

NOTICE OF A MEETING OF WALL PARISH COUNCIL

To be held at Wall Village Hall at 7:30 pm on Tuesday 4 May 2021

Members of the public and press are welcome to attend

Email: wallparishcouncil@live.co.uk

Website: www.wallparishcouncil.com

27 April 2021

N.B. This meeting will be held as a virtual meeting (via video conferencing) under regulations made in the Coronavirus Act 2020. Any members of the Public or Press wishing to view the meeting on Zoom should contact the Clerk (email address as above) at least one day before the meeting.

Dear Councillor

You are summoned to attend the Annual Meeting of Wall Parish Council to be held remotely at **7.30 pm** on **Tuesday 4 May 2021** at which the following business will be transacted.



Peter Young
Parish Clerk

AGENDA

1. **Election of Chairman for the ensuing year** (and declaration of acceptance of office as Chairman)
2. **Appointment of Vice Chairman for the ensuing year**
3. **Apologies:** To receive apologies and approve reasons for absence.
4. **Declarations of Interest and Dispensations**
To receive Declarations of Interests and to consider the grant of Dispensations.
5. **Minutes:** To approve the Minutes of the Meeting held on 16 March 2021 (**Appendix 1**)
6. **Matters Arising on the Minutes**
7. **Policing Matters**
8. **District and County Councillors' Reports**
9. **Appointments:** To confirm appointments of:
 - a. Internal Auditor (currently Alan Toplis Associates Ltd)
 - b. Representative on Wall Village Hall Management Committee (currently Cllr M J Crowe)
10. **Annual Review of:** Standing Orders & Financial Regulations, Risk Register, training for councillors and officers, Asset Register, Insurance cover.
11. **LGA Model Code of Conduct:** To adopt the new Model Code of Conduct as produced by the Local Government Association. A copy has been emailed to all councillors.
12. **Reports from Chairman, Councillors and Clerk**
 - a. Newsletter
 - b. Any other matters
13. **Highways and Open Spaces**
 - a. General works around the village
 - b. Stiles and footpaths
 - c. Any other Highways and Open Spaces matters

14. Phonebox Electricity Supply

A new supply has been arranged from SSE Business Energy. This is for a one-year contract commencing 7 May at a cost of £91 per annum payable by monthly direct debit. This compares with the current cost being charged by Npower of £424 per annum.

15. Planning Applications

- a. To consider any new planning applications – none at agenda date.
- b. To note decisions on previous applications:

| Reference | Details | Wall PC Comment | LDC Decision |
|---|---|---|---------------------|
| 19/01736/FULM Barn Farm, Hilton | Erection of agricultural building for cold storage with lean-to. | Recommend Refusal | Approved 23/4/21 |
| 20/00055/COU 20/00056/LBC Land adj. Moatbank House, Moat Bank | Barn conversion to form a 3-bedroom dwelling and erection of a detached double garage | No objections. | Approved 29/1/21 |
| 20/00480/FUH Church Farm, Green Lane, Wall | Single and 2-storey extensions and conversion of outbuilding | No objections subject to various comments regarding its location in the conservation area and proximity to the Scheduled Monument | Pending |
| 20/01265/FULM Springhill Farm, Walsall Road, Muckley Corner <i>NB Not in Wall Parish but would impact on the parish</i> | Variation of conditions to approved plans 09/00069/FULM relating to site layout including access and reception building | Recommend Refusal: original approval required a roundabout access, and this should be retained for highway safety grounds. Revised reception building is higher than previously and would therefore represent an unacceptable non-conforming development in the green belt. | Pending |
| 20/01796/FUH Allandale, Walsall Road, Muckley Corner, | Erection of granny annexe | No objections, subject to condition that the annexe can only be used in connection with the main property. | Approved 25/2/21 |
| 21/00071/FUL Chesterfield Grange, Ashcroft Lane, Wall | Erection of a 3-bedroom detached dwelling and associated works including new access | Recommend refusal: Non-conforming development in the green belt and would generate increased traffic with dangerous access onto a narrow section of Ashcroft Lane | Pending |
| 21/00299/FUH The Bungalow, Grange Farm, Ashcroft Lane, Wall | Single and two storey extensions and alterations to form kitchen, lounge, utility, dining room and bedrooms etc | No objections | Pending |

16. Bank Mandate

Under Minute 148 of the Council Meeting 16 March 2021, it was resolved “*that the mandate for online banking be amended so that any two councillors authorised for online banking, plus the Clerk may make payments from the Council’s online account.*” However for this to be possible the Bank required that the Clerk also become a signatory to the account (i.e. able to sign cheques).

It is therefore proposed to amend the mandate again so that the Clerk is authorised to make online payments and sign cheques, but that all online payments and cheque payments require authorisation by any three authorised persons. This effectively ensures that at least two councillors will be required to authorise payments, which meets the legal requirement.

a. To resolve: *that the first sentence of Council Financial Regulation 6.4. be amended to read, “Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by any three authorised signatories in accordance with a resolution instructing that payment.”*

b. To resolve: *that the second sentence of Council Financial Regulation 6.15 [internet banking] be amended to read: “The bank mandate approved by the council shall identify the persons authorised to approve transactions on those accounts, of which any three will be authorised to approve online transactions on those accounts.”*

17. Accounts for the Year ending 31 March 2021

To note the Receipts and Payments for the year ending 31 March 2021 and bank reconciliation at 31 March 2021 (**Appendix 2**).

18. Budget Out-turn Report for the Year ending 31 March 2021

To note the Budget Out-turn Report for the year ending 31 March 2021 (**Appendix 3**).

19. Internal Audit Report and Governance Statement for the year ending 31 March 2021

To note the Internal Audit Report and to approve the Governance Statement for the year ending 31 March 2021 (**Appendix 4**).

20. Statement of Accounts and Certificate of Exemption for the year ending 31 March 2021

To approve the Statement of Accounts and the Certificate of Exemption for the year ending 31 March 2021 (**Appendix 5**).

21. Accounts for Payment

To approve the payment of accounts and note the bank reconciliation (to be circulated).

22. Date, time, and venue of next meetings

Tuesday 20 July 2021, 7.30pm Wall Village Hall

Tuesday 21 September 2021, 7.30pm Wall Village Hall.

* * *

Appendix 1

WALL PARISH COUNCIL

Minutes of the Meeting of Wall Parish Council held remotely by Zoom at 7:30 pm on Tuesday 16 March 2021

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

In Attendance: District Cllrs A Little and J Silvester-Hall, and Peter Young (Clerk).

Apologies: None (all members present).

137. Declarations of Interest and Dispensations:

Cllrs R Barker, C Rubisch and A Ryman applied for and were granted a dispensation to run until the annual meeting of Council in May 2023 permitting them to speak and vote on matters relating to St John the Baptist, Wall, in which they had a disclosable interest under Part B of the Council's Code of Conduct.

Cllr R Barker declared an interest under Part A of the Council's Code of Conduct with respect to planning application 21/00299/FUH, the Bungalow, Grange Farm, Ashcroft Lane, which was a neighbouring property to his. He left the meeting at this point and took no part in the discussion or voting thereon.

138. Minutes

Minutes of the Council meeting held on 19 January 2021 were approved and it was agreed that these be signed as a correct record.

139. Matters Arising on the Minutes:

130d **Action:** Cllrs F Robertson and P Sampson to prepare a draft of a Newsletter for consideration at the next meeting, with estimates of printing and circulation costs.

133a The Clerk reported that a letter of thanks had been received from the Treasurer of St Johns PCC for the Council's grant towards churchyard maintenance costs in 2020.

140. Policing Matters: No items raised. **Action:** Clerk to contact Police for information on their current attendance policy for parish council meetings.

141. Reports from District and County Councillors

County Cllr David Smith had submitted apologies.

District Councillor Janice Silvester-Hall reported that the District Council was undertaking a consultation on a parking strategy for Lichfield City. A new Council-run lottery had commenced and charities could apply for grants from the lottery proceeds.

District Councillor A Little reported that a consultation was commencing on a revised Local Plan for the District and encouraged people to get involved. The District Council was seeking to make its Scrutiny Committee role more effective with committees reducing from four to one. The process of appointing a new Chief Executive was underway.

142. Lagoon Bullmoor Lane

The Clerk read a response from the Environment Agency to questions regarding the slurry lagoon off Bullmoor Lane. This had suggested that some matters be referred to the District Council. **Action:** Clerk to contact the District Council on these matters.

143. Application 19/01736/FULM for Barn Farm, Hilton Lagoon Bullmoor Lane

The Clerk reported that an amended drawing had been submitted regarding access and drainage. The drainage proposals were an improvement on what had previously been submitted. The plans also showed the existing access being retained in addition to the new access proposed.

Resolved: That the Council submit objections to the retention of the existing access.

District Councillors A little and J Silvester-Hall were thanked for their reports and attendance and left the meeting at this point.

144. Reports from Chairman, Councillors and Clerk

Phonebox electricity supply. The supply contract would end 31 March. A revised contract price was awaited, but the current costs were £292 per annum, of which £55 was the electricity cost and the remainder the Npower “administration” charge. A complaint regarding the high administration charge had been submitted to the Ombudsman and the outcome was expected by 31 March. A solar powered light in the kiosk would probably be all that was needed, but the existing unmetered supply could only ended by it being disconnected by the Western Power Distribution for which the estimated cost was £1,300. **Action:** Clerk to obtain detailed costings and the various options would then be considered further.

145. Highways and Open Spaces

- a. Speed sign. There appeared to be a problem with the battery charger as the batteries were not holding their charge. It was suggested that the rotation of the sign could be extended to 2 months at each site. There were difficulties erecting/dismantling the sign at the Manor Farm location because the post was mounted on a bank. **Action:** Cllrs P sampson and A Ryman to liaise regarding whether Cllr Ryman could arrange to erect the sign when placed at this location.
- b. Highway Verge Grass Cutting. The contract has been renewed with SJL Landscapes with an extra cut per annum.
- c. Car park leaf clearance and some grass cutting had been successfully undertaking by a self-employed handyman and it was felt the car park hedge-cutting could be undertaken by him in the autumn, along with other jobs that may arise.
- d. Stiles and Public Footpaths. Cllrs F Robertson and P Sampson had assessed the condition of existing stiles and would investigate options for repair or replacement.

146. Planning Applications

a. New applications:

21/00299/FUH The Bungalow, Grange Farm, Ashcroft Lane

Single and two storey extensions and alterations to form kitchen, lounge, utility, dining room and bedrooms includes changes from flat roof to pitch (amendment of application 20/00661/FUH).

Resolved: No objections.

b. Previous applications: Decisions on previous applications were noted as follows:

| Reference | Details | Wall PC Comment | LDC Decision |
|--|---|---|--------------|
| 19/01736/FULM Barn Farm, Hilton | Erection of agricultural building for cold storage with lean-to. | Recommend Refusal | Awaited |
| 20/00055/COU 20/00056/LBC Land adj. Moatbank House, Moat Bank | Barn conversion to form a 3-bedroom dwelling and erection of a detached double garage | No objections. | Awaited |
| 20/00480/FUH Church Farm, Green Lane, Wall | Single and 2-storey extensions and conversion of outbuilding | No objections subject to various comments regarding its location in the conservation area and proximity to the Scheduled Monument | Awaited |
| 20/01265/FULM Springhill Farm, Walsall Road, Muckley Corner <i>NB Not in Wall Parish but would impact on the parish</i> | Variation of conditions to approved plans 09/00069/FULM relating to site layout including access and reception building | Recommend Refusal: original approval required a roundabout access, and this should be retained for highway safety grounds. Revised reception building is higher than previously and would therefore represent an unacceptable non-conforming development in the green belt. | Awaited |
| 20/01796/FUH Allandale, Walsall Road, Muckley Corner, | Erection of granny annexe | No objections, subject to condition that the annexe can only be used in connection with the main property. | Awaited |
| 21/00071/FUL Chesterfield Grange, Ashcroft Lane, Wall | Erection of a 3-bedroom detached dwelling and associated works including new access | Recommend refusal: Non-conforming development in the green belt and would generate increased traffic with dangerous access onto a narrow section of Ashcroft Lane | Awaited |

147. Grant Requests

Members considered a request from St John's PCC for a contribution towards the cost of rebuilding a retaining wall alongside the steps into the lower churchyard, the cost of which had been £5,220. At the previous meeting the Council had agreed to ask the PCC to obtain additional quotations for the work, but the work had begun the day after the meeting before this request had been communicated to the PCC.

Resolved: that the Council make a grant of £1,000 to St John the Baptist PCC as a contribution towards the cost of the repair to the retaining wall. That the PCC be informed that if they wished to seek grants from the Council for any future works they should first liaise with the Council before placing orders for the works to proceed.

148. Bank Mandate

It was **Resolved:**

1. That the mandate for online banking be amended so that any two councillors authorised for online banking, plus the Clerk may make payments from the Council's online account.

2. That the 2nd sentence of Council Financial Regulation 6.15 [internet banking] be amended to: "The bank mandate approved by the council shall identify the councillors who will be authorised to approve transactions on those accounts, of which any two plus the Clerk will be authorised to approve online transactions on those accounts."

149. Accounts for Payment

The bank reconciliation at 16 March 2021 with a balance of £22,206.73 was noted.

Resolved: Payment of the following:

| Payee | Details | TOTAL |
|------------------------|--|----------|
| SPCA | Membership (1 year from 1/4/21) | 153.00 |
| P. Young TOTAL £492.44 | Net Salary Feb/Mar + expenses + home allowance | 463.66 |
| | Zoom Feb/Mar | 28.78 |
| HMRC | PAYE on salary | 99.80 |
| G E Collis & Sons | Repair Muckley Corner bus shelter | 750.00 |
| St John's Wall PCC | Grant contribution for churchyard wall repair | 1,000.00 |

150. Calendar of meetings 2021-22

It was agreed that the meeting dates 2021-22 be as follows [3rd Tuesday of every second month]:

~~Tue 18 May 2021, 7:30 pm (Annual Council Meeting) **~~

Tuesday 20 July 2021, 7:30 pm

Tuesday 21 September 2021, 7:30 pm

Tuesday 16 November 2021, 7:30 pm

Tuesday 18 January 2022, 7:30 pm

Tuesday 15 March 2022, 7:30 pm

Tuesday 17 May 2022, 7:00 pm (Annual Parish Meeting)

Tuesday 17 May 2022, 7:30 pm (Annual Council Meeting)

Meetings to be held at Wall Village Hall but may be held remotely if deemed necessary by 'lockdown' legislation.

**** NB** Due to the remote meetings legislation ending on 7 May 2021, the date of this meeting has been changed to **Tuesday 4 May 2021, 7:30 pm Annual Meeting (by Zoom)**

There being no further business the Chairman declared the meeting closed at 8:41 pm

Chairman:

Date:

Appendix 2

Wall Parish Council - Receipts and Payments 1 April 2020 to 31 March 2021

Payments

| Date Paid | Chq No. | Payee | Details | TOTAL | VAT Paid | Employee Costs | General Admin | L/man & Grass | Projects | Grants Paid | Npower |
|---------------|---------|-------------------------------------|--|------------------|---------------|-----------------|-----------------|-----------------|---------------|-----------------|---------------|
| 20/05/20 | 847 | P. Young | Net Salary + expenses April/May | 428.51 | - | 389.04 | 39.47 | | | | |
| TOTAL £631.40 | | P Young (Reimbursement for) | Npower H3120001 Car park light 1/1/20 to 31/3/20 | 40.02 | 1.91 | | | | | | 38.11 |
| | | | Npower H3120002 Phonebox 1/4/19 to 31/3/20 | 128.48 | 6.12 | | | | | | 122.36 |
| | | | Zoom Meeting Software - May | 14.39 | | | 14.39 | | | | |
| 20/05/20 | 848 | HMRC | Microsoft Office 365 at 25% PAYE on salary | 20.00 97.20 | 0.00 | | 20.00 | | | | |
| 20/05/20 | 849 | Toplis Associates | Internal audit 2019/20 | 127.20 | 21.20 | | 106.00 | | | | |
| 20/05/20 | 850 | SJL Landscapes | Verge cutting April 2020 | 149.38 | 24.90 | | | 124.48 | | | |
| 20/05/20 | 851 | Came and Co | Insurance to 31 May 2021 | 400.06 | - | | 400.06 | | | | |
| 20/05/20 | 852 | P Sampson (reimburse) | Support for NHS Key Worker flags * | 21.82 | 3.64 | | | | 18.18 | | |
| 02/06/20 | 853 | SJL Landscapes | Verge cutting May 2020 | 149.38 | 24.90 | | | 124.48 | | | |
| 22/07/20 | 854 | St John's Church Wall | Grant for churchyard maintenance | 400.00 | - | | | | | 400.00 | |
| 22/07/20 | 855 | SJL Landscapes | Verge cutting June 2020 | 149.38 | 24.90 | | | 124.48 | | | |
| 22/07/20 | 856 | GeoXphere | Digital mapping year from 30 June 2020 | 60.00 | 10.00 | | 50.00 | | | | |
| 22/07/20 | 857 | Npower | Phonebox electricity 1/4/20 - 30/6/20 | 76.55 | 3.65 | | | | | | 72.90 |
| 22/07/20 | 858 | P. Young | Net Salary June/July + expenses + home allowance | 463.57 | - | 389.04 | 74.53 | | | | |
| TOTAL £539.85 | | TOTAL | Zoom Meeting Software - June + July | 28.78 | - | | 28.78 | | | | |
| | | | To C Rubisch refund petrol for brushcutter | 10.00 | 1.67 | | | 8.33 | | | |
| | | | To P Sampson refund poop bags | 37.50 | 6.25 | | | | | 31.25 | |
| 22/07/20 | 860 | HMRC | PAYE on salary | 97.20 | - | 97.20 | | | | | |
| 04/08/20 | 859 | SJL Landscapes | Verge cutting July 2020 | 149.38 | 24.90 | | | 124.48 | | | |
| 21/09/20 | 861 | P. Young | Net Salary Aug/Sept + expenses + home allowance | 478.13 | - | 421.18 | 56.95 | | | | |
| TOTAL £506.91 | | TOTAL | Zoom Meeting Software - Aug + Sept | 28.78 | - | | 28.78 | | | | |
| 21/09/20 | 862 | HMRC | PAYE on salary | 105.20 | - | 105.20 | | | | | |
| 21/09/20 | 863 | SJL Landscapes | Verge cutting August 2020 | 149.38 | 24.90 | | | 124.48 | | | |
| TOTAL £257.38 | | TOTAL | Car park hedge cutting | 108.00 | 18.00 | | | 90.00 | | | |
| 09/10/20 | 864 | SJL Landscapes | Verge cutting Sept 2020 | 149.38 | 24.90 | | | 124.48 | | | |
| 09/10/20 | 864 | SJL Landscapes | Bank error - cheque 864 cashed as £149.30 | -0.08 | - | | | -0.08 | | | |
| 10/10/20 | 865 | Npower | Phonebox electricity 1/7/20 - 30/9/20 | 76.85 | 3.66 | | | | | | 73.19 |
| 18/11/20 | 866 | SJL Landscapes | Verge cutting October 2020 (final) | 149.38 | 24.90 | | | 124.48 | | | |
| | | | Net Salary Oct/Nov + expenses + home allowance | 480.06 | - | 399.62 | 80.44 | | | | |
| | | | Zoom Meeting Software - Oct + Nov | 28.78 | - | | 28.78 | | | | |
| | | | SLCC Membership to 1 Nov 2021 | 78.00 | - | | 78.00 | | | | |
| | | | P Sampson refund new lanyard for flagpole | 10.99 | - | | | | | 10.99 | |
| | | | P Sampson refund Remembrance Flag * | 6.99 | - | | | | | 6.99 | |
| | | P Sampson refund 3 x litter pickers | 23.37 | - | | | | | 23.37 | | |
| 18/11/20 | 868 | HMRC | PAYE on salary | 100.00 | - | 100.00 | | | | | |
| 21/01/21 | 869 | Npower | Phonebox electricity 1/10/20 - 31/12/20 | 76.92 | 3.66 | | | | | | 73.26 |
| 21/01/21 | 870 | LDC | Election cost May 2019 | 830.14 | - | | 830.14 | | | | |
| 21/01/21 | 871 | P. Young | Net Salary Dec/Jan + expenses + home allowance | 461.35 | - | 399.62 | 61.73 | | | | |
| TOTAL £498.13 | | TOTAL | Zoom Dec/Jan + 2 noticeboard keys cut | 36.78 | - | | 36.78 | | | | |
| 21/01/21 | 872 | HMRC | PAYE on salary | 100.00 | - | 100.00 | | | | | |
| 21/01/21 | 873 | St John's Church Wall | Grant for churchyard maintenance | 1,106.90 | - | | | | | 1,106.90 | |
| 21/01/21 | 874 | JRB Enterprises | 2 packs of poop bags | 71.40 | 11.90 | | | | 59.50 | | |
| 02/02/21 | B01 | P Sampson (reimburse) | Direct 365 Defibrillator pads | 36.62 | 6.10 | | 30.52 | | | | |
| 01/03/21 | B02 | K Bennett | Leaf clearance and grass strimming | 65.00 | - | | | 65.00 | | | |
| 22/03/21 | B03 | St John's Church Wall | Grant for churchyard wall repair | 1,000.00 | - | | | | | 1,000.00 | |
| 22/03/21 | B04 | P. Young | Net Salary Feb/Mar + expenses + home allowance | 463.66 | - | 399.82 | 63.84 | | | | |
| TOTAL £492.44 | | TOTAL | Zoom Feb/Mar | 28.78 | - | | 28.78 | | | | |
| 22/03/21 | B05 | SPCA | Membership (1 year from 1/4/21) | 153.00 | - | | 153.00 | | | | |
| 22/03/21 | B06 | G E Collis & Sons | Repair Muckley Corner bus shelter | 750.00 | 125.00 | | | | 625.00 | | |
| 22/03/21 | B07 | HMRC | PAYE on salary | 99.80 | - | 99.80 | | | | | |
| | | | | 10,302.36 | 397.06 | 2,997.72 | 2,210.97 | 1,034.61 | 775.28 | 2,506.90 | 379.82 |

* is expenditure incurred under LGA 1972 s137

Receipts

| Date | Ref | Payee | Details | TOTAL | VAT Refund | Precept | Wall Leaflets | L/man & Grass | Projects | Grants Rec'd | Other |
|----------|-----|---------------|--------------------------------------|------------------|---------------|------------------|---------------|---------------|-------------|--------------|---------------|
| 16/04/20 | 1 | LDC | Precept | 11,845.00 | | 11,845.00 | | | | | |
| 26/10/20 | 2 | Npower | Refund revised charges 19/20 | 273.93 | | | | | | | 273.93 |
| 26/10/20 | 3 | SCC | Verge mowing 2020 | 950.30 | | | | 950.30 | | | |
| 14/01/21 | 4 | Wall Leaflets | Wall Leaflets | 63.03 | | | 63.03 | | | | |
| 29/01/21 | 5 | HMRC | VAT refund re 2020 | 269.38 | 269.38 | | | | | | |
| 15/02/21 | 6 | Npower | Refund termination of car park light | 129.23 | | | | | | | 129.23 |
| 24/02/21 | 7 | Wall Leaflets | Wall Leaflets | 15.41 | | | 15.41 | | | | |
| | | | | 13,546.28 | 269.38 | 11,845.00 | 78.44 | 950.30 | 0.00 | 0.00 | 403.16 |

Bank Reconciliation at 31 March 2021

| Accounts | |
|--|------------------|
| a. Balance b/f 1st April | 16,467.57 |
| b. Total Receipts | 13,546.28 |
| c. Total Payments | 10,302.36 |
| d. Profit / Loss on year to date (b-c) | <u>3,243.92</u> |
| e. Closing Balance (a+d) | <u>19,711.49</u> |

| Bank balances | |
|-----------------------------|------------------|
| Current Account statement | 19,711.49 |
| Less unrepresented cheques: | 0.00 |
| Plus unrepresented income: | 0.00 |
| | <u>19,711.49</u> |

Appendix 3

WALL PARISH COUNCIL Out-turn 20/21 & Budget 21/22

| | 2019/20 Actual | 2020/21 Actual | 2020/21 Projected | 2021/22 Budget |
|------------------------------------|-------------------|-------------------|----------------------|-------------------|
| <u>RECEIPTS</u> | | | | |
| PRECEPT | 11,600 | 11,845 | 11,845 | 11,810 |
| Lengthsman and grass cutting | 950 | 950 | 950 | 950 |
| Wall Leaflets | 181 | 78 | 60 | 100 |
| Npower Refund | 0 | 403 | 405 | 0 |
| Grants Received | 75 | 0 | 0 | 0 |
| VAT refunds | 548 | 269 | 260 | 300 |
| Gross Receipts | 13,354 | 13,546 | 13,520 | 13,160 |
| | | | | |
| <u>PAYMENTS</u> | | | | |
| Employee Costs | 2,917 | 2,998 | 3,005 | 3,090 |
| General Administration | 1,258 | 2,211 | 2,190 1 | 1,400 |
| Lengthsman and grass cutting | 928 | 1,035 | 970 | 1,900 3 |
| Projects | 2,390 | 775 | 755 2 | 4,000 |
| Npower lighting | 419 | 380 | 460 | 470 |
| Grants paid out | 1,988 | 2,507 | 1,510 | 2,000 |
| VAT on payments (refundable) | 565 | 397 | 390 | 300 |
| Gross Payments | 10,466 | 10,302 | 9,280 | 13,160 |
| | | | | |
| <u>BALANCES</u> | | | | |
| Opening Balance 1 April | 13,579 | 16,468 | 16,468 | 19,711 4 |
| Profit (Loss) on year | 2,888 | 3,244 | 4,240 | 0 5 |
| Closing Balance | 16,468 | 19,711 | 20,708 | 19,711 |
| | | | | |
| <u>COUNCIL TAX ANALYSIS</u> | | | | |
| Precept | 11,600 | 11,845 | | 11,810 |
| Apportioned Tax Base | 196.23 | 200.40 | | 199.80 |
| Resultant Band D Tax | 59.11 | 59.11 | | 59.11 |

Notes

- 1** This includes £830 for cost of the 2019 Election
- 2** The original budget was £4,000 but Covid has restricted activities.
- 3** The 21/22 budget includes an element for a 'lengthsman' or similar.
- 4** The opening balance has been adjusted to reflect the actual balance brought forward
- 5** The 21/22 budget is set to 'break even' on the year.

Appendix 4

Annual Internal Audit Report 2020/21

Wall Parish Council

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 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 | 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 bank account reconciliations were properly carried out during the year. | ✓ | | |
| 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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered") | ✓ | | |
| L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities. | ✓ | | |
| M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| O. (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

30/11/2020 13/04/2021

Name of person who carried out the internal audit

Alan Toplis/K.Squires-Toplis Associates

Signature of person who carried out the internal audit



Date 13/04/2021

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2020/21

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 2021, that:

| | Agreed | | |
|---|--------|----|--|
| | 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 |
| | | | ✓ |

*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:

04/05/2021

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

Other information required by the Transparency Code (not part of the Annual Governance Statement)

| | | |
|---|-----|----|
| The authority website/webpage is up to date and the information required by the Transparency Code has been published. | Yes | No |
| | ✓ | |

<https://wallparishcouncil.com> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Appendix 5

Section 2 – Accounting Statements 2020/21 for

| ENTIRE WALL PARISH COUNCIL AUTHORITY | | | | |
|--|-----------------------|-----------------------|--|--|
| | Year ending | | Notes and guidance | |
| | 31 March 2020 £ | 31 March 2021 £ | | |
| 1. Balances brought forward | 13,579 | 16,468 | <i>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.</i> | |
| 2. (+) Precept or Rates and Levies | 11,600 | 11,845 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> | |
| 3. (+) Total other receipts | 1,754 | 1,701 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> | |
| 4. (-) Staff costs | 2,917 | 2,998 | <i>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.</i> | |
| 5. (-) Loan interest/capital repayments | 0 | 0 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> | |
| 6. (-) All other payments | 7,548 | 7,305 | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i> | |
| 7. (=) Balances carried forward | 16,468 | 19,711 | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> | |
| 8. Total value of cash and short term investments | 16,468 | 19,711 | <i>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.</i> | |
| 9. Total fixed assets plus long term investments and assets | 8,769 | 8,769 | <i>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.</i> | |
| 10. Total borrowings | 0 | 0 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> | |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | <i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i> | |
| | | ✓ | | |

I certify that for the year ended 31 March 2021 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 11/04/2021

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

04/05/2021

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Certificate of Exemption – AGAR 2020/21 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 2021, 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 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

ENTEWall Parish CouncilRITY

certifies that during the financial year 2020/21, 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 2020/21: **£13,546** R AMOUNT £00,000

Total annual gross expenditure for the authority 2020/21: **£10,302** 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 2017
- In relation to the preceding financial year (2019/20), 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 the authority website/webpage* before 1 July 2021.

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: | 04/05/2021 |
| SIGNATURE REQUIRED | DD/MM/YYYY | as recorded in minute reference: | MINUTE REFERENCE |
| Signed by Chairman | Date | | |
| SIGNATURE REQUIRED | DD/MM/YYYY | | |

| | |
|---|----------------------------|
| Generic email address of Authority | Telephone number |
| wallparishcouncil@live.co.uk VED GENERIC EMAIL ADDRESS | 07733 089655 NUMBER |

*Published web address

https://wallparishcouncil.com ENTED PUBLICLY AVAILABLE WEBSITE/WEBPAGE 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 2021. Reminder letters incur a charge of £40 +VAT