next Meeting**

The next online Parish Council Meeting will be published on the council website 3 working days prior to meeting. Members are requested to consider a convenient date for an online parish council meeting for March.



Tracy Bodley  
Executive Officer  
08/02/2021

Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), J Jagger, J Nilsson, P Perry, S Whitehand, O Polton and M Roberts
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**Agenda Item 20/086 (i)** To note the current financial position and bills for payment.  
Current financial Position – Bank Reconciliation up to 31 January 2021

<b>Bank Reconciliation at 31/01/2021</b>			
	Cash in Hand 01/04/2020		91,946.60
	<b>ADD</b> Receipts 01/04/2020 - 31/01/2021		84,197.77
			176,144.37
	<b>SUBTRACT</b> Payments 01/04/2020 - 31/01/2021		62,319.55
<b>A</b>	<b>Cash in Hand 31/01/2021</b> (per Cash Book)		<b>113,824.82</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2021	0.00	
	Cambridge Building Society 31/01/2021	63,963.31	
	Unity Bank Deposit Account 31/01/2021	46,159.35	
	Unity Bank Current Account 31/01/2021	3,702.16	
			<b>113,824.82</b>
	Less unrepresented payments		0.00
			113,824.82
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>113,824.82</b>
	<b>A = B Checks out OK</b>		

January Payments Report – Authorised 18 January 2021

<b>January Payment List</b>				
Voucher	Description	Net	VAT	Total
155	Continuous footpath lighting energy	13.92	0.70	14.62
157	Office Energy	160.68	8.03	168.71
151	Grounds maintenance at playing field	232.41	46.48	278.89
153	Landline and Broadband	37.50	7.50	45.00
156	Dusk to dawn footpath lighting energy	258.75	51.75	310.50
158	Dog & Litter Bin Emptying - Bittell Road Playing Field	1,125.00	225.00	1,350.00
152	Pension contributions	173.52	0.00	173.52
154	Salary	1,366.68	0.00	1,366.68
159	Lengthsman Work	225.00	0.00	225.00
160	Outdoor Parish Caretaker	450.00	0.00	450.00
161	Grounds maintenance at Millennium Park	65.00	0.00	65.00
		4,108.46	339.46	4,447.92

February 2021 Payments List to be authorised for payment on 18/02/2021

<b>February Payments List</b>				
Voucher	Description	Net	VAT	Total
163	Landline and Broadband	37.50	7.50	45.00
164	Grounds maintenance at playing field	232.41	46.48	278.89
166	Christmas Tree Lights Dismantle	1,600.00	320.00	1,920.00
167	Dog bags	137.25	27.45	164.70
168	Install 2 x LEDs Station Approach Street Lamps	320.90	64.18	385.08
162	Pension contributions	173.52	0.00	173.52
165	Data Protection Annual Fee	40.00	0.00	40.00
169	Salary	1,381.69	0.00	1,381.69
170	Annual Membership	185.00	0.00	185.00
		<b>4,108.27</b>	<b>465.61</b>	<b>4,573.88</b>

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## Minutes of the Parish Council Online meeting on Monday 18 January 2021 at 5.00pm

**Members present:** Cllrs R Cholmondeley, C Hotham, P Perry, J Nilsson, S Whitehand and M Roberts

**In attendance:** Executive Officer, Tracy Bodley  
A representative of The Village Magazine

### 20/067 Apologies

Cllrs Jagger and Polton

**20/068 Declarations of Interest:** Councillors were reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date.
- b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

No declarations were received.

### 20/069 To consider any dispensations

No dispensation requests had been received.

### 20/070 Open Session - Participation to hear from:

- a) **Members of the Public** – None present.
- b) **Supporting Organisations** - None present.
- c) **Worcestershire County Councillor** – Peter McDonald (Beacon division) – Not present
- d) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)  
Cllr Hotham reported on the following;
  - i) Worcestershire County Council will increase council tax by 2.5% requiring approval at the next WCC meeting. It was further reported that there was a shortfall of £26 million and there are proposals to fund this by using 3 million of reserves, 7 million of savings to be found, 9 million of surplus from a covid grant and it is hoped there will be an approximate saving of 5 million from children's services.
  - ii) Other Worcestershire County Council news, a successful motion was approved to make it easier to introduce 20mph zones.
  - iii) District Councillors are working to redistribute old ipad's that were replaced in November to school children.
  - iv) There were no updates to give on the Cala gated access, but it was confirmed that BDC were looking into it, however due to possible legal ramifications Cllr Hotham was unable to update in a public arena.
  - v) BDC Council had made no decision on setting its council tax and no budget has been produced as yet but there was suspicion that there would be a slight increase of over 2% on a band D property.

**20/071 To adopt previous minutes**

To approve adoption of the minutes of the Parish Council meeting held 30/11/2020  
**AGREED**

The minutes of the Parish Council meeting held 30/11/2020 be approved as an accurate record of the meeting and signed by the Chairman.

**20/072 Policy and Documents Review - All approved Policies will be uploaded onto the council's website**

**a) Community Engagement Strategy**

**b) Interim Review of Three Year Forward Plan 2020-2023**

**c) Action Plan for the year ahead – 2021**

RESOLVED:

- a) That the Community Engagement Strategy be approved and signed by the Chairman.
- b) That with the inclusion of recently acquired assets the Interim Review of the Three Year Forward Plan be approved and signed by the Chairman.
- c) That the Action Plan for the year ahead 2021 be approved and signed by the Chairman.

**20/073 Chairman's Report**

Cllr Cholmondeley said that he had nothing to report that was not already detailed on the agenda.

**20/074 Executive Officer's Report**

The council was advised of decisions taken under delegated powers, updated on ongoing matters and a reported upon relevant office communications.

a) Station Lifts	<p>An update stated that the proposal to let a named contractor tender for design was approved at an assurance panel held on 14<sup>th</sup> January. Tender documents will be assembled with a view to awarding the design contract in spring.</p> <p>The requirements specification and other documents are in production which will be supplied to the designer with the staged approach to develop-design-deliver reaching a first stage milestone at the end of January.</p> <p>It is hoped that Network Rail will be in a position to communicate how the designer will deliver its programme in the next update with a representative attending a future Parish Council meeting to share progress and answer questions.</p> <p style="text-align: center;">RESOLVED: That the report was noted.</p>
b) Best Dressed Christmas Shop Window Competition 2020	<p>It was reported that following judging the winner was announced as Village Financial Solutions.</p> <p style="text-align: center;">RESOLVED: That the report was noted.</p>
c) Bittell Road Playing Field	<p>It was reported that the bench had been delivered and a meeting had occurred with the EO, Vice-Chairman and OPC to determine a suitable location for installation on the circular route.</p> <p>It was stated by Cllr Nilsson that this may need to be placed on hold until a decision had been reached</p>

	<p>regarding the siting of the new gym equipment.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>RESOLVED: That the OPC be notified to delay the installation until further notice.</p> </div>
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**20/075 Finance**

- (i) To note the current financial position and bills for payment. Authorised 18 December.

RESOLVED:

- a) That the current financial position be noted.
- b) That the list of payments be noted.

- (ii) To be advised of any expenditure decisions taken by Executive Officer. To note the Monzo (petty cash) reconciliation and authorised top up of £153.35 on 18 December. It was further reported that the Monzo debit card had been cloned and placed on stop with a new card issued. The fraudulent expenditure had been refunded to the account.

RESOLVED: That the report was noted.

- (iii) To receive budget recommendations for 2021/2022.

RESOLVED: That the budget recommendations for 2021/2022 be approved.

- (iv) To approve the precept for 2021/2022 of £65,000 (Band D impact of £63.10).

RESOLVED:

1. That the recommendation that the 21/22 precept be set at £65,000 (Band D impact of £63.10 pa) be approved.
2. That the BDC Precept form be signed by the Chairman and countersigned by the EO.

- (v) To approve the Millennium Park/Hewell Road Verges Estimate 2021

RESOLVED: That the estimate be approved.

**20/076 Environment & Community Wellbeing**

- a) To Consider the Bittell Road Outdoor Gym Equipment Tenders. Discussion over the two schemes favoured installing gym equipment in a singular area opposed to having pieces spread at intervals around the circular path. It was considered that having in a single area best utilised the remainder of the field for future activities/events with the parish council seeking recommendations from the preferred contractor to determine the most suitable location with regard to siting in a spot that was less prone to waterlog with some free drainage.

RESOLVED: That the preferred scheme from Freshair Fitness be approved and reported to BDC accordingly.

- b) To consider installation of a second verge master bollard on Greenbank Grass Verge – following debate over the necessity of installing an additional bollard, members considered possible installation of other natural materials but due to

the risk of visual hazard and ongoing maintenance implications it was decided that this was not a suitable option.

Following from a decision made at a previous parish council meeting in January 2020, it was confirmed that the parish council would not wish to set a precedent by siting bollards upon request village wide.

RESOLVED:

1. That the request to install a second bollard on the grass verge be denied.
2. That the parish Lengthsman be asked to reinstate soil and reseed the grass verge.

- c) To consider a request for two mobile food units to be sited in Barnt Green. Considerable debate over the positive and negative impact for traders and residents alike took place. It was thought by allowing mobile food trade it may encourage other mobile traders i.e. fish and chips, butchers etc. to come forward in detriment to those businesses currently located in Barnt Green village. There was a strong feeling that the council needed to protect local established trade and therefore a vote was taken to establish approval for each business on separate merit.

RESOLVED:

1. That the request for Village Urban Pizza to trade on council land be denied.
2. That the request for Artisan Street Kitchen to trade on council land be approved subject to conditions of the covenant on the land.
3. That permission be granted to use either the Bittell Road Playing Field carpark or the Commuter carpark subject to covenant conditions.
4. That a request be made to the vendor to establish operating days and times.
5. That a contract be drawn up for a period of 12 months commensurate with pitch rent charges of other parishes and Bromsgrove District Council.
6. That Cllr Hotham investigate pitch charges through BDC.
7. That the contract include conditions regarding the clearance of litter and food waste with all waste to be removed from site after trading activity and no food to be consumed on site.

**20/077 Planning Matters**

- a) There was none to be considered.

**20/078 Date of Next Meeting**

Members were requested to make themselves available for an online parish council meeting to be scheduled on 15 February at 5pm.

This meeting ended at 18:26hrs

Signed:.....

Date.....

Chairman, Barnt Green Parish Council

## Current financial position (bank reconciliation to 31 December 2020)

	<b>Bank Reconciliation at 04/01/2021</b>		
	Cash in Hand 01/04/2020		91,946.60
	<b>ADD</b> Receipts 01/04/2020 - 04/01/2021		81,713.91
			173,660.51
	<b>SUBTRACT</b> Payments 01/04/2020 - 04/01/2021		57,871.63
<b>A</b>	<b>Cash in Hand 04/01/2021</b> (per Cash Book)		<b>115,788.88</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/12/2020	0.00
	Cambridge Building Society	31/12/2020	63,963.31
	Unity Bank Deposit Account	31/12/2020	51,159.35
	Unity Bank Current Account	31/12/2020	839.74
			<b>115,962.40</b>
	Less unrepresented payments		173.52
			115,788.88
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>115,788.88</b>
	<b>A = B Checks out OK</b>		

## December Payments List

Voucher	Description	Net	VAT	Total
129	Continuous footpath lighting energy	12.73	0.64	13.37
130	Dusk to dawn footpath lighting energy	221.50	44.30	265.80
131	Best Dresses Window Trophy	14.95	2.99	17.94
137	Grounds maintenance at playing field	232.41	46.48	278.89
139	Christmas Tree, supply, install and remove	560.00	112.00	672.00
140	Feel and Clear trees in wooded area of park	330.00	66.00	396.00
141	Completion of LED Lighting Contract	2,090.00	418.00	2,508.00
142	Installation of Christmas Lights	2,540.00	508.00	3,048.00
143	Christmas Message	30.00	6.00	36.00
145	Landline and Broadband	37.50	7.50	45.00
148	Bench with Arms	207.50	41.50	249.00
132	Cutting of play area & side verges	376.00	0.00	376.00
133	Installation of Shed	240.00	0.00	240.00
134	Outdoor Parish Caretaker	450.00	0.00	450.00
135	Shelving for shed	24.00	0.00	24.00
136	Office Rent	1,237.50	0.00	1,237.50
138	Pension contributions	173.52	0.00	173.52
144	Salary	1,381.69	0.00	1,381.69
146	PAYE	565.75	0.00	565.75
147	Lengthsman Work	225.00	0.00	225.00
149	Petty cash top up	153.35	0.00	153.35
		<b>11,103.40</b>	<b>1,253.41</b>	<b>12,356.81</b>

Minute Item 20/075 (ii)

### Expenditure Decisions taken by Executive Officer – Monzo (Petty Cash) Reconciliation

Monzo Reconciliation up to 18/12/2020				
Date	Description	Supplier	Expenditure	Deposit
	Balance			32.50
13/10/2020	A4 Envelopes	Amazon	4.49	
16/10/2020	BGPC Topup			167.50
				195.51
21/10/2020	Monthly Subscription	Adobe	15.17	
30/10/2020	Online Communication Subscription	Zoom	14.39	
04/11/2020	Collins 2021 Diary	Amazon	6.76	
04/11/2020	Desktop Calendar	Amazon	4.25	
04/11/2020	Wall Calendar	Amazon	12.78	
11/11/2020	Printing of Shop Window Competition Postcards	Vista Print	39.20	
21/11/2020	Monthly Subscription	Adobe	15.17	
30/11/2020	Online Communication Subscription	Zoom	14.39	
01/12/2020	Webcam	Amazon	19.97	
01/12/2020	Noticeboard Magnets	Amazon	5.99	
07/12/2020	Photo Editor	Microsoft	0.79	
		Sub-Total Spend	148.86	
		Balance		46.65
		Top Up Request		153.35

# **DKE AUDIT SERVICES**

## **INTERNAL AUDITOR & INDEPENDENT EXAMINER**

Specialist provider to Parish Councils, Small Public Sector, Charitable, Community and Voluntary Organisations

### **Barnt Green Parish Council**

#### **Internal Auditors assessment for the completion of the AGAR Part 3 – Financial Year 2020-21**

##### **1. Introduction**

I have concluded the Council's annual internal audit. I am therefore able to complete the Annual Internal Audit Report 2020/21 which forms part of the Annual Governance and Accountability Return (AGAR) subject to the year-end evidence required as part of section I (see comments below).

My internal audit considers the evidence available to assess and ensure the Council has effective governance arrangements in place for the areas examined. In examining the governance arrangements focus has been placed on compliance with the Council's key governance 'rules', its management of risk and its financial controls. Consideration is given to the size and scope of activities undertaken by the Council.

The internal audit is not designed to identify all weaknesses in the Parish Council's systems but, it is a sample examination of systems and of testing those systems. Where weaknesses are identified during the internal audit process, which impact on governance and control, recommendations have been made.

The responsibility for the prevention and detection of fraud, error and non-compliance with the law or regulations rests with the Council. The internal audit should not be relied upon to disclose all material misstatements or frauds, errors or instances of non-compliance as may exist.

The AGAR requires the internal auditor to record their finding through a number of Yes/No/Not Covered areas. Some of the AGAR areas cover more than one governance or control area, should there be any area where a significant control or control compliance issue has occurred then a 'No' assessment is recorded. Members therefore need to refer to the comments made, being mindful that a 'No' does not mean it has inadequate control or non-compliance in all matters covered by the assessment area.

Special note – the annual internal audit was undertaken during the restrictions introduced by the Government in response to the Covid-19 pandemic. As a result the audit has been conducted remotely. The remote approach taken has applied internal audit principles.

##### **2. Summary**

In the section below I have recorded my AGAR responses and offered some comments by way of explanation for these. Members need to be mindful that this assessment is for governance and control during 2020/21 to the time of the audit review.

During the internal audit review no significant control issues or non-compliances have been identified that prevents a positive response to each of the areas covered by the AGAR. One recommendation and two observations have been made.

### 3. Internal Audit Assessment

The table below follows the format of the AGAR, for each sections questions have been answered with supporting evidence provided which has been examined and assessed.

AGAR Internal Control Objective, Internal Audit assessment and related comments	Yes /No
<b>A. Appropriate accounting records have been properly kept throughout the financial year.</b>	Yes
<p>The Council has put in place effective procedures to accurately and promptly record all financial transactions, it has maintained up to date accounting records throughout the year, together with all necessary supporting information. Invoices are recorded on the Scribe Accounting Software the payments are supported by purchase orders and delivery acknowledgements that are retained as hard copies with the invoices.</p> <p>The cashbook is up to date, the financial position and payments are reported to the Council, payments are approved, and all are recorded in the minutes. An effective overall internal control environment operates.</p>	
<b>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved VAT was appropriately accounted for.</b>	Yes
<p>Due to Covid-19 the requirement to have an Annual Meeting has been deferred as is allowed, the last approved Financial Regulations have operated during 2020-21.</p> <p>Based on a sample examination of a number of payments selected from the cashbook confirmation was gained that payments have been made in accordance Financial Regulations, payments are supported by invoices.</p> <p>There are effective links and controls between the order of goods, works and services and the payment, with transaction being properly and promptly recorded in the cashbook. The payments have been properly approved and VAT has been appropriately accounted for.</p> <p>The review of the minor payments made on the Monzo card show these are in line with that expected, these are controlled and approved retrospectively.</p>	

AGAR Internal Control Objective, Internal Audit assessment and related comments	Yes /No
<p>A sample number of Financial Regulations were tested and appropriate evidence and explanations were obtained to confirm compliance, this included the letting of contracts during the year and the awards of grants.</p> <p>Effective management and control over the Council’s bank accounts and its investments are present.</p> <p><u>Improvement Opportunity</u></p> <p>As part of the sample review of payments it was noted that the Council has two separate contracts for similar, but not identical, types of grounds maintenance work. These contracts run to differing renewal dates. In order to ensure and demonstrated best value has been considered then upon renewal there may be opportunity to test the market as both a combined contract and as separate contracts. The offer of a contract extension or a short term award may be needed in order to align the contract terms.</p>	
<p><b>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</b></p>	<p><b>Yes</b></p>
<p>The Council has a comprehensive risk management policy that includes risk assessment and risk control arrangements. The Council’s risk register includes control arrangements and frequency of review. The register shows control compliance. Events have been limited in the year as a result of Covid-19. Last year’s audit showed that where events are held effective risk reviews are undertaken.</p> <p>There is a range of appropriate policies in line with the size and operations of the Council. Key risk areas are covered.</p> <p>The insurance policy covers the areas expected for a Parish Council and the assets have been insured in line with the assessed values.</p> <p>IT arrangements have been discussed and there is effective IT and data control arrangements operating.</p> <p><u>Improvement Opportunity</u></p> <p>The Council has employee related policies. As the ‘employer’ it would be beneficial to have a risk assessment undertaken of the Parish Clerks home working arrangements to ensure appropriate Health &amp; Safety requirements are met.</p>	
<p><b>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</b></p>	<p><b>Yes</b></p>

AGAR Internal Control Objective, Internal Audit assessment and related comments	Yes /No
<p>The budget covers all of the Councils activities, income sources and expenditure, and these are included in all budget monitoring reports. An effective budget setting process operates that identifies the funding need based on services and commitments. The precept has been set in accordance with the agreed and approved budget requirement.</p> <p>Budget monitoring is by monthly payment reports presented at Council meetings. The budget impact from contract quotations received are reported.</p> <p>The Council has a Reserves Policy, and reserves are maintained in accordance with the policy. The reserves are appropriate for the Council (based on its expenditure levels). The earmarked were discussed and confirmation obtained that these are for specific projects and projected costs.</p>	
<p><b>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</b></p>	<p><b>Yes</b></p>
<p>The Council receives limited income beyond the precept. Where income is due it is promptly invoiced and when received banked. The income for the use of the football pitch was returned due to the impact of Covid-19 and appropriate approval to do this is present.</p> <p>The Council has funds available from the New Homes Bonus scheme with terms to carry out the intended project within the financial year. The planting project has not gone ahead as yet due to Covid-19 restrictions. Discussions to vary the terms to enable use will be progressed.</p> <p>The Council has received £10k from the Covid-19 Business Support Grant Scheme, I have been advised this is to be added to general reserves.</p> <p>Assurances that all expected income is received occurs through the budget monitoring process. Income related VAT is properly accounted for.</p> <p>Evidence of a fees being reviewed and set by the Council was requested.</p> <p><u><a href="#">Recommendation</a></u></p>	

AGAR Internal Control Objective, Internal Audit assessment and related comments	Yes /No
<p>The fees for the hire of the football pitch, and any other charges the Council may make, should be formally reviewed and approved in accordance with Financial Regulation 9.3. 'The council will review all fees and charges at least annually, following a report of the Executive Officer'.</p>	
<p><b>F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</b></p>	<p><b>Not Covered (no Petty Cash)</b></p>
<p>The Council does not operate a traditional petty cash systems. It does have the Monzo card which is used for minor purchases, this is effectively controlled though the payment approval process.</p>	
<p><b>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.</b></p>	<p><b>Yes</b></p>
<p>The salary payable to the Parish Clerk has been approved by Members through the employment contract process. Actual payments are in accordance with agreed terms and relevant employment related deductions are made. Employer liabilities have been paid.</p> <p>An approved allowance for the Council Chair is budgeted for.</p> <p>The employment status of specific service providers has been discussed to verify the requirements of IR35 have been followed.</p>	
<p><b>H. Asset and investments registers were complete and accurate and properly maintained.</b></p>	<p><b>Yes</b></p>
<p>The Council has a comprehensive and up-to-date asset register which is periodically reviewed by Members. The value of assets have been reviewed within the year and the insurance policy amended accordingly (a recommendation from the last internal audit report).</p> <p>There is evidence of effective control systems to ensure the Council's assets have been secured, properly maintained and efficiently managed throughout the year. All assets on land within the parish owned by the Council are inspected on a weekly basis by the Outdoor Parish Caretaker with inspection records being retained. All playground areas are inspected annually by Rospa.</p> <p>The Council's retained funds are held in investment accounts that are periodically reviewed.</p>	
<p><b>I. Periodic and year-end bank account reconciliations were properly carried out.</b></p>	<p><b>Yes*</b></p>

AGAR Internal Control Objective, Internal Audit assessment and related comments	Yes /No
<p>Evidence shows that statements reconciling each of the Council's bank accounts with its accounting records been undertaken and presented on a regular basis (in accordance with Financial Regulations), and these have been reviewed and agreed by Members.</p> <p><i>*This assessment is provisional based on the evidence at the time of the internal audit. Confirmation that the financial year-end statements, reconciling each of the Council's bank accounts with its accounting records have been presented, reviewed and agreed by members of the Council, will be gained after the end of March 2021.</i></p>	
<p><b>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.</b></p>	Yes
<p>The accounting statements have been prepared on the correct accounting basis. The accounting process as reviewed is effective and appropriate; the accounting statements agree to the cash book and are supported by an adequate audit trail from underlying records. Members review payments each meeting and verify the bank reconciliation, there is adequate evidence to show that Members have effective financial control.</p>	
<p><b>K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt (<i>If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered"</i>).</b></p>	Not Covered
<p>The Council did not certify itself as exempt in 2019/20 and therefore had a limited assurance review of its AGAR.</p>	
<p><b>L. The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.</b></p>	Yes
<p>Evidence confirms the Council correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.</p>	
<p><b>M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.</b></p>	Not Applicable
<p>The Council (as a body) does not have trust or charitable responsibilities.</p>	

**Other Area – to be covered as appropriate**

<b>Internal Control areas and Internal Audit comments</b>
<b>Review of the implementation of recommendations from the previous year's Internal and External Audit Reports</b>
<b><u>From last internal audit report</u></b>  <b><u>Asset value to insured value</u></b> <i>The correlation between the value of the assets stated in the asset register and the insured values could be reviewed.</i>  The review of the value of assets shown on the asset register to the value of the items insured has not occurred. However, work is in progress to add the insured value and the replacement cost of assets to the asset register. This will identify any variance between the values that need consideration. At the time of the audit the approximate value of the items on the asset register was £210,000 the value of assets on the insurance schedule was £110,000.  This recommendation has now been actioned.  <b><u>From last external audit report</u></b> There were no recommendations from the external auditor, there was a comment about the Internal Audit AGAR return that was addressed.
<b>Any other governance or financial control issues arising during the internal audit</b>
None
<b>Any 'unusual' matters arising from the review of the minutes of Council and Committee meetings (these approach to risk and control)</b>
None
<b>Any matters referred by the Council or the Clerk for review</b>

None

**JPAG Governance and Accountability Practitioners Guide 2020 (sample compliance assurance)**

Members are aware of this guidance, it is referenced as proper practice in Financial Regulations and the Clerk has advised she make periodic reference to it in meetings.

The draft version of this report was discussed and agreed by the Parish Clerk.

The internal auditor wishes to acknowledge the support and assistance provided by the Parish Clerk during the internal audit review.

*Duncan Edwards*

Internal Audit undertaken on 06 January 2021

Duncan Edwards (2020/21 internal audits)