

Selattyn and Gobowen Parish Council

Minutes of the Parish Council meeting held on Wednesday 14th June 2023 at The Pavilion, Gobowen, commencing at 7pm

In the Chair: Cllr Dyke

Present: Cllr Broom, Cllr Clare, Cllr Crow, Cllr Ellis, Cllr Lander, Cllr Macey, Cllr McKenna, Cllr Mellor.

In attendance: Mrs B Laraway (Parish Clerk and RFO)
6 members of the public

Apologies: Cllr Emery, Cllr Morgan, Cllr Evans, Shropshire Cllr Mark Jones.

Absent: Cllr Westwood-Bate

1884. *To receive and approve apologies and reasons for absence*

RESOLVED: Apologies from Cllrs Emery, Evans and Morgan were received and approved. Apologies from Shropshire Cllr M Jones were noted.

1885. *Disclosable Pecuniary Interests*

- a. Cllr McKenna declared a personal (non-pecuniary) interest in Item 1894 Gobowen Family Fun Day.
- b. There were no applications for dispensation

1886. *Public Participation session*

Two members of the public spoke on the following matters:

- Planning application 23/01921/FUL (Agenda Item 1891a)
- Almond Avenue street name signage
- Building plot on the corner of West Place and St Martins Rd.
- Shropshire Council's 'Fix My Street' service and jobs being marked as completed when they have not been completed.
- Traffic barriers surrounding the broken drain cover in Gobowen village centre.
- River Perry bank on the playing field.

1887. *Minutes*

RESOLVED: The minutes of the Annual meeting of the Council held on 10 May 2023 were confirmed as a true record of the meeting and were duly signed.

1888. *Reports - to consider*

- a. Parish Clerk's progress report

The Clerk gave the following verbal update:

- Environmental Maintenance Grant – Shropshire Council has confirmed that the assumptions and method stated in the application are approved.
- Multiple instances of anti-social behaviour and petty vandalism on the playing fields and around the pavilion have been experienced over the past fortnight. A spate of incidents on Sunday 11th June have clear CCTV footage which has been passed to the police. The Police have agreed to increase their visits to the area.

Selattyn and Gobowen Parish Council

- Two planters were knocked off the war memorial in the village centre by a delivery lorry on 8th June. The incident has been captured on CCTV. The Clerk has obtained a quote for replacement parts and is liaising with the haulage company.
- The riverbank engineering works on the playing field are scheduled to start on Monday 19th June.

RESOLVED: To note the Clerk's verbal and written reports

b. Shropshire Council elected Councillors

Shropshire Councillor Robert Macey reported on the following items:

- A cross-party committee of Shropshire Councillors is looking at the quality of new build housing and what can be done to improve standards of finished properties and sites. The committee will be making recommendations to Cabinet.
- Shropshire Council has submitted a response to the Government consultation on the Community Infrastructure Levy.
- Fostering fortnight saw an increase in the number of people showing an interest in fostering. There is still a need to recruit more foster carers.
- Cllr Macey has a meeting arranged with Shropshire Highways to discuss local issues from recent months.

Councillors asked questions on the following matters:

- Lack of clarity on diversion signs for local road closures.
- Trees at the entrance to WATs meadow development are now impinging on the highway.
- Installation of play equipment at WATs meadow site.
- Width of roads in new developments
- Enforcement of any recommendations regarding building and site quality.

c. Police Report

There were no questions or comments. A discussion took place regarding confidential information in the report and whether it should be discussed in public or closed session.

d. Other reports

- Cllr Emery had sent a written report about the first sessions of the new community speedwatch initiative.
- Cllr McKenna reported on the activities of the Parish Paths Partnership and the Bryn Y Castell Coppice Conservation group.

1889. Financial matters

a. Monthly statement

RESOLVED: To note the bank reconciliation ([Appendix A](#))

b. Payments

There was only 1 signatory in attendance at the meeting.

RESOLVED: To approve payments made in May and forthcoming for June ([Appendix A](#))

RESOLVED: To agree that the invoices will be countersigned by a 2nd signatory after the meeting and prior to the payments being made.

Selattyn and Gobowen Parish Council

c. Income

RESOLVED: To note income received in May ([Appendix A](#))

d. Expenditure - **to approve:**

- i. Parish Clerk expenses – Annual Parish Meeting refreshments £5.80, Parish Roundabout postage (39 copies) £29.25, Colour printing £4.77, Name badges £45.96. Total **£85.78**.

RESOLVED: Approved.

e. CCLA Public Sector deposit fund

- i. **To note** initial deposit of £25,000 has been made

RESOLVED: Noted

- ii. **To consider** and agree value and timing of further deposit.

RESOLVED: To deposit a further £150,000 from the Unity Trust current account as soon as arrangements can be made.

1890. Annual accounts and audit - to consider and agree the following:

- a. Annual Financial Statement 2022-23

RESOLVED: To agree the Annual Financial Statement 2022-23 ([Appendix B](#))

- b. Internal Auditors report 2022-23

RESOLVED: To note the Internal Auditors report 2022-23. ([Appendix B](#))

- c. Annual Governance Statement 2022-23 (section 1 of the AGAR)

RESOLVED: To answer yes to statements 1-8 and to answer not applicable to statement 9. The annual governance statement was duly signed by the Chairman of the meeting and the Clerk. ([Appendix B](#))

- d. Accounting Statements 2022-23 (section 2 of the AGAR)

RESOLVED: To agree the Accounting statements. Section 2 of the AGAR was duly signed by the Chairman of the meeting. ([Appendix B](#))

- e. Reconciliation of all bank accounts

RESOLVED: To agree the reconciliation of bank accounts for submission with the AGAR ([Appendix B](#))

- f. Explanation of variances and reserves

RESOLVED: To agree the explanation of variances and reserves for submission with the AGAR ([Appendix B](#))

- g. Explanation of re-stated 2021-22 figures

RESOLVED: To agree the explanation of re-stated 2021-22 figures for submission with the AGAR ([Appendix B](#))

1891. Planning applications for consideration

- a. Reference: [23/01921/FUL](#)

Address: The Stables, Ebnal Hall Farm, Rhosygadfa, SY10 7BL

Proposal: Conversion of stable building to 1No dwelling, installation of package treatment plant and associated works (resubmission).

RESOLVED: To submit a neutral stance. To support the recommendation from the SC Ecologist that a bat survey is carried out.

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b. Reference: [23/02122/FUL](#)

Address: The Bryn, Rhosygadfa, Gobowen, SY10 7BN

Proposal: Proposed garages with storage facility, together with formation of new vehicular access to replace existing access (revised scheme). new single-storey rear extension to an existing dwelling.

RESOLVED: To OBJECT with the following comments:

- The size of the proposed building would result in overdevelopment of the site.
- The location of the proposed building is not closely related to the dwelling.
- The Parish Council supports the reasons for refusal made by the Planning Officer for the original scheme, and those reasons remain relevant to this scheme. - the size and scale of the proposed garages is out of proportion with the dwelling and would dominate the site, and the extension of the curtilage to include agricultural land.

1892. *Planning decisions - to note*

a. Reference: 23/01367/FUL

Address: 1 Meadow Drive, Gobowen, SY11 3PU

Proposal: Erection of two storey side extension, alteration and conversion of the garage.

Decision: Grant Permission

b. Reference: 23/01414/FUL

Address: 30 Almond Avenue, Gobowen, SY11 3JU

Proposal: Proposed new single-storey rear extension to an existing dwelling.

Decision: Grant Permission

c. Reference: 23/01271/FUL

Address: 6 Disley Close, Gobowen, SY11 3QG

Proposal: Erection of a garden studio

Decision: Grant Permission.

RESOLVED: To note the planning decisions.

1893. *Internal Control Checks*

RESOLVED: To appoint Cllr Lander as the nominated Councillor to undertake quarterly internal control checks for 2023-24. Cllr McKenna was appointed as reserve.

1894. *Gobowen Family Fun day*

a. To consider updated event documentation and plan, and identify any questions for Gobowen Community Group.

The Clerk was asked to contact Gobowen Community Group about the following:

- Emergency access space diagonally across the car park must be maintained at all times.
- PAT certificates to be provided for all appliances and extension leads that will be powered from the Pavilion.

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- Suggest that traffic cones are placed along one side of Fernhill Avenue with turning areas maintained at either end to ensure that pedestrians can access the playing field safely and that residents can access their properties.

b. To consider the offer from Gobowen Community Group to fund or carry out any post-event cleaning and litter picking.

RESOLVED: To accept the offer of post-event litter picking carried out by GCG and request that this is carried out immediately after the event. No bags, bins or other containers of rubbish or recycling are to be left in the Pavilion overnight.

c. To agree hire charge for Pavilion usage for the event

RESOLVED: To request a **£75** deposit to cover breakages. No hire charge.

d. To consider request to display an event banner on the Pavilion car park railings.

RESOLVED: To agree the request.

1895. *Graham Edwards Memorial Trophy – to consider and agree*

a. Tournament dates

RESOLVED: To agree the tournament dates for July 2023.

b. Terms and conditions of hire

RESOLVED: To add the following to the usual terms and conditions for the tournament:

- Access to the Parish Council wall cupboards in the store room is required at all times. Please do not place any items on the shelf in front of the cupboards
- Bins, bags and boxes of rubbish and recycling must not be stored in the Pavilion overnight and must be removed from the site each evening.

RESOLVED: To remove the following from the usual terms and conditions for the tournament:

- In the event of bad weather and/or deteriorating pitch conditions the Parish Council has the final say on whether matches are played.

c. Contract cleaning schedule during the tournament

RESOLVED: To agree the proposed cleaning schedule and additional costs.

d. Pavilion hire fee

RESOLVED: To set the hire fee at £300 to include a £100 refundable deposit.

1896. *Correspondence*

a. Appendix of items circulated by email

RESOLVED: Noted

b. Request to use playing field for team training **to consider**

RESOLVED: To grant permission for use of the playing field subject to the following:

- Permission on this occasion does not imply that permission will be granted on future occasions for this or any other team requesting to use the playing field.
- Dates to be negotiated with the Clerk.
- The entire playing field is a public open space and the Parish Council cannot restrict other users at the same time.
- Copy of Public Liability Insurance to be supplied in advance.

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- Main football pitch to be avoided.
- The Council reserves the right to withdraw permission at any time, particularly in the event that ground conditions deteriorate.
- No litter.
- Fee of £10 + vat per session.

1897. Consultations – to consider any response from the Parish Council

- a. Boundary review consultation
RESOLVED: Not to submit a response
- b. Local Cycling & Walking Infrastructure consultation
RESOLVED: Not to submit a response.

1898. Motions

- a. To support the compulsory provision of swift bricks in new housing (Cllr Ellis)
RESOLVED: To write to Helen Morgan MP and request that she supports the proposal when it is debated in Parliament, and
RESOLVED: To write to Shropshire Council as the Planning Authority and request that they require developers to provide swift bricks through planning conditions when planning permission is granted.

RESOLVED: To suspend standing order 3x to allow the business of the meeting to be concluded.

1899. Festive lights – to consider report and recommendations.

RESOLVED: To purchase 10 lights at cost of £6190 (capital and running) for 2023/24 and an ongoing annual running cost of £1940.

RESOLVED: To fund the 2023/24 cost using £5000 reserve earmarked for lighting, seating or planters and £1190 from general reserves.

RESOLVED: To delegate the choice of lighting to the Clerk working with the working party.

RESOLVED: To delegate the choice of columns and locations within the village to the Clerk working with the working party.

All Resolutions are subject to permission being granted by Shropshire Council for use of their streetlighting columns.

1900. Parish Grant application – St Mary’s Churchyard wall repair £2,250

RESOLVED: Not to award a grant towards the costs of repair of the Churchyard wall.

1901. Future agenda items

None

1902. Future meetings

- a. To consider guidance from NALC and discuss venues for Parish Council meetings across the parish.

RESOLVED: Due to the legal restrictions on premises that can be used, Parish Council meetings will routinely take place in Gobowen unless there is particular business that would necessitate the meeting to be held elsewhere in the parish.

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b. Date of next meeting – 12th July 2023.

1903. *Closed Session*

RESOLVED: In accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of confidential information.

1904. *Parish Clerk annual leave request – to consider*

RESOLVED: To agree the request.

1905. *Planning enforcement cases – to note*

RESOLVED: Noted

Meeting closed 21:17

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Payments made prior to meeting

Ref	Supplier	Description	Net	Vat	Gross	Act
BACS 2023-45	Imprint Design & Print	Printing	£908.00	£0.00	£908.00	Newsletters - LGA 1972 s.142
DD 2023-46	Vonage Limited	Staff telephone	£16.00	£3.20	£19.20	Local Government Act 1972 s.111
BACS 2023-47	Sue Hackett (SDH Accounting)	Internal Audit	£260.75	£0.00	£260.75	Local Government Act 1972 s.111
DD 2023-48	Water Plus	Pavilion Water	£17.22	£0.00	£17.22	Local Government Act 1972, s.133
DD 2023-49	SSE	Pavilion Gas	£43.05	£2.15	£45.20	Local Government Act 1972, s.133
DD 2023-50	Veolia ES	Refuse emptying	£45.56	£9.11	£54.67	Local Government Act 1972, s.214(6)
BACS 2023-51	Shropshire Council (Joint Energy)	Streetlighting power	£769.87	£153.97	£923.84	Highways - Parish Councils Act 1957 s.3
BACS 2023-52	Parish Clerk	Staff Salary	£2,159.95	£0.00	£2,159.95	Local Government Act 1972 s 112 (1)
DD 2023-53	HMRC	HMRC Tax and NI	£850.76	£0.00	£850.76	Local Government Act 1972 s 112 (1)
DD 2023-54	NEST	Pension Contribution (Employer)	£68.95	£0.00	£68.95	LGPS SI 20008/238&239
DD 2023-55	NEST	Pension Contribution (Staff)	£91.94	£0.00	£91.94	LGPS SI 20008/238&239
BACS 2023-56	SSE	Pavilion electricity	-£551.07	-£27.56	-£578.63	Local Government Act 1972, s.133
DD 2023-57	Vodafone Limited	Mobile phone	£18.08	£3.61	£21.69	Local Government Act 1972 s.111
DD 2023-58	Unity trust	bank charges	£50.00	£0.00	£50.00	Local Government Act 1972 s.111
		Totals	£4,749.06	£144.48	£4,893.54	

Forthcoming payments for approval

Ref	Supplier	Description	Net	Vat	Gross	Act
BACS 2023-59	SLCC Enterprises Ltd	Staff Training	£60.00	£12.00	£72.00	Local Government Act 1972 s.111
BACS 2023-60	Cartridge People	Councillor expenses	£113.08	£22.61	£135.69	Local Government Act 1972 s.111
DD 2023-61	Unity trust	bank charges	£33.45	£0.00	£33.45	Local Government Act 1972 s.111
BACS 2023-62	ORP Surveillance Ltd	Broadband transfer to new supplier	£310.00	£62.00	£372.00	Local Government Act 1972, s.133

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Ref	Supplier	Description	Net	Vat	Gross	Act
BACS 2023-63	DCK Payroll Solutions	Payroll Services	£30.00	£6.00	£36.00	Local Government Act 1972 s.111
DD 2023-64	Veolia ES	Refuse emptying	£46.36	£9.27	£55.63	Local Government Act 1972, s.214(6)
BACS 2023-65	Highline Electrical Ltd	Streetlight repair	£115.00	£23.00	£138.00	Parish Councils Act 1957 s.3
BACS 2023-66	Brewer, D	Pavilion Caretaking and Cleaning	£163.50	£0.00	£163.50	Local Government Act 1972, s.133
BACS 2023-66	Brewer, D	Allotment Path Cutting	£54.50	£0.00	£54.50	Small Holdings and Allotments Act 1908 s26
BACS 2023-66	Brewer, D	bus shelter cleaning	£49.05	£0.00	£49.05	Local Government (Misc. shelters Prov.) Act 1953, s.4
BACS 2023-66	Brewer, D	Playing Field grasscutting rough area	£21.80	£0.00	£21.80	Public Health Act 1875 s.164
BACS 2023-66	Brewer, D	Litter picking	£98.10	£0.00	£98.10	Public Health Act 1875 s.164
BACS 2023-71	Parish Clerk	Refreshments PC meeting	£5.80	£0.00	£5.80	Local Government Act 1972 s.111
BACS 2023-71	Parish Clerk	Postage (Parish Roundabout)	£29.25	£0.00	£29.25	Local Government Act 1972 s.111
BACS 2023-71	Parish Clerk	Printing	£4.77	£0.00	£4.77	Local Government Act 1972 s.111
BACS 2023-71	Banner Group Ltd	Stationery	£38.30	£7.66	£45.96	Local Government Act 1972 s.111
		Totals	£ 1,172.96	£ 142.54	£ 1,315.50	

Income received in May 2023

<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>
Neighbourhood Fund	58,850.05	0.00	58,850.05
Pavilion Hire	275.00	0.00	275.00
Returned Grant	1000.00	0.00	1000.00
Interments (1)	610.00	0.00	610.00
Totals	60,735.05	0.00	60735.05

Selattyn and Gobowen Parish Council

Appendix B Annual Accounts and Audit

Annual Financial Statement

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25 April 2023 (2022-2023)

Selattyn and Gobowen Parish Council STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	327,497.35	
Cash in Hand		
Precept	84,564.00	
Neighbourhood Fund	38,237.83	
VAT refund		
Tenancy Payments	1,111.00	
Allotment water		261.53
Allotment maintenance		585.99
Grass cutting		4,159.40
Playing field general maintenance		350.00
Playing Field inspections		366.00
Equipment repairs		412.00
Litter Picking		1,180.90
Sports Court maintenance		
Wayleave	13.09	
Playing field equipment	13,115.00	
River Perry Maintenance		
Caretaking and cleaning		2,188.06
Council tax		
Pavilion Gas & Electricity		1,412.91
Pavilion broadband		401.40
Maintenance		1,559.01
Pavilion equipment		
Pavilion hire	1,180.00	
Water		212.41
Grass cutting		2,913.00
Cemetery Expansion		
Refuse emptying		637.05
Cemetery general maintenance		1,604.92
Garden of Remembrance Development		
Sale of plots	6,878.75	
Interment charges	2,893.75	
Memorial charges	1,290.00	
Cemetery Management Software		468.00
ICCM Membership		95.00
Streetlight LED conversions (phased)		3,164.00
Concrete column replacement		24,181.10
Streetlight maintenance		4,337.25
Streetlight electricity		1,688.69
New streetlight (Adj. All Saints Church)		1,838.07
Streetlight LED conversions ad hoc		592.00

Selattyn and Gobowen Parish Council

Selattyn and Gobowen Parish Council STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Gobowen & Selattyn planters		498.19
Bus Shelter maintenance		
Bus Shelter cleaning		545.50
General maintenance		85.87
Additional bins - emptying		
Defibrillator maintenance		352.95
Parish Grants		4,347.50
Churchyard maintenance donations		1,100.00
Members allowance / administration		
Chairman's allowance		
Councillors' expenses		68.80
Election costs		100.00
Community Meals surplus grants		1,750.00
Operation London Bridge		156.11
CCTV running costs		3,001.39
CCTV equipment		1,958.00
Roundabout newsletter	1,486.89	3,422.00
Noticeboards		
Additional bins - purchase		1,350.00
Additional benches - purchase		
Bus Shelter St Martins Road		
Miscellaneous Parish Amenities		85.00
War memorials / armistice		101.00
Parish Event		
Platinum Jubilee fund		585.79
Road safety measures	1,511.00	
Staff training		130.00
Councillor training		820.00
Bank interest	3,553.72	
Bank charges	6.00	133.80
Peninsula - HR / H & S		2,304.00
Parish Council Insurance		1,995.88
Affiliation Fees (SALC)		1,615.93
Software licences		739.32
Councillor email addresses		818.40
Office expenses (general)		687.49
Audit Fees		650.68
Payroll Services		355.00
Professional / membership fees		279.00
Office Equipment		226.94
Staff telephone costs		279.38
Staff travel		170.10
Subscriptions		30.00

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25 April 2023 (2022-2023)

Selattyn and Gobowen Parish Council STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Parish Council website		185.00
Room hire		10.00
Data Protection fee		35.00
Pavilion Defibrillator fund	500.00	448.60
Parish Clerk & RFO salary		25,112.84
PAYE & NI		10,175.18
Staff pensions		1,866.84
Locum Staff Reserve		
Allotment deposits		
Allotment expansion		
Hengoed Cemetery Maintenance Reserv		
Embankment Slide Steps		395.00
Neighbourhood Fund 2021/22		
Aerial Runway repairs		3,890.00
Streetlight Maintenance Reserve		
New Garden of Remembrance		3,895.00
Pavilion Door		1,387.97
River Perry		1,960.00
3PBL Grant benches, planters, lights	5,000.00	
3PBL Legacy Fund	10,000.00	
VAT	12,193.71	12,189.46
	183,534.74	146,903.60
Closing Balances:		
Balances in Bank Account		364,128.49
Cash in Hand		
TOTAL	511,032.09	511,032.09

The above statement represents fairly the financial position of the council as at 31 Mar 2023

Signed _____
Responsible Financial Officer

Date _____

Selattyn and Gobowen Parish Council

Internal Auditor's Report

Annual Internal Audit Report 2022/23

Selattyn and Gobowen Parish Council

www.selattyn-gobowenpc.org.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, 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 2022/23 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.	✓		
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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 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

03/11/2022 21/12/2022 26/04/2022

Name of person who carried out the internal audit

Mrs SD Hackett OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*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).

Selattyn and Gobowen Parish Council

INTERNAL AUDIT REPORT 2022-23 SELATTYN & GOBOWEN PARISH COUNCIL

1 INTRODUCTION

Dear Councillors,

As the Council's Internal Auditor I have independently carried out an examination of areas which meet the internal control objectives as listed on the Annual Internal Audit Report (AIAR) on page 3 of the Annual Governance and Accounts Return (AGAR) for the year ended 31st March 2023.

The audit has been carried out remotely using a risk assessment approach and examines the Council's compliance with its own relevant procedures and controls and in accordance with best practices as outlined in the JPAG Practitioners' Guide 2022. The AIAR was then completed as per conclusions drawn from these findings.

2 OVERALL

The AIAR has been completed positively as the standard of administration and system of internal controls relating to the audit areas examined throughout the financial year were considered to be of a high standard. Once again the Council will be subject to a limited assurance review by External Audit. Whilst the appropriate AGAR has been completed, supporting documentation was in the process of being compiled at the time of the audit. (The AGAR and Scribe year end reports formed the basis of the audit.)

Please note Council reserves will again require careful explanation to the External Auditor.

The table of findings on pages 2- 5 supports the above statements.

A sample review of Council meeting minutes confirmed that the Council was quorate when it met and that Council decisions were clearly recorded and Standing Orders and Financial Regulations complied with. Reliance was placed on the Council's website during the audit which was found to be both informative and met legal requirements.

I would like to thank the Clerk/RFO Bridget for her assistance during the internal audit process. Should you or any members have any queries with this report please do not hesitate to get in touch.

Regards,

S D Hackett

SDH Accounting & Audit Services

e mail: sdhccts@icloud.com

Date: 29/04/2023

Selattyn and Gobowen Parish Council

3 INTERNAL AUDIT DETAILED FINDINGS – SELATTYN & GOBOWEN PARISH COUNCIL 2022-23

Key Control Objective	Findings	The key control objective has been satisfactorily achieved?
A. Appropriate accounting records have been properly kept throughout the financial year.	<p>The primary accounts record examined 1-4-22 to 31-3-23; (i.e. Scribe) were found to be comprehensive, accurate and complete providing a full audit trail to source documentation, Council minutes; where payments were approved etc.</p> <p>The opening balance was agreed to the previous year's AGAR closing bank balance and detailed testing of a sample of transactions per the accounts confirmed its accuracy. (See B & E & I below.)</p> <p>Significant inter account transfers have been satisfactorily tracked by the auditor. The Council has managed its funds well during the year achieving better returns of interest and compliance with FSCS limits minimizing the risk of financial loss.</p>	Yes
B. Council complied with its financial regulations, payments were supported by invoices/vouchers, and all expenditure was approved and VAT was appropriately accounted for.	<p>A sample of 8 payments were agreed between Council minutes and the Scribe accounts. A further 8 transactions were agreed from the accounts to approved minutes. They were all satisfactorily traced to supporting invoices/receipts uploaded to Scribe. The Clerk confirmed that competitive quotes were being obtained as required by Financial Regulations for contracted services and goods.</p> <p>VAT was found to be appropriately accounted for within Scribe and quarterly returns duly submitted.</p>	Yes
C. Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<p>A framework of policies and procedures have been adopted by the Council to mitigate against significant risks to achieving its objectives.</p> <p>Specifically the Council has 3 key policy documents:</p> <p>Internal Control & Audit Policy – updated and adopted June 2022.</p> <p>Accounting Procedures Risk Assessment – Updated Oct'22.</p> <p>Asset Inspection Schedule – Updated in year as carried out.</p> <p>Risk Management Policy – updated and adopted Oct'22</p> <p>Specific audit testing confirmed:</p> <ul style="list-style-type: none"> • Independent financial checks have been carried out during the year by two nominated councillors. These have been formally evidenced on accounting records and copy bank statements.(Sighted 1/9/22 & 1/11/22.) • Fire extinguishers were inspected in Oct '22 by a contractor. 	Yes

Selattyn and Gobowen Parish Council

	<ul style="list-style-type: none"> • Play equipment checks have been carried out by ROSPA in 2022 and there is evidence of the Council actioning recommendations made. • Three monthly inspections were examined supporting that regular checks are carried out at the Cemetery by the Clerk and issues reported to Council. • Suitable arrangements are in place to protect Council assets via insurance. • Financial Regulations and Standing Orders were reviewed and adopted in May 2022. 	
<p>D. The annual precept requirement resulted from an adequate budgetary process; and progress against the budget was regularly monitored by the Council; and reserves were appropriate.</p>	<p>The Clerk/RFO regularly presents a financial report at Council meetings and highlights any significant issues. Quarterly budget monitoring reports are provided by Scribe and considered by Council. (This meets Financial Regulations)</p> <p>Budget Setting 2023-24: The Clerk/RFO presented Budget Projection reports to the Council's two committees these were finalised and amalgamated into the Council's Full Budget Report. This was formally agreed and adopted at the Council's Dec'22 meeting, where Council resolved that the Precept be set at £84,564; total budgeted receipts £97,543 and total budgeted payment being £99,343. Any shortfall being met from Reserves.</p> <p>Reserves – The Yearend balance £364,128, contains ear marked reserves, however balances continue to grow and will require careful explanation to the external auditor.</p> <p>During the year the Clerk/RFO has carefully managed funds however care should be taken to ensure that the precept receipt expected in April 2023 does not cause bank balances to exceed the limit protected by FSCS.</p>	<p>Yes; it was noted that reserves will require careful explanation to the external auditor.</p>
<p>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked.</p>	<p>A precept receipt of £84,564 and Neighborhood fund grant of £38,238 were agreed to a supporting SC remittances.</p> <p>Two quarterly VAT claims were agreed to Scribe reports covering and traced to bank statements as having been received.</p> <p>The Council's current pricing policies were available on the website; a sample of 6 receipts per Scribe which included Pavilion hire, Sale of burial plots, Interment Charges, and Memorial charges were agreed to these</p>	<p>Yes</p>

Selattyn and Gobowen Parish Council

	<p>charges and invoices raised. The transactions examined were satisfactorily traced to bank statements.</p> <p>Credit Control/Management – Two invoices were outstanding as at year end one a current invoice raised in March '23 and the second now 6 months old amounting to £235. Given the number of invoices raised this demonstrates good credit control practices.</p>	
F. Petty Cash has been properly accounted for	None held as at 31/3/2023; as supported by accounting records. Therefore the objective has been met.	Yes
G. Payroll – Approved salaries have been paid to employees/members and PAYE & NI requirements properly applied.	<p>All pay calculations are processed via DCK Payroll Service. Council authorised set up of the Clerk (the one F/T employee) on the system and any salary changes arising due to approved incremental increases, overtime or new NJC pay rates being approved and implemented. The payroll service is also responsible for processing the Clerk's pension based on Council approved Nest employer/employee contribution rates.</p> <p>A review of staff payroll was carried out over 9 months (April- Dec'22). Gross pay and pension deductions were agreed and fluctuations in pay and deductions were satisfactorily explained. No allowances have been paid directly to members.</p>	Yes
H. Asset Registers and investment registers were accurate and properly maintained.	<p>The Asset Register as at 31 March 2022 valued assets for AGAR purposes at £336,908 which excluded street lighting from the register. Council has now decided to include street lighting and the asset value has been revised for comparison purposes and restated as £360,590</p> <p>The Asset Register as at 31 March 2023 values assets for AGAR purposes at £370,967 which reflects in year movement and the inclusion of street lighting. No investment register is required.</p>	Yes
I Periodic Bank Reconciliations were properly carried out.	<p>The Clerk regularly carries out monthly bank reconciliations which are presented to Council and minuted as such. Evidence was sighted of bank reconciliations and bank statements having been checked by councillors.</p> <p>Further quarterly sample internal control checks have been carried out by an independent councillor, however not as frequently as planned. As a result it is planned to appoint a deputy in the forthcoming year; which will mitigate the risk of the checks not being performed. The outcome of the checks are documented and reported to Council.</p>	Yes

Selattyn and Gobowen Parish Council

	<p>It was good to note that The Check List has been streamlined and tailored to take account of online payments, and was less onerous to complete, better meeting the Council's current needs.</p> <p>The following bank reconciliations as at 1/9/22, 1/11/22 and 31/3/23 have been re-performed and agreed by the auditor.</p>	
J Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<p>Accounting statements prepared during the year have been produced by Scribe and have been prepared accurately on a receipts and payments basis.</p> <p>The 22/23 yearend accounting statement and AGAR were produced by Scribe on a receipts and payments basis.</p> <p>Sample testing of transactions; bank reconciliations etc. supported the accuracy of the Scribe accounting records. (See B & E & I above.)</p>	Yes
K The Council appropriately certified itself as exempt from a limited assurance review by external audit in 2021/22 .	Not examined as the Council did not qualify for a Certificate of Exemption from external audit last year.	Not Covered
L The Council with publishes information on a "free" website/webpage, up to date at the time of the internal audit, in accordance with legal requirements.	The Council's website was relied upon during the internal audit and found to be both informative and easy to navigate. Published documentation met legal requirements. (Examined 3/11/22; 21/12/22.)	Yes
M During 2022 Council correctly provided the proper opportunity for the exercise of public rights regarding the 21/22 AGAR as required by Accounting and Audit Regulations.	The appropriate Notice for the Exercise of Public Rights (published 31/5/22) was found on the website. The appropriate notice period was given with full details of how to contact the Clerk and external auditor. The 21/22 AGAR was also available having been published at the same time. (See below.)	Yes
N The Council has complied with the publication requirements for 2021/22 AGAR.	The 21/22 AGAR and associated year end paperwork were found on the Council's website; (published 31/5/22). The AGAR was resolved as approved at the Council's May'22 meeting. The Conclusion of Audit Notice was uploaded to the website on 4/8/22 together with the External Audit Certificate and report.	Yes
O Trust Fund – The Council met its responsibilities as a trustee.	The Clerk/RFO confirmed that the Council is not a trustee of a Trust Fund/Charity.	Not Applicable

SDH Accounting & Audit Services

Date 29/04/2023

Selattyn and Gobowen Parish Council

Annual Governance Statement – AGAR Section 1

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Selattyn and Gobowen Parish Council

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 2023, 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.	
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	
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	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

14/06/2023

and recorded as minute reference:

1890c REFERENCE

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

Chairman

SIGNATURE REQUIRED
S. Dyke

Clerk

SIGNATURE REQUIRED
B. Llewellyn

www.selattyn-gobowenpc.org.uk

UNIQUELY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Selattyn and Gobowen Parish Council

Accounting Statements – AGAR Section 2

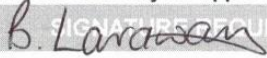
Section 2 – Accounting Statements 2022/23 for

Selattyn and Gobowen Parish Council				
	Year ending			
	31 March 2022 £	31 March 2023 £		
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	288,208	327,497	<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	84,781	84,565	<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	43,661	98,971	<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	32,711	37,155	<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	56,441	109,749	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	327,497	364,128	<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	327,497	364,128	<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	RESTATED. 360,590	370,967	<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>	

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 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

SIGNATURES REQUIRED

 Date 25/04/2023

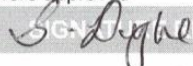
I confirm that these Accounting Statements were approved by this authority on this date:

14/06/2023

as recorded in minute reference:

1890d REFERENCE

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

SIGNATURES REQUIRED


Selattyn and Gobowen Parish Council

Reconciliation of all Bank Accounts

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:	Selattyn and Gobowen Parish Council		
County area (local councils and parish meetings only):	Shropshire		
Financial year ending 31 March 2023			
Prepared by (Name and Role):	Bridget Laraway, Parish Clerk & RFO		
Date:	25/04/2023		
		£	£
Balance per bank statements as at 31/3/23:			
	Unity Trust Deposit Account	80,486	
	Unity Trust Current Account	111,820	
	Redwood Bank	85,264	
	Nationwide	86,418	
			363,988
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)			
	item 1		
	item 2		
			-
Add: any un-banked cash as at 31/3/23			
	cheque deposit 1	140	
			140
Net balances as at 31/3/23 (Box 8)			364,128

Selattyn and Gobowen Parish Council

Explanation of variances

Explanation of variances – pro forma

Name of smaller authority: Selattyn and Gobowen Parish Council

County area (local councils): Shropshire

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22	2022/23	Variance	Variance	Explanation		
	£	£	£	%	Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	
1 Balances Brought Forward	288,208	327,497				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	Rounding error
2 Precept or Rates and Levies	84,781	84,565	-216	0.25%	NO		
3 Total Other Receipts	43,661	98,971	55,310	126.68%	YES		5 grants totalling £30,126, Investment interest £3,279, Neighbourhood fund £14,947 higher than 21/22, VAT refund £7,322 higher than 21/22.
4 Staff Costs	32,711	37,155	4,444	13.59%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	56,441	109,749	53,308	94.45%	YES		Streetlight upgrade programme £28,570, CCTV Camera £1958, Play equipment repairs £4285, Building repairs £1388, River bank maintenance £1960, 2 additional editions of newsletter £2091, New litter bins x 3 £1350, Grant funds to groups £1629, Civic expenses £256, Defibrillator spares following product recall £534, Increase in energy costs £700, New Garden of remembrance £3895. Remainder of variance results from higher costs of goods and services.
7 Balances Carried Forward	327,498	364,129			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	327,497	364,128				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments	360,590	370,967	10,377	2.88%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Selattyn and Gobowen Parish Council

Explanation of Reserves

Explanation for 'high' reserves					
(Please complete the highlighted boxes.)					
Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:					
			£	£	£
Earmarked reserves:					
	Reserve 1		130537		Parish projects - community building refurbishment, events, and any other projects identified when consultation takes place
	Reserve 2		22750		Cemetery and Allotments future expansion and maintenance
	Reserve 3		4193		Surplus from Community Meals project - now community grant fund
	Reserve 4		10046		Office Equipment, Election Costs, Consultation, Noticeboards
	Reserve 5		38115		Playing Field and equipment projects and maintenance
	Reserve 6		37566		Streetlight upgrades, bus shelter, road safety measures
	Reserve 7		6000		Street furniture, defibrillator.
				249207	
	General reserve		114921		
				114921	
	Total reserves (must agree to Box 7)				364128

Selattyn and Gobowen Parish Council

Explanation of re-stated 2021-22 figures

SHO147 Selattyn and Gobowen Parish Council, Shropshire

Explanation of re-stated values for 21/22

	Submitted 21/22 AGAR	Re-stated								
Box 9	331054	360590								
Box 9	Acting on advice from the Internal Auditor, the Parish Council has included a valuation for its streetlight assets in the 2022/23 Asset valuation. Box 9 on the 2021/22 AGAR was therefore restated to include a valuation for the 147 streetlight assets held at 31.3.22.									