

MINUTES OF A MEETING OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 8TH JULY 2020 AT THE COUNCIL OFFICES AT KSCA, LEGION DRIVE, KINVER

PRESENT: Councillors JK Hall (Chairman), Miss V Webb (Vice-Chairman), Mrs C Allen, T Talbot-Webb, E Simons, S Anderson, H Williams, G Sisley, P Wooddisse, D Light, Mrs E Lord, IG Sadler

57/20. Apologies for Absence.(to note any long term absences)

Councillors D Hadlington and H Rogers have ceased to be Councillors as they have not attended a meeting in 6 months.

An apology of absence was received from County Councillor Mrs V Wilson was not in attendance as she had a prior meeting booked.

58/20. Declarations of Councillors' Interest.

None were declared.

59/20. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held in 4th March 2020 (copy attached).

The Minutes of the meeting held on 4th March, having been circulated in advance of the current meeting, were approved and signed as a true record of the proceedings at that meeting.

64/20. Public Participation – 15 minutes for members of the Parish to raise matters with members

No members of the public present wished to speak.

65/20. To receive the minutes and any recommendations from the following Committee meetings:-

Planning and Development Committee 12th June 2020

The minutes of the above meeting, having been circulated, were **Received**, the following Recommendations were made to the Parish Council that

the planning recommendations as set out in agenda item 6 are agreed and have been sent to the District Council due to the time constraints.

the previous recommendations under item 5 are agreed.

a Neighbourhood Plan is progressed forward, and approx. costs to be brought forward when it is discussed (to be discussed under a separate agenda item.)

The above recommendations relating to the planning applications was agreed.

Leisure and Amenities Committee 24th July 2020

The minutes of the above meeting, having been circulated, were **Received**, and the following Recommendations were made to the Parish Council that the Parish Council arrange and fund a permanent Christmas tree (for a maximum of 10 years due to height it will grow), and costs and full details of locations to be available prior to the Council meeting. This recommendation was deferred back to the Committee where costs can be calculated and brought back to the Council.

66/20. Accounts for Payment.

The accounts paid for this financial year to date as set out as appendix 1 to these minutes were accepted.

67/20. Year end accounts to be approved for External Audit

The accounts for year ending 31st March 2020, as set out in appendix 2 to these minutes were accepted as a true and accurate record of the year.

68/20. Update on fuel supply for the van and equipment

The fuel station used by the Council is no longer accepting account payments. Therefore the Clerk has set up a Texaco fuel card. This was agreed and noted.

69/20. To discuss Flooding within the Parish Boundary (Cllr Mrs C Allen)

Previous minute from March

Photographs showing the extent of the flooding were attached to the agenda papers. In addition further correspondence from the residents of the Anchor site, Dark Lane.

Members agreed that the Clerk contact the District Council to ask for a copy of their Strategic Flood Management Policy as at the present time members are not aware of any protocol or procedures on this matter. In addition the local person responsible be invited to the next meeting to discuss this matter further.

It was noted that a meeting is being organised by the KSCA with the School and the KSCA to discuss the management of 3 culverts on the schools ground that appear to be needed to be cleared to help stop some of the flooding problems. The Clerk will try to get an update on this matter for the next meeting.

Councillor BR Edwards agreed to look into this and report back to the next meeting.

70/20. Update on change of ownership of the White Harte caravan park (Cllr S Anderson)

A letter was prepared by Councillor S Anderson and was distributed to the residents. The response has been positive for them to have a meeting with the new land owners agent, who has confirmed he will attend a meeting also. The date provisionally set is for the 7th April at the White Hart pub.

Due to Covid a meeting was not called, Councillor S Anderson has spoken with a representative of the new owners, he will continue to monitor this matter and report back as and when required.

71/20. Update on driving on Footpaths in the Parish (i.e Meddins Lane)(Cllr S Anderson)

The issue of driving on the pavement has been far less an issue due to lockdown, but the traffic is now slowly increasing. A new post has been erected by the entrance to the woods on the pavement, but has yet to have a sign placed on it. Councillor S Anderson will continue to monitor this situation and report back as required.

72/20. To discuss charging points within the Parish

Councillor Mrs E Lord informed members that she has found a grant scheme where the majority of the installation of a charging point is covered. This grant is to encourage having charging points for residents that have no drive or garage to park in to be able to have an electric vehicle and slow charge over night.

This is not designed for a fast charge point for tourists etc.

The grant is specific so the only sites that can really be considered are the 2 car parks in the High Street owned by SSDC, however the best car park is the one opposite the Council offices, as the Council own and look after the toilet facilities the electricity supply can come straight from this source.

The grant application form has been submitted to see if we would be eligible for the scheme, and it has been approved subject to written permission from the land owner which is SSDC. Councillor Mrs E Lord has been unable to get agreement in writing at this time, and can not move any further forward without it.

Councillor BR Edwards agreed to make some enquiries and report back.

It was proposed by Councillor S Anderson and seconded by Councillor H Williams to agree in principle to support having charging points, and costs and locations to be brought to the next meeting. On a vote this was carried.

73/20. To discuss starting a Neighbourhood Plan for Kinver Parish Council (Cllr Mrs C Allen)

Councillor Mrs C Allen outlined the reasons for preparing a neighbourhood plan:-

- ☐ Greater control of the spatial development of your community including (if you wish) where development occurs, the type/style of development.
- ☐ Community engagement and involvement in what the plans for the community are.
- ☐ 25% of Community Infrastructure Levy (CIL) receipts from development in the parish goes directly to the parish to spend on supporting growth (instead of 15% - capped at £100 / existing council tax dwelling).
- ☐ A chance to produce a local vision for the community which once independently examined and through a successful referendum, becomes part of the adopted planning policy framework (in other words the first time that very local views carry statutory weight in the planning process).
- ☐ A chance to not just accept development, but set policies to define design of new buildings and materials used.

It was proposed by Councillor Mrs C Allen and seconded by Councillor S Anderson, to allow the Planning and Development Committee to start the gathering of information and costs for producing a Neighbourhood Plan and report back costs to the September Parish Council meeting. On a vote this was carried.

74/20. To discuss using the CA Newssheet again for updating the Community with parish Council News (Cllr Mrs E Lord)

It was felt that if the Newssheet is going to continue to run, Mrs Fullwood liaise with the editor of the Newssheet and see if it possible for the Parish Council to write articles for when it is published quarterly. On a vote this was agreed.

75/20. To agree a meeting schedule until May 2021

The meeting schedule as detailed below was agreed.

2020/21	PARISH COUNCIL	LEISURE AND AMENITIES	FINANCE & GENERAL PURPOSES	PLANNING AND DEVELOP.
JULY 2020	8	29	22**	15**
AUGUST 2020				TBC + 26
SEPT 2020	2	9	16	30
OCT 2020	7			28
NOV 2020	4	11	18	25
DEC 2020	2			16
JAN 2021	6	13	20	27
FEB 2021	3			24
MARCH 2021	3 ## APM	10	17	31
APRIL 2021	7			28
MAY 2021	5#AGM	19	12	29
JUNE 2021	5			26

Delegated authority was given to Finance to agree accounts for payment and for the Planning Committee for meetings held before the 29th August to have authority to send recommendations directly to SSDC re planning applications.

76/20. To discuss and agree the S106 distribution from the Hyde Lane Development. The following email has been received from Catherine Gutteridge.

We are looking into this further as the section 106 Agreement states the following:

A Community Facilities Contribution of £50,000

- towards provision of offsite community/leisure facilities. The council at its discretion apply whole sum towards Kinver Parish Council community facilities

OR

- £15,000 to improve facilities of Kinver Sports and Community Association & £35,000 towards local drainage work improvements under Sterrymere Regeneration Project

Members discussed fully the options and it was proposed by Councillor B Edwards and seconded by Councillor S Anderson to support the second option of giving £15000 for improvements to the KSCA and £35000 for the Sterrymere Project, the Parish Council to hold the funds for the Sterrymere project in case it is not successful, then these funds can be redistributed in this area for an other community project. On a vote this was carried with 12 for and 1 against.

77/20. Items for future Meetings

Items to be with the Clerk by Tuesday 28th August.

Neighbourhood Plan

Co-option of 2 new councillors

Corona virus review and update

78/20. Dates of Next Meetings –

Finance and General Purposes Committee
Planning and Development Committee
Leisure and Amenities Committee
Parish Council meeting

22nd July 2020
29th July 2020 and 26th August 2020
29th July 2020 (7.30pm)
2nd September 2020

DRAFT

Appendix 1 to the minutes of the Parish Council meeting held on the 8th July 2020

Income from 1st March 2020

Wombourne Funeral Directors		£890.00
Aviva		£395.00
Wombourne Funeral Directors		£410.00
Police		£1,000.00
Wombourne Funeral Directors		£890.00
Toilet Income		£30.00
J Vernon-Kendrick	Burial fees	£890.00
	printing	
	costs	£132.80
Sheriffhales Parish Mag	Burial fees	£410.00
Wombourne Funeral Directors	Precept	£72,354.50
South Staffordshire Council	Refund	£3.63
Swops Ltd	Burial fees	£410.00
H Porter & Sons		£1,474.98
V.A.T.	Burial fees	£890.00
A & A Walters		£76,565.91

Expenditure from 1st March 2020

06/03/2020	Barclays Bank	charges	£6.50
13/03/2020	Eastern Shires Purchasing Organisation	supplies	£85.36
30/03/2020	Eastern Shires Purchasing Organisation	supplies	£19.50
30/03/2020	Eastern Shires Purchasing Organisation	supplies	£107.39
31/03/2020	Utility Warehouse	Garage	£14.20
26/03/2020	Wages	wages	£5,337.85
23/03/2020	J R K Computer Supplies	supplies	£35.88
23/03/2020	J R K Computer Supplies	supplies	£57.06
02/03/2020	J R K Computer Supplies	paper	£19.14
20/03/2020	O C L	post etc	£228.71
06/03/2020	O C L	supplies	£45.10
10/03/2020	O C L	supplies	£220.11
10/03/2020	O C L	supplies	£86.06
04/03/2020	J R K Computer Supplies	paper	£17.94
19/03/2020	Staffordshire County Council	Van Lease	£349.39
19/03/2020	Swops Ltd	fuel	£120.70
09/03/2020	Swops Ltd	fuel	£101.12
10/03/2020	Pure Shine Window Cleaning Co	windows cleaned	£40.00
30/03/2020	Tygar Surfacing	repair to play area	£600.00
31/03/2020	Utility Warehouse	Office	£202.65
31/03/2020	Utility Warehouse	Toilets	£70.95
31/03/2020	Utility Warehouse	Toilets	£10.15
19/03/2020	Staffordshire County Council	van lease	£326.83
13/03/2020	Viking Direct	stationary	£28.24
13/03/2020	Viking Direct	stationary	£8.24
19/03/2020	Viking Direct	stationary	£17.23
04/03/2020	Viking Direct	stationary	£33.41

10/03/2020	O C L	supplies	-£220.11
04/03/2020	S.P.C.A.	training	£20.00
01-Apr-20	South Staffordshire Council	rates cr	£55.89
01-Apr-20	South Staffordshire Council	rates toilets	£104.33
01-Apr-20	Eastern Shires Purchasing Organisation	supplies	£10.49
01-Apr-20	Eastern Shires Purchasing Organisation	supplies	£8.50
01-Apr-20	Eastern Shires Purchasing Organisation	supplies	£16.15
06-Apr-20	Barclays Bank	charges	£6.50
16-Apr-20	Inland Revenue	April payment	£1,383.28
16-Apr-20	J R K Computer Supplies	Supplies	£39.95
16-Apr-20	Staffordshire County Council	Pensions April	£2,064.80
16-Apr-20	Staffordshire County Council	Van Lease	£173.71
16-Apr-20	Water Plus	rates	£41.53
16-Apr-20	Swops Ltd	diesel and petrol	£63.64
16-Apr-20	Swops Ltd	balance of fuel	£3.63
20-Apr-20	Iccm	fees	£95.00
20-Apr-20	Midshires Business Systems Ltd	charges copier	£326.16
20-Apr-20	Utility Warehouse	Office	£184.24
20-Apr-20	Utility Warehouse	Toilets	£9.60
20-Apr-20	Utility Warehouse	Toilets	£3.91
20-Apr-20	Utility Warehouse	Garage	£14.13
28-Apr-20	Ruta Pullar	audit	£450.00
28-Apr-20	Solo Press	leaflets	£172.14
29-Apr-20	R H Electrical Installations Ltd	alarm for office	£70.00
29-Apr-20	South Staffordshire Water Plc	rates	£24.32
29-Apr-20	South Staffordshire Water Plc	rates	£98.58
29-Apr-20	N Power Business	Xmas Lights	£345.50
29-Apr-20	N Power Business	Village Clock	£404.87
29-Apr-20	N Power Business	Village Clock	£459.92
29-Apr-20	Best Kept Village Group	competitions	£45.00
30-Apr-20	Wages	wages	£5,395.25
01-May-20	South Staffordshire Council	rates toilets	£109.00
01-May-20	South Staffordshire Council	rates cr	£55.00
05-May-20	Staffordshire County Council	pensions May	£2,096.63
05-May-20	Water Plus	water rates	£63.85
13-May-20	Pure Shine Window Cleaning Co	windows and toilets cleaned	£120.00
15-May-20	Sage (UK) Ltd	annual	£580.00
20-May-20	AVG	antivirus software	£34.99
21-May-20	Swops Ltd	diesel	£69.48
21-May-20	Swops Ltd	diesel	£16.62
21-May-20	Screwfix	credit note reversal	£11.66
26-May-20	Wages	May payment	£5,499.56
26-May-20	Inland Revenue	May payment	£1,380.46
31-May-20	Utility Warehouse	Office	£80.56
31-May-20	Utility Warehouse	Toilets	£13.03
31-May-20	Utility Warehouse	Toilets	£53.94

31-May-20	Utility Warehouse	Garage	£7.76
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£30,253.16

22/06/20	Amazon	Path clear solution	£28.99
	Inland Revenue	May Payment	£851.64
	Inland Revenue	May Payment	£528.82
22/06/20	BHIB	Annual Insurance	£1,971.03
22/06/20	J R K Computer Supplies	Supplies	£26.28
22/06/20	J R K Computer Supplies	Supplies	£35.94
		Van lease 2 x months	
22/06/20	Staffordshire County Council		£687.49
	Swops Ltd	Fuel	-£16.62
	Swops Ltd	Fuel	£70.00
22/06/20	Mowers Express Ltd	Strimmer heads	£40.00
	Staffordshire County Council	Pensions May	£412.47
	Staffordshire County Council	Pensions May	£1,684.16
22/06/20	Screwfix	Supplies	£75.96
22/06/20	Screwfix	Supplies	£22.17
30/06/20	Utility Warehouse	High Street Toilets	£53.67
30/06/20	Utility Warehouse	Kinver Edge toilets	£10.38
30/06/20	Utility Warehouse	Garage	£14.55
30/06/20	Utility Warehouse	Office	£74.04
22/06/20	Viking Direct	Supplies	£113.67
22/06/20	Wicksteed Leisure Ltd	Repairs to zip wire	£1,232.15
			£7,916.79

Income June
H Porter and Sons £864

Appendix 2 to the minutes of Kinver Parish Council held on the 8th July

Annual Internal Audit Report 2019/20

KINVER PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
M. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

27 04 20

Name of person who carried out the internal audit

Peta Fullor

Signature of person who carried out the internal audit

Peta Fullor

Date

27 04 20

*If the response is 'no' you must include a note to 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 2 – Accounting Statements 2019/20 for

KINVER PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	69040	69364	<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> <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	144709	144709	<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	19646	25113	<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	104038	100838	<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	59993	55250	<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	69364	83098	<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	71731	83428	<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	750871	750871	<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>
		X	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

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

as recorded in minute reference:

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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

KINVER 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 2020, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 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:

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

and recorded as minute reference:

Chairman

Clerk

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

Authority web address

Consolidated Balance Sheet

Unaudited

31/03/19 £		31/03/20 £
	Long Term assets	
0.00	Investments	0.00
0.00	Long Term Debts	0.00
0.00	TOTAL LONG TERM ASSETS	0.00
	Current assets	
0.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
1,206.25	VAT Recoverable	1,474.98
2,000.00	Debtors	0.00
0.00	Payment in Advance	0.00
71,731.24	Cash in Hand at Bank	83,428.21
74,937.49	TOTAL CURRENT ASSETS	84,903.19
74,937.49	TOTAL ASSETS	84,903.19
	Current liabilities	
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
5,573.78	Creditors	1,804.80
0.00	Receipts in Advance	0.00
5,573.78	TOTAL CURRENT LIABILITIES	1,804.80
69,363.71	TOTAL ASSETS LESS CURRENT LIABILITIES	83,098.39
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
69,363.71	NET ASSETS	83,098.39
	Represented by	
69,363.71	General Reserve	83,098.39
	RESERVES	
0.00	Asset Replacement Reserve	0.00
69,363.71		83,098.39

Signed _____
Chairman
Date _____
AUDIT OPINION _____

Responsible Financial Officer

Summary Trial Balance

Year ending 31/03/20

	Credit	Debit
Income		
Income	4,000.00	
Precept	144,709.00	
Agency Services reimbursements	0.00	
Loan/Capital Receipts	0.00	
Interest on Investments	360.64	
Sale of Assets	0.00	
Burial fees	16,311.00	
Rights of Way	0.00	
Toilet Income	716.60	
Rents received	0.00	
Donations and Sundries	3,725.14	
Expenditure		
Expenditure		17,155.95
General Administration		18,803.92
Agency Services		0.00
S. 137 Payments		0.00
Capital Schemes		0.00
Provision for Doubtful Debts		0.00
Interest on Long Term Debts		0.00
General Administration - Petty cash/High St toilet cleaning		0.00
Maintenance		9,989.67
Burial Ground		3,159.42
Grants and Subscriptions		4,890.43
Car park rentals		1,150.00
Millenium Fund		0.00
Loan repayment		0.00
Employment Advice Centre		0.00
Wages / Salaries		100,938.31
Church - Methodist rent		0.00

Summary Trial Balance

Expenditure

Balance Sheet Assets

VAT Recoverable		1,474.98
Debtors		0.00
Payment in Advance		0.00
Cash in Hand & at Bank		83,428.21
Investments		0.00
Loans Made		0.00

Balance Sheet Liabilities

Loans Received	0.00	
VAT Payable	0.00	
Creditors	1,804.80	
Receipts in Advance	0.00	
Reserves (at start of year)	69,363.71	
Trial Balance Total	240,990.89	240,990.89

Total of credits and debits match.

(this is to note at this meeting and be discussed fully at the next Finance meeting)

Balances remaining at the 31st March 2020 are detailed below along with explanation of balances held in all Bank Accounts

The budget summary :-

	Budget 2019/20	Actual spent / rec	Balance rem	%
Expenditure	£160694.00	£156024.77	£4669.23	97.09
Income	£160694.00	£169822.38	£9128.38+	105.68
Net Balance		£13797.61 underspent 2019/20		

The bank balance after all of the invoices / income relating to the financial year 2019/20 are below:-

Barclays Bank	£7137.09
Co-Op Bank	£7686.18
Bath Building Society	£37533.09
Reserves West Brom	£30471.05
Total	£82827.41

Breakdown of Balances held:-

West Bromwich Account	
Play Area	£5000.00
Contingency	£3500.00
Election Expenses	£8445.47
Xmas Lights	£5392.16
Balance from Y/end 31/3/18	£8133.42
Bath Building Society	
Reserves	£30000.00
Future Projects	£ 7533.09
Total	£37533.09*

*At the year end of 31st March 2020 we had to transfer money from this account due to the precept being late.