

SWINFEN AND PACKINGTON PARISH COUNCIL

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Our Ref: JM

03 May 2017

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council to be held in the **Conference Room 1, Conference Centre, HMP Swinfen on Wednesday 10 May 2017 commencing 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

Jayne Minor (Ms)
Parish Clerk

AGENDA

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area (see notes at the end of the Agenda).

- 1. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**
- 2. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST AND DISPENSATION**

To receive declarations of any personal or prejudicial interest under consideration on the Agenda in accordance with the Parish Town Councils (Model Code of Conduct) Order 2007.

4. MINUTES

To approve as a correct record the Minutes of the Meeting of the Parish Council held on 08 March 2017 (Minute Nos. 68-80) (**ENCLOSURE**).

5. CHAIRMAN'S ANNOUNCEMENTS

6. HOPWAS QUARRY

Members are requested to debate the up to date position relating to Hopwas Quarry.

7. THE HIGH SPEED RAIL PLANS

Members are requested to debate the up to date position relating to the High Speed Rail Plans.

8. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2017

Members are requested to approve the following:

- a. Accounting Statements
- b. Annual Governance Statement

in respect of the Annual Return for the year ended 31 March 2017 (**ENCLOSURE**).

9. RISK ASSESSMENT

Members are advised that the 2016/2017 Risk Assessment has been completed and there are currently no uncontrolled risks in any area of the Council's business in respect of the Parish Council's bus shelters and public notice boards (**ENCLOSURE**).

10. INTERNAL AUDITOR'S REPORT (YEAR ENDING 31 MARCH 2017)

Members are requested to receive and note the Internal Auditor's report 2016/17 (**ENCLOSURE**) and payment thereof of an invoice (**ENCLOSURE**) for undertaking an internal audit of the 2016/17 accounts for Swinfen and Packington Parish Council, in accordance with the Audit Commission guidelines.

11. APPOINTMENT OF INTERNAL AUDITOR (YEAR ENDING 31 MARCH 2018)

Members will recall that the Internal Auditor must be appointed annually. Members are requested to consider the re-appointment of Mrs Mary Danby as Internal Auditor for the year ending 31 March 2017. Mrs Mary Danby BA (Hons) FILCM, Town Clerk, Burntwood Town Council has over 20 years experience in Local Government and having no conflicting interest in the Parish Council would be able to sign the letter of independence as required by the Audit Commission. Mrs Danby would charge £30 per annum.

12. SOCIETY OF LOCAL COUNCIL CLERKS

Members are requested to consider renewal of membership of the Society of Local Council Clerks which was founded in 1972 to promote the professional standing and knowledge of full and part time Parish, Town and Community Council Clerks. The Society of Local Council Clerks is the professional body for Local Council Clerks. Cost of membership to the Society is £67.

13. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)

Members are requested to consider renewal of membership of the SPCA at a cost of £129 per annum.

The Association was founded in 1939 and:

- Saves you time and money by streamlining your Council's "business" using model documents.
- Provides legal/financial advice.
- Provides free quarterly newsletters to all Clerks/Councillors to keep Councils in touch with the latest developments.
- Suggests sources of funding for projects and provides guidance and advice on public sector borrowing approval
- Provides access to a database of suppliers who provide products and services for Councils, website design, Council notice boards, playground equipment, shelters, bins etc.

14. PARISH COUNCIL'S INSURANCE – AON LIMITED

Members are requested to consider renewal of the Parish Council's insurance which is due for renewal in June 2017 in the sum of £460.86. Premium must include public liability, fidelity insurance (to cover both the precept and monies in the bank), bus shelters and notice boards.

15. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

16. PARISH CLERK'S SALARY

Members are requested to approve the payment of the Parish Clerk's April and May 2017 salary (**PINK ENCLOSURE**) and further to Minute No. 35 (12 May 2010) in relation to 7.3 of the Parish Clerk's Contract of Employment an annual sum of £156 (£3 per week) be paid in reimbursement of use of space, lighting, heating and electricity.

17. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

Members are requested to 'book' forthcoming Parish Council Meetings.

PUBLIC FORUM SESSION AT PARISH COUNCIL MEETINGS

Residents of Swinfen and Packington Parish Council have an opportunity to speak at each Parish Council meeting:

- 1. The Public Forum session will usually be the first item on the Agenda.*
- 2. The Public Forum will last up to 15 minutes and members of the public can ask the Parish Council a question (or make a statement).*
- 3. Your statement or question must relate to a matter of special relevance to Swinfen and Packington or within the responsibility of the Parish Council.*
- 4. Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances you should write to the Parish Council.*
- 5. You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.*
- 6. After each speaker the Chairman of the Parish Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*

If a written answer is to be given this will be sent to you at your stated address.

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL MEETING HELD AT THE
CONFERENCE ROOM 1, CONFERENCE CENTRE, HMP SWINFEN ON
WEDNESDAY 08 MARCH 2017 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor R Barnes in the Chair
Councillors Armstrong, J Barnes, Dyott and Mrs Harrison

In attendance:

Ms J Minor, Parish Clerk
Mr Tahir Ahmed, Engagement Manager – Area North, HS2
Mr Nick Hilton, Senior Project Manager, HS2

HR2

The Chairman welcomed Mr Ahmed and Mr Hilton to the meeting. Both Mr Ahmed and Mr Hilton provided an update on HS2 and provided an overview of any proposed early works in the Parish. Mr Ahmed said that HS2 will be setting up colleges in both Birmingham and Doncaster. These will be set up with qualified engineers in order to provide skilled workers.

Mr Ahmed mentioned the Business and Local Economy Fund and Community and Environment Fund and said that he would send the guidance details for both funds.

Mr Hilton said that the main contractor was not yet known however the line is cut into 7 sections and this section North of the NEC to Handsacre is known as North Package 2.

Mr Ahmed was asked by Members who was funding the HS2. Mr Ahmed said that he would found out this information and report back to the Parish Council in due course.

68. APOLOGIES FOR ABSENCE

Councillor Elliott.

69. DECLARATIONS OF INTEREST

None declared.

70. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 11 January 2017 (Minute Nos. 56-67) as circulated, be approved as a correct record and signed by the Chairman.

71. CHAIRMAN'S ANNOUNCEMENTS

71.1 Packington Hall

Councillor R Barnes gave an update to all Members present on the current situation regarding Packington Hall.

**71.2 Planning Application 16/01232/FULM
Levett Road**

Councillor R Barnes informed Members that District Councillor Yeates had called in planning application 16/01232 - Levett Road which meant that the planning application was heard at LDC's Planning Committee and not dealt with under delegated authority by an officer. However, only one resident had turned up at LDC's Planning Committee to object to the application and unfortunately the planning application was granted.

71.3 Flooding on the Tamworth Road

Councillor R Barnes informed Members that there had recently been an accident on the Tamworth Road as a result of the flooding. Councillor R Barnes informed Members that he had spoken to District Council Yeates on a number of occasions who had said that the Tamworth Road was "on the list" of works to be undertaken but could not give a date when the works would be done.

72. HOPWAS QUARRY

Councillor R Barnes updated Members stating that CEMEX were now planting trees to keep the bikes out.

RESOLVED That an item on Hopwas Quarry continue to be included on the next agenda.

73. THE HIGH SPEED RAIL PLANS

RESOLVED That an item on the High Speed Rail Plans (HS2) continue to be included on the next agenda.

74. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

RESOLVED That the Parish Council considers the system of internal control to be sufficiently effective and the Review of Effectiveness of Internal Audit be signed by the Chairman.

75. REVIEW OF STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

RESOLVED That the Parish Council considers the controls currently in place are effective and that the Statement of Internal Control and Annual Review of Effectiveness of Internal Control be signed by the Chairman.

76. LICHFIELD DISTRICT COUNCIL : ELECTIONS 07 MAY 2015

RESOLVED That a cheque be drawn made payable to Lichfield District Council in the sum of £102.46 in respect of the 2015 Elections (**cheque no. 100401**).

**77. PLANNING APPLICATION 17/00085/FUL
10 BROOM COVERT ROAD, SWINFEN
DEMOLITION OF EXISTING PORCH AND ERECTION OF SINGLE STOREY FRONT
EXTENSION TO FORM PORCH AND WC**

That the following comment be submitted to Lichfield District Council:

- No objection.

However, Councillor Armstrong said that he felt that this application should come under general permitted development.

78. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

79. PARISH CLERK'S SALARY

RESOLVED That cheques be drawn in respect of the Parish Clerk's February 2017 (cheque number 100399) and March 2017 (cheque number 100400) salary, HMRC – April 2017 (cheque number 100402), Staffordshire Pension Fund – April 2017 (cheque number 100403), HMRC – May 2017 (cheque number 100404) and Staffordshire Pension Fund - May 2017 (cheque number 100405).

80. DATE, VENUE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That Wednesday 10 May 2017 in the Conference Room 1, Conference Centre, HMP Swinfen commencing 7.00 p.m. be confirmed as the next Parish Council meeting.

(The Meeting closed at 8.23 p.m.)

Signed

Dated

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

SWINFEN AND PACKINGTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		'Yes' means that this smaller 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 smaller authority to conduct its business or on 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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has 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 smaller 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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

SWINFEN AND PACKINGTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	6752	7750	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	4366	4599	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	436	403	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2545	2566	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	N/A	N/A	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	1259	786	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	7750	9400	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	7750	9400	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	N/A	N/A	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	N/A	N/A.	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/do not certify* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

SWINFEN AND PACKINGTON PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller 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 smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Name of person who carried out the internal audit MARY DANBY

Signature of person who carried out the internal audit MDanby Date 17/04/2017

*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, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

SWINFEN AND PACKINGTON PARISH COUNCIL

RISK ASSESSMENT

Company Name: **Swinfen and Packington Parish Council**

Date of Assessment: **22 April 2017**

Anticipated Review Date: **22 April 2018 (or straightaway if any major damage/deterioration happens)**

Undertaken by: **Jayne Minor, Parish Clerk**

Location or Activity	Hazard	Level of Risk	Key Risks Facing the Parish Council	Persons in Danger	Potential Consequences Should Risk Occur	Measures Taken
Using the bus shelters	Slips and trips	Low		Users		The bus shelters are routinely overviewed by Parish Council and any problems dealt with on an ad-hoc basis.
Using the bus shelters	Cuts from broken glass on the floor	Low		Users		The bus shelters are routinely overviewed by Parish Council and any problems dealt with on an ad-hoc basis.
Bus shelters		Low	Damage to the bus shelters		The need to make good the damage with the potential accompanying cost to the Parish Council. Potential claim against the Parish Council	Regular inspection of the bus shelters. Insurance of bus shelters against all risks. Potential claim against third party. Annual review of insurance cover.

Location or Activity	Hazard	Level of Risk	Key Risks Facing the Parish Council	Persons in Danger	Potential Consequences Should Risk Occur	Measures Taken
Bus shelters		Low	Deterioration of bus shelters		The need to make good the damage with the potential accompanying cost to the Parish Council. Potential claim against the Parish Council.	Annual inspection of bus shelters followed by action should repairs be necessary.
Public notice boards		Low	Damage to public notice boards		The need to make good the damage with accompanying cost to the Parish Council.	Insurance against all risks. Annual review of insurance cover.
Public notice boards		Low	Deterioration to public notice boards		The need to make good the deterioration with accompanying cost to the Parish Council.	Annual inspection of the notice boards with repairs undertaken if necessary.

**SWINFEN AND PACKINGTON PARISH COUNCIL
INTERNAL AUDIT REPORT 2016/17**

1. INDEPENDENCE

I confirm that I have no connection with any of the Councillors or Officers of Swinfen and Packington Parish Council.

2. COMPETENCE

I have worked as Clerk and Responsible Financial Officer (RFO) for several parish/town councils for over 25 years and I am the Chief Executive Officer and RFO to Burntwood Town Council, where I have been employed since April 2007. I am required to have an understanding of local government accounting procedures.

I have undertaken the internal audit of several voluntary organisations during my career. This is the seventh year that I have undertaken Swinfen and Packington Parish Council's internal audit.

3. REPORT

I am pleased to report to Members of the Parish Council that I have undertaken the internal audit of the council's accounts for 2016/17 and that I have been able to complete Section 4 of the Annual Return for the year ended 31 March 2017, as required under the Accounts and Audit Regulations 2015.

Members should be aware that the internal audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against.

I would confirm that:

- I did not find anything to report in my financial audit
- I found the record keeping to be of a good standard
- I found the Parish Council's approach to risk management to be sound

Recommendation:

- That all internal invoices be signed and dated by the Parish Clerk.

4. INTERNAL CONTROLS

4.1 Financial Regulations and Standing Orders

The Parish Council reviewed the Financial Regulations at the 11 January 2017 meeting (Minute No. 62 refers) and it was agreed that no amendments were necessary.

4.2 The Parish Council reviewed the Standing Orders at the 11 January 2017 meeting (Minute No. 63 refers) and it was agreed that no amendments were necessary.

4.2 Review of Effectiveness of Internal Audit and Statement of Internal Controls and Annual Review of Effectiveness of Internal Controls

The Parish Council considered its internal controls at the 08 March 2017 meeting (Minute No. 74 Review of Effectiveness of Internal Audit 2016/17 and Minute No. 75 Statement of Internal Controls and Annual Review of Effectiveness of Internal Controls and) and agreed that the controls currently in place are effective.

5. CONCLUSION

I carried out sufficient work to enable me to complete Section 4 of the Annual Return, including reading the Minutes, checking the accounting records (including the cashbook, salaries, vouchers and bank records). I found all the records to be accurate and up to date.

M. Danby

Mary Danby BA (Hons) Local Policy FILCM
17 April 2017

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BURNTWOOD
WS7 4SH

Home Tel: 01543 675793
Email: mary_danby@hotmail.com

17 April 2017

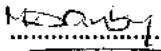
Ms J Minor
Clerk, Swinfen & Packington Parish Council
6 Highfield Close
BURNTWOOD
WS7 9AR

INVOICE

To:

Undertaking an internal audit of the 2016/17 accounts for Swinfen & Packington Parish Council, in accordance with Audit Commission guidelines

£25.00


.....

Mary Danby

PLEASE NOTE: Should the Parish Council wish to re-appoint me to undertake the 2017/18 internal audit my fee for this work will be £30.00.

Cheque payable to: Mrs M Danby