

NOTICE OF A MEETING OF WALL PARISH COUNCIL

To be held at 7:30 pm on Tuesday 19 May 2020

Email: wallparishcouncil@live.co.uk

Website: www.wallparishcouncil.com

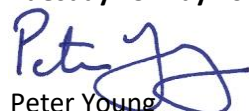
14 May 2020

Note: This meeting will be held as a virtual meeting (via video conferencing) under regulations made in the Coronavirus Act 2020. It will not be the scheduled 'Annual' Council meeting. The agenda has been restricted to essential items only and there is no Public Forum.

Any members of the Public or Press wishing to view the meeting should contact the Clerk (email address as above) at least one day before the meeting.

Dear Councillor

You are summoned to attend a Meeting of Wall Parish Council to be held remotely at **7.30 pm** on **Tuesday 19 May 2020** at which the following business will be transacted.



Peter Young
Parish Clerk

AGENDA

- 1. Apologies:** To receive apologies and approve reasons for absence.
- 2. Minutes:** To approve the Minutes of the Meeting held on 21 January 2020 (**Appendix 1**).
[The meeting scheduled for 17 March 2020 was cancelled due to coronavirus.]
- 3. Matters Arising on the Minutes**
- 4. Declarations of Interest and Dispensations**
To receive Declarations of Interests and to consider the grant of Dispensations.
- 5. Appointments:** To confirm that appointment of
 - Internal Auditor (Alan Toplis Associates)
 - Representatives on LDC Parish Forum (Cllr M J Crowe)
 - Representative on Wall Village Hall Management Committee (Cllr M J Crowe)
- 6. Any URGENT Reports from Chairman, Councillors and Clerk**
- 7. Planning Applications**
 - To consider any new planning applications (none at agenda date)
 - To note decisions on previous applications, as follows:

Ref	Details	Wall PC Comment	LDC Decision
19/01179/COU Chesterfield House, Ashcroft Lane	Conversion/extension of out-buildings to form 3-bedroom dwelling with parking/turning	No objections	Awaited
19/01699/FUL Manor Farm	Retention of flue to serve biomass boiler	No objections	Approved 5/2/20
19/01736/FULM Barn Farm, Hilton	Erection of agricultural building for cold storage with lean-to canopy	Recommend REFUSAL	Awaited
20/00015/FUH Fosseway Court, Pipehill	Installation of two storey monopitch stairwell and replacement conservatory	No objections	Approved 2/3/20
20/00155/FUH Strathmore, Muckley Corner	Single storey extension to side and extension of existing pitched roof to opposite side	No objections	Awaited
20/00233/FUL Little Oaks Farm, Muckley Corner	Installation of link extension between 2 existing buildings to form a two-bedroom dwelling with mezzanine	No objections	Approved 5/5/20
20/00145/FUL The Glade, Muckley Corner	Removal of existing outbuildings and construction of 2-bedroom bungalow	No objections	Refused 6/4/20
20/00295/FUL Pipe Hill House, Walsall Road	Extension to existing garage block	No objections	Approved 29/4/20

- 8. Accounts for the Year ending 31 March 2020 (Appendix 2)**
To note the Receipts and Payments for the year ending 31 March 2020, together with the bank reconciliation at 31 March 2020.
- 9. Budget Out-turn Report for the Year ending 31 March 2020 (Appendix 3)**
To note the Budget Out-turn Report for the year ending 31 March 2020.
- 10. Internal Audit Report for the year ending 31 March 2020 (Appendix 4)**
To note the Internal Audit Report for the year ending 31 March 2020 (to be circulated by email).
- 11. Annual Return (Audit Statements) for the year ending 31 March 2020 (Appendix 5)**
To approve:
 - a. the Certificate of Exemption
 - b. the Annual Governance Statement
 - c. the Accounting Statements
- 12. Accounts for Payment**
To approve the payment of accounts and bank reconciliation at 30 April 2020 (to be circulated by email).
- 13. Delegated Authority - Coronavirus**
To resolve that until further notice, delegated authority be granted to the Clerk (in consultation with the Chairman and Vice Chairman) to make decisions on any matter of urgent and necessary business prior to the next meeting of Council.
- 14. Date and time of next meetings**
Tuesday 21 July 2020, 7.30pm
Tuesday 15 September 2020, 7.30pm
(Meetings will be held remotely, or at Wall Village Hall if permissible under 'lockdown' legislation).

* * *

Appendix 1

WALL PARISH COUNCIL

Minutes of the Meeting of Wall Parish Council held on Tuesday 21 January 2020 at 7:30 pm at Wall Village Hall

Present: Cllrs M J Crowe (Chairman), R Barker, P Sampson, C Rubisch, F Robertson and A Ryman.

In Attendance: County Cllr David Smith, two members of the public, and Peter Young (Clerk).

Apologies: None.

65. Declarations of Interest and Dispensations:

Cllr A Ryman had a pecuniary interest in item 75b but the item simply reported action already taken and was not discussed at this meeting. No other councillor had an interest not covered by a dispensation.

66. Minutes

Minutes of the Council meeting held 20 November 2019 were approved and signed as a correct record.

67. Matters Arising on the Minutes: None, not included on the agenda.

68. Public Session

A member of the public reported on progress for a village event to commemorate the 75th anniversary of VE Day in May 2020. Publicity leaflets had been produced and circulated.

69. District and County Councillors' Reports

Apologies were received from the District Councillors who were unable to attend.

County Councillor David Smith reported on flooding problems on Cranebrook Lane, Hilton, which were apparently related to block drains following overflow from potato washing on an adjacent site.

The Chairman thanked the County Councillor for his attendance and reports.

70. Policing Matters:

No Police present. It was noted that the details of the PCSOs on the noticeboard needed updating.

71. Reports from Chairman, Councillors and Clerk

- a. Preparations for 2020 Best Kept Village (BKV) Competition: The Clerk informed members that the Community Foundation for Staffordshire, who organised the BKV competition, would be holding a BKV Roadshow in Longdon on 7 February.
- b. Preparations to commemorate the 75th anniversary of VE Day: Further to discussion during the Public Forum it was noted that an application had been submitted for £100 of funding from the County Councillor's Local Initiatives Fund.
- c. Update on arrangements for Village Lengthsman appointment: It was reported that the possible contractor who had been suggested was not available. **Action:** Clerk to contact Shenstone Parish Council regarding the possible availability of their assistant lengthsman.
- d. SPCA Councillor Training Course 19 February: Details to be circulated to members, and the Council would pay the cost of any member attending.
- e. John Linney memorial plaque: Members agreed the suggested wording for the plaque. It was noted that the wording would also need to be agreed by the Village Hall Committee.

72. Highways and Open Spaces

- a. Wall Island: The Clerk read the response he had received from Highways England. Due to reallocation of funding, the improvement works to the lane layout and signage which were to have taken place in May 2019 had been reduced to only repainting of the existing white lines **Action:** Clerk to write to Christopher Pincher MP seeking his co-operation to secure funding for improvements at the Island. A copy of the correspondence to be submitted to Shenstone Parish Council.

- b. Response from SCC re bus route reversing at the Butts: The Clerk read the response he had received from SCC Public Transport Unit that the reversing manoeuvre at The Butts was permitted and that altering the route to the longer alternative route via the A5 Wall bypass, was not financially viable to the County Council which subsidised the service.
- c. Community Payback Team: Councillor P Sampson reported on ongoing work being undertaken on the fortnightly visits. A quantity of leaves which had been collected at the churchyard had been removed through the combined efforts of equipment and facilities provided by Councillors R Barker and A Ryman.
- d. Code of Conduct training: The Clerk reported on the Code of Conduct training session at LDC offices on 7 January 2020 which he had attended with the Chairman. **Action**: the notes given at the training session to be circulated to all members.
- e. Wall Speed sign: This had now been repaired and was back in situ. The Clerk was thanked for arranging the repair with the suppliers, free of charge.
- f. Wall car park overnight parking: It was reported that a car was still present and had now been permanently parked there for some 3 months. The Clerk reported on the response from LDC and there was a detailed discussion on possible action. **Action**: Clerk to contact PCSO to ask if she could speak to the vehicle owner. In addition, a means of enforcing a ban on overnight parking in the car park to be placed on the agenda for the March Council meeting.

73. Lichfield Local Plan Review Consultation

Lichfield District Council was currently consulting on its Local Plan Review. The Review contained no major development proposals relating to Wall parish. **Action**: Clerk to submit comments that the narrow Green Belt between the south of Lichfield and Wall needed to be protected from development; in particular the vulnerable area around Wall Island.

74. Lichfield City Centre Masterplan Consultation

It was noted that Lichfield District Council was consulting on a masterplan for Lichfield city centre.

75. Planning Applications

a. New applications:

i. 19/01736/FULM Barn Farm, Cranebrook Lane, Hilton

Erection of agricultural building for cold storage with lean-to canopy, private way/track to serve potato grader, hardstanding and associated works (part retrospective).

Resolved: Detailed objections to be submitted based on the previous objections.

ii. 20/00015/FUH Fosseway Court, Fosseway Lane, Pipehill

Installation of two storey monopitch stairwell to side to encase the stair core with materials to match existing and replacement conservatory to rear. **Resolved: No objections.**

b. Decisions on previous applications: The following was noted:

Ref	Address	Details	Wall PC Comment	Decision
19/01699/FUL	Manor Farm, Wall Lane	Retention of flue to serve biomass boiler	No objections	Awaited

76. Parish Council Website

It was noted that the current website was very basic, would not comply with the Public Sector Bodies Website Accessibility Regulations coming into effect in September, and did not currently have an SSL certificate.

Resolved: to take up the SCC website offer at £125 p.a. which would meet the new requirements.

77. Requests for Funding

A request had been received from the St John's PCC for a contribution towards the costs of churchyard maintenance in 2019. A schedule of expenditure incurred by the PCC had been circulated to councillors. **Resolved: That the Council make a grant of £1,307.82.**

78. Budget and Precept for 2020/21

A draft budget, circulated as Appendix 2 to the agenda, was discussed.

RESOLVED: That the budget for 2020/21 be adopted, with a Precept of £11,845.

79. Accounts for Payment and Bank Reconciliation

The bank reconciliation for 31 December was circulated and noted.

Resolved: payment of the following:

Date Paid	Chq.	Payee	Details	TOTAL
03/12/19	800	Wall Village Hall	Room Hire 20/11/19 Council	18.00
03/12/19	801	Wall Village Hall	Use by Payback Team 22/9/19 to 17/11/19	80.00
21/01/20	834	Npower Ltd	H3120001 Car park light 1/10/19 to 31/12/19	40.71
21/01/20	835	PW Total £48.75	Reimbursement for wheelie bin 2020	36.00
			Reimbursement for VE Day envelopes	12.75
21/01/20	836	Benhill Press	500 VE Day leaflets	99.00
21/01/20	837	Wall Village Hall Total £98.00	Use by Payback Team 24/11/19 to 19/1/20	80.00
			Room Hire 21/1/20 Council	18.00
21/01/20	838	P. Young	Net Salary + expenses Dec/Jan	441.73
21/01/20	839	HMRC	PAYE on salary	97.40
21/01/20	840	St John's Wall PCC	Grant for churchyard maintenance	1,307.82
				2,231.41

80. Calendar of Meetings 2020/21

The Calendar of Meetings was agreed as follows:

Tue 17 March 2020, 7:30 pm, Wall Village Hall.

Tue 19 May 2020, 7:30 pm, Wall Village Hall (Annual Council, preceded by Annual Parish Meeting)

Tue 21 July 2020, 7:30 pm, Wall Village Hall

Tue 15 September 2020, 7:30 pm, Wall Village Hall

Tue 17 November 2020, 7:30 pm, Wall Village Hall

Tue 19 January 2021, 7:30 pm, Wall Village Hall

Tue 16 March 2021, 7:30 pm, Wall Village Hall

Tue 18 May 2021, 7:30 pm, Wall Village Hall (Annual Council, preceded by Annual Parish Meeting)

* * *

There being no further business the Chairman declared the meeting closed at 9:00 pm

Chairman:

Date:

Appendix 2

Wall Parish Council - Receipts and Payments 1 April 2019 to 31 March 2020

Payments

Date Paid	Chq No.	Payee	Details	TOTAL	VAT Paid	Employee Costs	General Admin	L/man & Grass	Projects	Grants Paid	Npower
01/04/19	789	JRB Enterprise Ltd	Poop bag dispenser	134.70	22.45				112.25		
01/04/19	790	M J Crowe (reimburse)	Calico UK - Domain Name	24.00	4.00		20.00				
		Total £53.95	Spanglefish - website hosting	29.95	4.99		24.96				
24/04/19	791	Wall Village Hall	Grant for porch floor repairs	480.00	-					480.00	
24/04/19	792	H Willett Machinery	Petrol mower and hedge-trimmer	480.00	80.00				400.00		
24/04/19	793	Npower Ltd	H3120001 Car park light 1/2/19 to 31/3/19	87.44	4.16						83.28
		Total £358.59	H3120001 Phonebox light 1/4/18 to 31/3/19	271.15	12.91						258.24
03/05/19	794	P Sampson (reimburse)	Toolstation - Fence stain etc	48.68	8.11				40.57		
15/05/19	806	Toplis Associates	Internal audit 2018/19	123.60	20.60		103.00				
15/05/19	807	SJL Landscapes	Verge cutting April 2019	146.74	24.46			122.28			
15/05/19	808	P Sampson (reimburse)	Poo bag dispenser - signage	8.78	-				8.78		
		Total £49.10	Amazon UK - Petrol can and paint etc	33.32	5.55				27.77		
			Co-op - petrol for mower	7.00	1.17				5.83		
15/05/19	809	Came and Co	Insurance to 31 May 2020	400.06	-		400.06				
	810	CANCELLED	CANCELLED								
15/05/19	811	M J Crowe (reimburse)	H Willett - mower repair	26.76	4.46				22.30		
		Total £46.56	Mileage	19.80	-		19.80				
15/05/19	812	P. Young	Net Salary Apr/May + expenses Feb-May	466.14	-	389.04	77.10				
15/05/19	813	HMRC	PAYE on salary	97.20	-	97.20					
15/05/19	814	Wall Village Hall	Use by Payback Team 24/3/19 to 12/5/19	80.00	-				80.00		
		Total £98.00	Room Hire 15/5/19 Council	18.00	-		18.00				
15/05/19	815	SJL Landscapes	Verge cutting May 2019	146.74	24.46			122.28			
15/05/19	816	Wall Village Hall	Contribution - front garden area landscaping	200.00	-				200.00		
		Total £400	Grant for John Linney memorial planters	200.00	-					200.00	
26/06/19	817	P Sampson (reimburse)	Country Gardening - 1 litre of 2 stroke oil	16.00	2.67				13.33		
26/06/19	818	MJ Crowe (reimburse)	Projector	694.80	115.80				579.00		
26/06/19	819	P Young (reimburse)	Barriers Direct barrier for lamp-post	88.20	14.70				73.50		
28/06/19	820	C Rubisch (reimburse)	Petrol for brushcutter	10.00	1.67				8.33		
17/07/19	821	SJL Landscapes	Verge cutting June 2019	146.74	24.46			122.28			
17/07/19	822	Wall Village Hall	Use by Payback Team 19/5/19 to 14/7/19	80.00	-				80.00		
		Total £98.00	Room Hire 17/7/19 Council	18.00	-		18.00				
17/07/19	823	GeoXphere	Digital mapping year from 30 June 2019	60.00	10.00		50.00				
17/07/19	824	P. Young	Net Salary + expenses June/July	431.51	-	389.04	42.47				
17/07/19	825	HMRC	PAYE on salary	97.20	-	97.20					
02/09/19	826	SJL Landscapes	Verge cutting July 2019	146.74	24.46			122.28			
02/09/19	827	P Sampson (reimburse)	Petrol for mower	14.39	0.00				14.39		
18/09/19	795	Darwin Electrical	Phonebox light and car park light barrier	346.80	57.80				289.00		
18/09/19	796	Wall Village Hall	Use by Payback Team 21/7/19 to 15/9/19	80.00	-				80.00		
		Total £98.00	Room Hire 18/9/19 Council	18.00	-		18.00				
18/09/19	797	P. Young	Net Salary + expenses Aug/Sept	432.12	-	389.04	43.08				
18/09/19	798	HMRC	PAYE on salary	97.20	-	97.20					
18/09/19	799	SJL Landscapes	Verge cutting August 2019	146.74	24.46			122.28			
05/10/19	828	PW	Reimbursement for wheelie bin 2019	36.00	-			36.00			
05/10/19	829	SJL Landscapes	Verge cutting Sept 2019	146.74	24.46			122.28			
20/11/19	830	SJL Landscapes	Verge cutting Oct 2019 (final)	146.74	24.46			122.28			
20/11/19	831	Npower Ltd	H3120001 Car park light 1/7/19 to 30/9/19	40.72	1.94						38.78
20/11/19	832	P. Young	Net Salary + expenses Oct/Nov	430.72	-	389.04	41.68				
		Total £506.72	Reimburse SLCC Membership to 1/11/20	76.00	-		76.00				
20/11/19	833	HMRC	PAYE on salary	97.20	-	97.20					
03/12/19	800	Wall Village Hall	Room Hire 20/11/19 Council	18.00	-		18.00				
03/12/19	801	Wall Village Hall	Use by Payback Team 22/9/19 to 17/11/19	80.00	-				80.00		
21/01/20	834	Npower Ltd	H3120001 Car park light 1/10/19 to 31/12/19	40.71	1.94						38.77
21/01/20	835	PW Total £48.75	Reimbursement for wheelie bin 2020	36.00	-			36.00			
			Reimbursement for VE Day envelopes	12.75	2.13				10.62		
21/01/20	836	Benhill Press	500 VE Day leaflets	99.00	-				99.00		
21/01/20	837	Wall Village Hall	Use by Payback Team 24/11/19 to 19/1/20	80.00	-				80.00		
		Total £98.00	Room Hire 21/1/20 Council	18.00	-		18.00				
21/01/20	838	P. Young	Net Salary + expenses Dec/Jan	441.73	-	388.84	52.89				
21/01/20	839	HMRC	PAYE on salary	97.40	-	97.40					
21/01/20	840	St John's Wall PCC	Grant for churchyard maintenance	1,307.82	-					1,307.82	
20/03/20	841	Paul Wright	Reimbursement for VE day bunting etc	64.75	10.79				53.96		
20/03/20	842	SPCA	Membership (1 year from 1/4/20)	152.00	-		152.00				
20/03/20	843	P Sampson	Reimbursement for dog poo bags	37.50	6.25				31.25		
20/03/20	844	P. Young	Net Salary + expenses Feb/March	436.24	-	389.04	47.20				
20/03/20	845	HMRC	PAYE on salary	97.20	-	97.20					
20/03/20	846	Wall Village Hall	Council Meeting 17 March	18.00	-		18.00				
				10,465.72	565.31	2,917.44	1,258.24	927.96	2,389.88	1,987.82	419.07

Receipts

Date	Ref	Payee	Details	TOTAL	VAT Refund	Precept	Wall Leaflets	L/man & Grass	Projects	Grants Rec'd	Other
16/04/19	1	LDC	Precept	11,600.00		11,600.00					
26/07/19	2	Wall Leaflets	Wall Leaflets	97.51	0.00		97.51				
27/09/19	3	Wall Leaflets	Wall Leaflets	35.94			35.94				
27/11/19	4	Wall Leaflets	Wall Leaflets	19.61			19.61				
18/12/19	5	SCC	Verge mowing 2019	950.00				950.00			
17/01/20	6	HMRC	VAT refund for 2019 year	548.35	548.35						
21/01/20	7	Wall Leaflets	Wall Leaflets	12.65			12.65				
11/03/20	8	SCC	V.E. Day Grant	75.00						75.00	
23/03/20	9	Wall Leaflets	Wall Leaflets	14.80			14.80				
				13,353.86	548.35	11,600.00	180.51	950.00	0.00	75.00	0.00

Bank Reconciliation at 31 March 2020

<u>Accounts</u>	
a. Balance b/f 1st April	13,579.43
b. Total Receipts	13,353.86
c. Total Payments	10,465.72
d. Profit / Loss on year (b-c)	2,888.14
e. Closing Balance (a+d)	16,467.57

<u>Bank balances</u>		
Current Account statement	24	16,739.82
Add unrepresented income		0.00
Less unrepresented chqs: 841 £64.75;		
842 £152; 843 £37.50; 846 £18		-272.25
		16,467.57

Appendix 3

WALL PARISH COUNCIL Out-turn Report 19/20 & Budget 20/21

	2018/19	2019/20 Actual	2019/20 Budget	Variance	2020/21 Budget
<u>RECEIPTS</u>					
PRECEPT	10,600.00	11,600.00	11,600.00	0.00	11,845.00
Lengthsman and grass cutting	950.30	950.00	950.00	0.00	710.00
Wall Leaflets	126.62	180.51	170.00	10.51	150.00
Npower Refund	-	0.00	273.93	-273.93	273.93 1
Grants Received	-	75.00	0.00	75.00	-
VAT refunds	857.47	548.35	548.35	0.00	300.00
Gross Receipts	12,534.39	13,353.86	13,542.28	-188.42	13,278.93

PAYMENTS

Employee Costs	2,847.84	2,917.44	2,920.00	-2.56	3,005.00
General Administration	1,106.09	1,258.24	1,210.00	48.24	1,300.00
Lengthsman and grass cutting	1,500.00	927.96	1,200.00	-272.04	1,800.00
Speedwatch sign	2,996.93	0.00	0.00	0.00	-
Other Projects	1,155.27	2,389.88	2,200.00	189.88	4,350.00
Car park light	288.07	419.07	289.00	130.07	250.00
Grants paid out	1,300.00	1,987.82	1,990.00	-2.18	2,000.00
Election Cost May 2019	-	0.00	1,600.00	-1,600.00	1,600.00 2
VAT on payments (refundable)	848.62	565.31	550.00	15.31	300.00
Gross Payments	12,042.82	10,465.72	11,959.00	-1,493.28	14,605.00

BALANCES

Opening Balance 1 April	13,087.86	13,579.43	13,579.43	0.00	16,467.57 3
Profit (Loss) on year	491.57	2,888.14	1,583.28	1,304.86	-1,326.07
Closing Balance	13,579.43	16,467.57	15,162.71	1,304.86	15,141.50

	2018/19	2019/20 Actual	2019/20 Budget	2020/21 Budget
<u>COUNCIL TAX ANALYSIS</u>				
Precept	10,600	11,600	11,600	11,845
Apportioned Tax Base	196.10	196.23	196.23	200.40
Resultant Band D Tax	54.05	59.11	59.11	59.10

Notes

- 1** Refund was due in 19/20 but not yet received, so now moved to 20/21 budget
- 2** Budgetted in 19/20 but no bill received from LDC, so now moved to 20/21 budget
- 3** Opening Balance 1 April 2020 has been amended to reflect actual balance brought forward

Appendix 4

Annual Internal Audit Report 2019/20

Wall Parish 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 2020.

The internal audit for 2019/20 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.	NO PETTY CASH KEPT ✓		
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. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

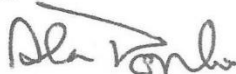
Date(s) internal audit undertaken

15/10/2019 06/05/2020

Name of person who carried out the internal audit

Alan Toplis - Toplis Associates Ltd

Signature of person who carried out the internal audit



Date 06/05/2020

*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).

Appendix 5

Certificate of Exemption – AGAR 2019/20 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2020, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

ENTEWall Parish Council RITY

certifies that during the financial year 2019/20, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2019/20: £13,354 R AMOUNT £00,000

Total annual gross expenditure for the authority 2019/20: £10,466 R AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	DD/MM/YYYY
SIGNATURE REQUIRED	DD/MM/YYYY		
Signed by Chairman	Date	as recorded in minute reference:	MINUTE REFERENCE
SIGNATURE REQUIRED	DD/MM/YYYY		

Email of Authority	Telephone number
wallparishcouncil@live.co.uk EMAIL ADDRESS REQUIRED	07733 089655 NUMBER

*Published web address

https://wallparishcouncil.com PUBLISHED WEBSITE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTWALL Parish Council RITY

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 2020, 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.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Section 2 – Accounting Statements 2019/20 for

ENTEWALL PARISH COUNCIL RITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	13,088	13,579	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	10,600	11,600	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,934	1,754	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	2,848	2,917	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
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	9,195	7,548	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	13,579	16,468	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	13,579	16,468	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	5,964	8,769	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. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2020 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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED