

SWINFEN AND PACKINGTON PARISH COUNCIL

Ms Jayne Minor
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Our Ref: JM

11 May 2022

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 18 May 2022 commencing 6.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

Jayne Minor

Jayne Minor (Ms) CiLCA & FiLCA
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 23 March 2022 [Minute Nos. 62-73] [ENCLOSURE].

5. CHAIRMAN'S ANNOUNCEMENTS

6. THE HIGH-SPEED RAIL PLANS

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

7. RISK ASSESSMENT

Members are advised that the 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].

8. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

8.1 Annual Return: Section 1 – Annual Governance Statement 2021/22

Members are requested to consider the eight individual statements that comprise the Annual Governance Statement for the year ended 31 March 2022 and to resolve that they agree the individual "yes" responses on the Statement and that the Chairman and the Clerk be authorised to sign the Statement [ENCLOSURE].

8.2 Annual Return: Section 2 – Accounting Statements 2021/22

Members are requested to resolve that the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2022 are agreed and that the Chairman be authorised to sign the Statement [ENCLOSURE].

8.3 Income and Expenditure Account for the Year Ended 31 March 2022

Members are requested to resolve that the Income and Expenditure Account for the Year Ended 31 March 2022 be approved.

8.4 Accounts, Payments & Receipts as at 31 March 2022

Members are requested to resolve that the Accounts, Payments & Receipts as at 31 March 2022 is approved and that the Chairman be authorised to sign the document [ENCLOSURE].

9. CONCLUSION OF INTERNAL AUDIT 2021-22

Members are requested to note the contents of the Internal Audit Report from Mr B Cooper forming Page 3 of the Annual Governance and Accountability Return for the year ended 31 March 2022 [ENCLOSURE].

10. WEBSITE

Members are requested to consider renewal of the Parish Council's annual website hosting [£90] and annual domain renewal [swinfenandpackington.org.uk] [£10] in the sum of £100 plus VAT [total £120].

11. PARISH COUNCIL'S INSURANCE

Members are requested to consider renewal of the Parish Council's insurance which is due for renewal on 01 June 2022. Premium must include public liability, fidelity insurance (to cover both the precept and monies in the bank), bus shelters and notice boards. The total premium is £452.56.

12. 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.

13. PARISH CLERK'S SALARY

Members are requested to approve the payment of the Parish Clerk's April and May 2022 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.

14. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

Wednesday 13 July 2022
Wednesday 07 September 2022
Wednesday 02 November 2022
Wednesday 25 January 2023
Wednesday 22 March 2023
Wednesday 17 May 2023

All meetings will commence at 6pm

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 HELD AT THE
CONFERENCE CENTRE, HMP SWINFEN ON WEDNESDAY 23 MARCH 2022
COMMENCING AT 7.08 PM**

PRESENT

Councillor Barnes in the Chair
Councillors Armstrong, Dyott, Loescher and Mrs Phillips

In attendance:

Ms J Minor, Parish Clerk

PARISH FORUM

No members of the public were present.

62. APOLOGIES FOR ABSENCE

Councillor Mrs Pope.

63. DECLARATIONS OF INTEREST

None declared.

64. MINUTES

It was proposed by Councillor Barnes, duly seconded and

RESOLVED That the Minutes of the Meeting of the Parish Council held on 19 January 2022 [Minute Nos. 50-61] as circulated, be approved as a correct record.

65. CHAIRMAN'S ANNOUNCEMENTS

Bus Shelter

It was noted that the bus shelter opposite Whittington Barracks had been repaired [**cheque no. 100630**] and the two new bus shelters had been erected [**cheque no. 100631**]. It was also noted that the existing timber bus shelter had been replaced [**cheque no. 100632**] however the concrete base had not been reinforced so if the company had dug holes for shelter seating legs the whole concrete base could well have cracked right through, so they are manufacturing a bolt down seat which will be installed in the near future.

Packington Hall

The Chairman informed Members that the developer was slowly creeping on with the Hall.

Parking Area by Hopwas Woods

Councillor Loescher had attended a recent meeting of the Hints Council's engagement meeting with BBV/HS2 where it was emphasised that money is currently available in Staffordshire for local projects. If the Parish Council wanted to access these funds for the parking area by Hopwas Woods the Parish Council probably needed to think about getting a costed proposal together [first step might be to get a scope of work/quotation for the project]. He thought that there was a real chance that HS2 would pay for this work if the Parish Council wanted it done.

However, Councillor Barnes explained that he had done some investigation over this possibility adjacent to Hopwas Woods. On the face of it, it seemed a good idea and benefit for all. However, there are a number of hurdles to jump through namely:

- a. The County Highways are going to need to give permission and issue a standard specification on the kerb and access all along. Drainage is a big issue also with a new extensive hard standing too.
- b. Landowners permission would have to be legally sorted and there are two involved.
- c. An initial visit with a prospective contractor and himself had revealed an approximate cost to do this will be probably over £100,000. At that cost level other people become involved e.g. civil engineering consultants etc.

He felt that the Parish Council's sights might have to be lowered somewhat and improve what is already there possibly. BBV are open to talks and that is a good start but if the money is coming from the public purse [HS2] the project is going to have to be managed properly and in conformance with all the red tape.

Councillor Loescher agreed that this was a large project and not one for amateurs. If it is to be viable:

- a. A project of this size would need somebody professionally qualified to project manage it. He suspected the project would need to be "managed" by BBV or District/County Council from the outset.
- b. Third party liabilities of the Parish Council and landowners would need to be well covered.
- c. Critically landowners have to be on board otherwise it is a complete non-runner anyway.

Hints Quarry Liaison Committee

The Parish Clerk explained that she had been approached by Nick Atkins, Strategic Planning Manager – Central, Tarmac who had been asked, together with Mark Bruce, Quarry Manager, to set up a quarry liaison committee for the Hints Quarry which is a requirement pursuant to the S106 Agreement. Under the terms of that Agreement, the Parish Council had been invited to elect a representative to sit on the committee. It had been **AGREED** that Councillor Barnes would be the Parish Council representative.

BBV Meeting

It was noted that the next meeting with BBV would be 04 May 2022 at 5pm. It was **AGREED** that Councillor Barnes together with Councillor Loescher would compile an agenda for discussion at the meeting.

Change of Meeting Time

The Parish Clerk asked if future Parish Council Meetings could commence at 6pm instead of 7pm. It was **RESOLVED** by all Members present that future meetings of the Parish Council would commence at 6pm.

66. THE HIGH-SPEED RAIL PLANS

Councillor Barnes informed Members that the planting work was progressing, however, Councillor Loescher stated that the Parish Council needed to keep an eye on the environmental mitigation area at Botany Bay.

67. CIL MONIES

The Parish Clerk explained that this figure would reduce following payment of the bus shelter invoices.

RESOLVED That the CIL unspent to date totalling £27,716.62 be noted.

68. 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.

69. 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.

70. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION [SPCA]

RESOLVED That the Parish Council renew membership of the Staffordshire Parish Councils' Association [**cheque number 100629**].

71. 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.

72. PARISH CLERK'S SALARY

RESOLVED That cheques be drawn in respect of the Parish Clerk's February 2022 [**cheque number 100623**] and March 2022 [**cheque number 100626**] salary, HMRC – February 2022 [**cheque number 100624**], Staffordshire Pension Fund – February 2022 [**cheque number 100625**], HMRC – March 2022 [**cheque number 100627**] and Staffordshire Pension Fund – March 2022 [**cheque number 100628**].

73. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That:
Wednesday 18 May 2022 – Annual General Meeting

All meetings will commence at 6.00 pm.

[The Meeting closed at 7.34 pm]

Signed

Dated

SWINFEN AND PACKINGTON PARISH COUNCIL

RISK ASSESSMENT

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

Date of Assessment: **17 April 2022**

Anticipated Review Date: **17 April 2023 (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.

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

SWINFEN AND PACKINGTON

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 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*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:

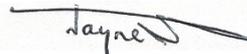
18/05/2022

and recorded as minute reference:

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

Chairman

Clerk



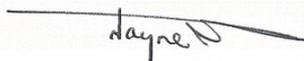
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Section 2 – Accounting Statements 2021/22 for

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	10023	18199	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	5500	5500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	8802	26615	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	2838	2838	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	N/A	N/A	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	3288	6011	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	18199	41465	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	18199	41465	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	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	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	N/A
			<input checked="" type="checkbox"/>
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 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



Date

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

18/05/2022

as recorded in minute reference:

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

ACCOUNTS / PAYMENTS & RECEIPTS FOR SWINFEN AND PACKINGTON

DATE	DETAILS	BANK STATEMENT	TOTAL	CHEQUE NUMBER
	Balance cforward as at 01/04/2021			100585
	Current £14226.84 Deposit £3971.89		18198 70	100586
				100587
20/04/21	Precept	(5)	5500 00	100588
11/05/21	HMRC VAT	(6)	451 66	100589
11/05/21	LDC CIL	(7)	8721 17	100590
02/11/21	LDC CIL	(33)	17442 23	100591
				100592
				100593
				100594
30/04/21	Interest	(a)	0 03	100595
31/05/21	Interest	(b)	0 03	100596
30/06/21	Interest	(c)	0 03	100597
31/07/21	Interest	(d)	0 03	100598
31/08/21	Interest	(e)	0 03	100599
30/09/21	Interest	(f)	0 03	100575
31/10/21	Interest	(g)	0 03	100600
30/11/21	Interest	(h)	0 03	100601
31/12/21	Interest	(i)	0 03	100602
31/01/22	Interest	(j)	0 03	100603
28/02/22	Interest	(k)	0 03	100604
31/03/22	Interest	(l)	0 16	100605
			32115.65	100606
			18198.70	100607
			50314.35	100608
				100609
				100610
				100611
				100612

PARISH COUNCIL UP TO YEAR ENDING 31 MARCH 2022

(ON CHEQUE)

DATE	DETAILS	BANK STATEMENT	AMOUNT	VAT	TOTAL
06/04/21	SPCA membership	(4)	130.00	—	130.00
10/04/21	J Minor (April 2021 salary)	(2)	133.23	—	133.23
10/04/21	HMRC (April 2021)	(1)	33.20	—	33.20
10/04/21	Staffordshire Pension fund (April 2021)	(3)	57.14	—	57.14
10/05/21	J Minor (May 2021 salary)	(10)	133.23	—	133.23
10/05/21	J Minor (Annual Heating Allowance)	(11)	156.00	—	156.00
10/05/21	HMRC (May 2021)	(9)	33.20	—	33.20
10/05/21	Staffordshire Pension fund (May 2021)	(15)	57.14	—	57.14
06/05/21	Shelutions Urban Furniture Ltd ^{CIL monies} Bus Shelter	(13)	4090.00	818.00	4908.00
06/05/21	Media Heads (Annual Website Hosting & Domain Renewal)	(22)	100.00	20.00	120.00
06/05/21	BHIB Ltd (Insurance)	(8)	410.11	—	410.11
06/05/21	B Cooper (Internal Audit 2020/2021)	(14)	35.00	—	35.00
10/06/21	HMRC (June 2021)	(17)	33.40	—	33.40
10/06/21	J Minor (June 2021 salary)	(16)	133.03	—	133.03
10/06/21	Staffordshire Pension fund (June 2021)	(18)	57.14	—	57.14
25/11/20	Shelutions Urban Furniture Ltd - Repair to bus shelter ^(CIL monies)	(12)	189.50	37.90	227.40
10/07/21	Staffordshire Pension fund (July 2021)	(21)	57.14	—	57.14
10/07/21	HMRC (July 2021)	(19)	33.20	—	33.20
10/07/21	J Minor (July 2021 salary)	(20)	133.23	—	133.23
10/08/21	Staffordshire Pension fund (August 2021)	(25)	57.14	—	57.14
10/08/21	HMRC (August 2021)	(23)	33.40	—	33.40
10/08/21	J Minor (August 2021 salary)	(24)	133.03	—	133.03
10/09/21	Staffordshire Pension fund (September 2021)	(29)	57.14	—	57.14
10/09/21	HMRC (September 2021)	(28)	33.20	—	33.20
10/09/21	J Minor (September 2021 salary)	(27)	133.23	—	133.23
06/08/21	Media Heads updates	(42)	13.13	2.63	15.76
10/10/21	J minor (October 2021 salary)	(31)	133.03	—	133.03
10/10/21	HMRC (October 2021)	(32)	33.40	—	33.40
10/10/21	Staffordshire Pension fund (October 2021)	(30)	57.14	—	57.14

ACCOUNTS/PAYMENTS & RECEIPT FOR SWINFEN AND PACKING

DATE	DETAILS	BANK STATEMENT TOTAL	CHEQUE NUMBER
			100613
			100614
			100615
	End of year	50314 35	100616
	less Payments	8849 21	100617
		<hr/>	100618
		41465 14	100619
			100620
			100621
			100622
			00
			100623
			100624
			100625
			00
			100626
			100627
			100628
			00

This is to certify that the entries in the Parish Council's accounts are a correct and true record signed at the Annual Parish Meeting held on 18 May 2022.

Signed  Chairman

Dated 18 May 2022

Signed  Parish Clerk

Dated 18 May 2022.

PARISH COUNCIL UP TO YEAR ENDING 31 MARCH 2022

(ON CHEQUE)

DATE	DETAILS	BANK STATEMENT	AMOUNT	VAT	TOTAL
10/11/21	J Minor (November 21 Salary)	35	133.23	—	133.23
10/11/21	HMRC (November 21)	36	33.20	—	33.20
10/11/21	Staffordshire Pension fund (November 21)	34	57.14	—	57.14
08/09/21	Cartridge Save	26	108.42	21.68	130.10
04/12/21	J Minor (December 21 salary)	37	133.23	—	133.23
04/12/21	HMRC (December 21)	38	33.20	—	33.20
10/12/21	Staffordshire Pension fund (December 21)	39	57.14	—	57.14
10/01/22	J Minor (January 22 Salary)	41	133.03	—	133.03
10/01/22	HMRC (January 22)	40	33.40	—	33.40
10/01/22	Staffordshire Pension fund (January 22)	43	57.14	—	57.14
21/01/22	Activity charges ^{30 Nov 21 - 30 Dec 21} 3 cheques & maintaining	44	11.00	—	11.00
10/02/22	J Minor (february 22 salary)	45	133.23	—	133.23
10/02/22	HMRC (february 22)	46	33.20	—	33.20
10/02/22	Staffordshire Pension fund (February 22)	47	57.14	—	57.14
21/02/22	Activity charges ^{31 Dec 21 - 30 Jan 22} 4 cheques & maintaining	48	12.00	—	12.00
10/03/22	J Minor (March 22 salary)	49	133.03	—	133.03
10/03/22	HMRC (March 22)	50	33.40	—	33.40
10/03/22	Staffordshire Pension fund (March 22)	51	57.14	—	57.14
21/03/22	Activity charges ^{31 Jan 22 - 27 Feb 22} 3 cheques & maintaining	52	11.00	—	11.00
			7949.00	900.21	8849.21

Current Account as at 31/3/22

Deposit Account as at 31/3/22

37492.79

3972.35

41,465.14

INTERNAL AUDIT FINDINGS

www.governorsandparents.org.uk

During the financial year ended 31 March 2023, the auditors carried out their duties using independence and in the name of an institution of accountancy, exercising a statutory requirement of compliance with the relevant procedures and controls. Significant and material weaknesses were identified as follows:

The internal audit function (IAF) was found to be ineffective and the authority's controls and internal arrangements for the year ended 31 March 2023 are summarised in the table below. The IAF was found to be ineffective in the areas of: financial reporting, internal control, compliance with the relevant statutory requirements, and the authority's controls. The internal audit function was found to be ineffective in the areas of: financial reporting, internal control, compliance with the relevant statutory requirements, and the authority's controls.

Findings	Y22/23	Y21/22	Y20/21
1. Incomplete recording, control over, and process documentation of financial reporting	✓	✓	
2. The authority's arrangements for financial reporting, including data supplied to members of the governing body, were not properly controlled and monitored	✓	✓	
3. The authority's arrangements for significant risks, including its systems and controls, did not adequately manage the risk of non-compliance with the relevant statutory requirements	✓	✓	
4. The authority's arrangements for financial reporting, including its systems and controls, did not adequately manage the risk of non-compliance with the relevant statutory requirements	✓	✓	
5. The authority's arrangements for financial reporting, including its systems and controls, did not adequately manage the risk of non-compliance with the relevant statutory requirements	✓	✓	
6. The authority's arrangements for financial reporting, including its systems and controls, did not adequately manage the risk of non-compliance with the relevant statutory requirements	✓	✓	
7. The authority's arrangements for financial reporting, including its systems and controls, did not adequately manage the risk of non-compliance with the relevant statutory requirements	✓	✓	
8. The authority's arrangements for financial reporting, including its systems and controls, did not adequately manage the risk of non-compliance with the relevant statutory requirements	✓	✓	
9. The authority's arrangements for financial reporting, including its systems and controls, did not adequately manage the risk of non-compliance with the relevant statutory requirements	✓	✓	
10. The authority's arrangements for financial reporting, including its systems and controls, did not adequately manage the risk of non-compliance with the relevant statutory requirements	✓	✓	
11. The authority's arrangements for financial reporting, including its systems and controls, did not adequately manage the risk of non-compliance with the relevant statutory requirements	✓	✓	
12. The authority's arrangements for financial reporting, including its systems and controls, did not adequately manage the risk of non-compliance with the relevant statutory requirements	✓	✓	
13. The authority's arrangements for financial reporting, including its systems and controls, did not adequately manage the risk of non-compliance with the relevant statutory requirements	✓	✓	
14. The authority's arrangements for financial reporting, including its systems and controls, did not adequately manage the risk of non-compliance with the relevant statutory requirements	✓	✓	
15. The authority's arrangements for financial reporting, including its systems and controls, did not adequately manage the risk of non-compliance with the relevant statutory requirements	✓	✓	

The internal audit function (IAF) was found to be ineffective and the authority's controls and internal arrangements for the year ended 31 March 2023 are summarised in the table below.

For any other information, please contact the internal audit function on 01223 312345.

Chief Executive Officer: *[Signature]* Date: 28/03/2023

Chair of Governors: *[Signature]* Date: 28/03/2023

The internal audit function (IAF) was found to be ineffective and the authority's controls and internal arrangements for the year ended 31 March 2023 are summarised in the table below.

25 Radlock Field
Litchfield
Staffs
WS14 5AB

23 April 2022

AUDIT REPORT 2021/2022 SWINFEN & PACKINGTON PARISH COUNCIL

I have recently completed the internal audit review of the accounts for Swinfen and Packington Parish Council for the year ended 31 March 2022.

I examined the Payroll, Book Keeping, Asset Register, Risk Management, Bank Reconciliation and Insurance Documents. The accounts have been kept in accordance with the Financial Regulations and Standing Orders of the Council.

The payroll was examined and Tax, National Insurance and Superannuation were accounted for correctly. All other Payments and Invoicing were accounted for and correctly recorded.

The Clerk informed the Council's insurance brokers of the additional assets to be added to the Council's insurance Policy.

£413.76 from 2020/2021 plus £37.90 from 2021/2022 VAT was reclaimed and a claim for £862.31 has been made in April for other VAT paid in 2021/2022.

I have completed Annual Internal Audit Report on Page 4 of the Annual Governance and Accountability Return 2021/2022.

I recommend that a report on CIL be produced each year showing the payments, income and the balance together with the dates the balance must be spent or returned.

Brian Cooper