

SWINFEN AND PACKINGTON PARISH COUNCIL

Ms Jayne Minor
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Our Ref: JM

10 May 2023

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 17 May 2023 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

To promote community engagement, the public now has the opportunity to attend and speak at all of the Parish Council's meetings. Please refer to the end of the agenda for details of how to participate in this meeting.

- 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 22 March 2023 [Minute Nos. 61-76] **[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. CIL MONIES [FOR INFORMATION PURPOSES ONLY]

CIL receipts

Total amount of CIL received in financial year 2022/23	£0.00
Total amount of CIL received in financial year 2021/22	£26,163.50
Total amount of CIL received in financial year 2020/21	£8,721.17
Total amount of CIL received in financial year 2019/20	£410.55
Total amount of CIL received in financial year 2018/19	£1,037.77
TOTAL RECEIVED	£36,332.99

CIL Spent

Total amount of CIL spent in financial year 2022/23 so far	£10,424.50
Total amount of CIL spent in financial year 2021/22	£4,090.00
Total amount of CIL spent in financial year 2020/21	£1,930.50
Total amount of CIL spent in financial year 2019/20	£295.00
Total amount of CIL spent in financial year 2018/19	£1,037.77
TOTAL SPENT	£17,777.77

CIL Unspent

TOTAL UNSPENT	£18,555.22
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8. 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]**.

9. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

9.1 Certificate of Exemption – AGAR 2022/23 Form 2
[ENCLOSURE].

9.2 Section 1 – Annual Governance Statement 2-22/23
[ENCLOSURE].

9.3 Section 2 – Accounting Statements 2022/23
[ENCLOSURE].

10. ANNUAL INTERNAL AUDIT REPORT 2022/23

Members are requested to note the contents of the Internal Audit Report from Mr B Cooper forming Page 4 of the Annual Governance and Accountability Return for the year ended 31 March 2023 **[ENCLOSURE]**.

11. 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.

12. PARISH COUNCIL'S INSURANCE

Members are requested to consider renewal of the Parish Council's insurance which is due for renewal on 01 June 2023. 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 £475.34.

13. 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.

14. PARISH CLERK'S SALARY

Members are requested to approve the payment of the Parish Clerk's April and May 2023 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.

15. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

Wednesday 19 July 2023
Wednesday 13 September 2023
Wednesday 08 November 2023
Wednesday 17 January 2024
Wednesday 27 March 2024
Wednesday 15 May 2024

All meetings will commence at 6pm

PUBLIC FORUM

15 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting. You will have up to 3 minutes and can raise more than one issue. However, the Chairman has the option to extend the time allowed to you if they think it is appropriate. So that the Members at the meeting can be properly briefed in order to enable them to provide a considered response to your question, please advise the Town Clerk of the question[s] you wish to ask the Parish Council at least five working days before the meeting. The Chairman of the meeting has the right to reject any representations that he/she considers not to be appropriate for the meeting. The public forum session will usually be the

first item on the agenda and normally will last up to 15 minutes. In some instances, it may not be possible at the meeting to provide an answer. Where that is the case, a written response will be sent to your stated address. While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Parish Council members who work for this Parish and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chairman know beforehand.

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL MEETING
HELD AT THE CONFERENCE CENTRE, HMP SWINFEN ON
WEDNESDAY 22 MARCH 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor Barnes in the Chair
Councillors Armstrong, Dyott and Loescher

In attendance:

Ms J Minor, Parish Clerk
Mr Alastair Perks

Councillor Barnes welcomed Mr Perks to the meeting.

PARISH FORUM

No questions were raised by members of the public.

61. APOLOGIES FOR ABSENCE

Councillors Mrs Phillips and Mrs Pope.

62. DECLARATIONS OF INTEREST AND DISPENSATION

None declared.

63. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 25 January 2023 [Minute Nos. 50-60] as circulated, be approved as a correct record.

64. CHAIRMAN'S ANNOUNCEMENTS

Renovation of the parking area [lay-by] opposite Hopwas Woods

Councillor Barnes confirmed that C T Petford would be starting the renovation of the parking area at the beginning of May with a proposed finish time of end of May. He confirmed that the renovation works would be done in two halves, the car park was deteriorating and the car park will be one car deep. The Parish Clerk confirmed that formal permission to undertake the restoration works to the car park, which is privately owned, had been received from Mr J Barnes and Mr Mercer.

Quarry

Councillor Barnes confirmed that he had recently attended a meeting relating to the quarry where road closures over Easter were mentioned. He mentioned that a representative from Staffordshire County Council was present who discussed a tip at the Quarry but there was no reference to the planting scheme whatsoever. Councillor Dyott stated that the planning consent would show the conditions.

Packington Hall

Councillor Barnes stated that with the increase in mortgage rates some of the sales had fallen through. Mr Perks who owns a property within the development confirmed that the seller was holding firm on the asking prices.

65. THE HIGH-SPEED RAIL PLANS

Councillor Barnes confirmed that there was a HS2 BBV Drop-In on Thursday 23 March from 6pm-8pm at Hints Village Hall to discuss how they are constructing the railway, maps and plans of the project would be available and you could ask questions and understand their programme of works.

Councillor Loescher thought the next meeting with HS2 BBV at the compound was due to hold them to account on the promises made at previous meetings. Councillor Armstrong stated that he had submitted a Freedom of Information request but this had not been minuted in the minutes and he had not received any response.

66. CIL MONIES

RESOLVED That the CIL unspent to date totalling £18,555.22 be noted.

67. 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.

68. 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.

69. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION [SPCA]

RESOLVED That the Parish Council renew membership of the Staffordshire Parish Councils' Association [**cheque number 100676**].

70. BOTANY BAY SIGNAGE

Councillor Loescher stated that he had been approached by a member of the public who litter picked at Botany Bay. The member of the public had stated that since 2 Jerry's Lane had been re-rendered the Botany Bay sign on the wall had disappeared and the member of the public did not want Botany Bay to disappear as a location.

RESOLVED That the Parish Clerk would investigate the possibility of obtaining a sign.

71. A51 FLOODING

Councillor Loescher mentioned the flooding on the A51. Councillor Dyott reminded Members that this had been discussed previously on 10 November 2011 [Minute No. 41].

Councillor Barnes referred to an email received from Councillor Dyott relating to flooding. Councillor Dyott had detailed that he was going into Lichfield and at the bottom of the dip just beyond the Horse and Jockey the water was right across the road to the centre from the Freeford side. As a consequence when he came home, he went right up to the Whittington Arms and again the water was right across the road opposite All the Winds but this time on the golf course side and to such an extent that it was then running across the road and going into the drains on the Freeford site. Councillor Barnes stated that this was very poor attention to the roadside grip run off and lack of maintenance. This happens every time it rains heavily. Councillor Barnes also referred to flooding at the top of Hopwas Hill – again no maintenance and the manhole cover on the A51 which is now a hole.

*It was **AGREED** that Councillor Barnes would obtain a quotation to try and rectify the problem with the flooding.*

72. PLANNING APPLICATION 23/00239/FUL – SWINFEN HALL HOTEL, THE DRIVE - RETENTION OF TEMPORARY MARQUEE

Following email communication with Members, the Town Clerk confirmed that the following objection had been uploaded onto LDC's Planning Portal.

1. The development would comprise inappropriate development within the Green Belt that would cause substantial harm by definition, moderate harm to openness and minor to moderate harm to visual amenity. No very special circumstances have been put forward which clearly outweigh the harm to the Green Belt by reason of inappropriateness and other harms to the heritage asset and neighbouring amenity. The proposed development is therefore considered contrary to Development Management Policy NR2 (Development in the Green Belt), Core Policy 3 (Delivering Sustainable Development) and Policy BE1 (High Quality Development) of the Lichfield District Local Plan Strategy 2015 and Government Guidance contained in the National Planning Policy Framework and the National Planning Policy Framework 2021 (in particular Section 13).

2. The proposal would be an incongruous form of development that would cause harm to the Grade II*listed Swinfen Hall and Grade II listed walled garden by virtue of its design, scale and massing, contrary to the requirements of Core Policies 3 (Delivering Sustainable Development) and 14 (Our Built and Historic Environment), Policy BE2 (Heritage Assets) of the Local Plan Allocations, Policy BE1 (High Quality Development) of the Lichfield Local Plan Strategy 2015, and section 16 of the National Planning Policy Framework. Furthermore, there are no demonstrable public benefits of the proposal that would outweigh the harm to the setting of the listed building.

3. The proposal, by virtue of the noise generated and associated disturbance, would result in an unacceptable impact on the amenity of neighbouring residents contrary to the requirements of Core Policy 3 (Delivering Sustainable Development) and Policy BE1 (High Quality Development) of the Lichfield Local Plan Strategy 2015 and the National Planning Policy Framework.

73. PLANNING APPLICATION 23/00292/PNPV [PRIOR NOTIFICATION PHOTOVOLTAIC] – HORLSEY BROOK FARM, TAMWORTH ROAD – PRIOR NOTIFICATION: INSTALLATION OF ROOF MOUNTED SOLAR PANELS [100Kw SOLAR PV SYSTEM COMPRISING OF 264 X CANADIAN SOLAR 380w MODULES]

Following email communication with Members, the Town Clerk confirmed that No Objection had been uploaded onto LDC's Planning Portal.

74. 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.

75. PARISH CLERK'S SALARY

RESOLVED That cheques be drawn in respect of the Parish Clerk's February 2023 [**cheque number 100670**] and March 2023 [**cheque number 100673**] salary, HMRC – February 2023 [**cheque number 100671**], Staffordshire Pension Fund – March 2023 [**cheque number 100672**], HMRC – February 2023 [**cheque number 100674**] and Staffordshire Pension Fund – March 2023 [**cheque number 100675**].

76. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That:
Wednesday 17 May 2023

All meetings will commence at 6.00 pm.

[The Meeting closed at 6.50 pm]

Signed

Dated

SWINFEN AND PACKINGTON PARISH COUNCIL

RISK ASSESSMENT

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

Date of Assessment: **16 April 2023**

Anticipated Review Date: **16 April 2024 (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.

Annual Governance and Accountability Return 2022/23 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2023**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.

NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2022/23**, page 4
- **Section 1 – Annual Governance Statement 2022/23**, page 5
- **Section 2 – Accounting Statements 2022/23**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2022/23 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

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

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2022/23, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2023. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2023**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Have the dates set for the period for the exercise of public rights been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations been published where required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

SWINFEN AND PACKINGTON PARISH COUNCIL

certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2022/23:

£ 6,381 MOUNT £00,000

Total annual gross expenditure for the authority 2022/23:

£ 16,568 MOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor has not:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either by email or by post (not both)**.

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2023.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

Jaime

17/05/2023

I confirm that this Certificate of Exemption was approved by this authority on this date:

17/05/2023

Signed by Chairman

Date

as recorded in minute reference:

Generic email address of Authority

jayneminor@talktalk.net

Telephone number

07772406298

*Published web address

www.swinfenandpackington.org.uk

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2022/23

SWINFEN AND PACKINGTON PARISH COUNCIL

ENTERED BY WWW.SWINFENANDPACKINGTON.ORG.UK PRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		✓
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

04.05.2023

Name of person who carried out the internal audit

B.J.COOPER

Signature of person who carried out the internal audit



Date 04.05.2023

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

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

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

SWINFEN AND PACKINGTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No	
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"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*For any statement to which the response is 'no', an explanation must be published

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

17/05/2023

and recorded as minute reference:

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

Chairman

Clerk

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

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes No

☒ ☐

www.swinfenandpackington.org.uk

Section 2 – Accounting Statements 2022/23 for

SWINFEN AND PACKINGTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	18199	41465	<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	5500	5500	<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	26615	881	<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	2838	2839	<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	N/A	N/A	<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	6011	13,729	<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	41465	31278	<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	41465	31278	<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	15576	31000	<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	N/A	N/A	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

[Signature]

Date

14/04/2023

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

17/05/2023

as recorded in minute reference:

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

Bank Reconciliation

This reconciliation must include **all** bank and building society accounts and other short-term investments*. It **must** agree to Box 8 in the column headed "Year ending 31 March 2023" in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis.

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

Financial year ending 31 March 2023

Prepared by **Jayne Minor, Parish Clerk**

Date **14 April 2023**

Balance per bank statements as at 31 March 2023:	£	£
e.g. Current account	27,287.3	
	7	
Deposit Account	<u>3,991.03</u>	
		31,278.4
		0
Petty cash float (if applicable)	N/A	
Less: any unpresented cheques at 31 March 2023	<u>0.00</u>	
Add: any un-banked cash at 31 March 2023	0.00	0.00
Net balances as at 31 March 2023		31,278.4
		0

The net balances reconcile to the Cash Book (receipts and payments account) for the year as follows:

Opening balance 1 April 2022	41,465.14
Add: Receipts in the year	6,380.99
Less: Payments in the year	<u>16,567.73</u>
Closing balance per cash book (receipts and payments book) as at 31 March 2023 (must equal net balances above)	<u>31,278.40</u>

***Note** Long term investments should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They must be shown in Section 2, Box 9 and recorded in the asset and investment register.

Reconciliation between Box 7 and Box 8 in Section 2 [31/03/2023]. Note – this form is only required for authorities preparing their accounts on an income and expenditure basis

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

There should only be a difference between Box 7 and Box 8 where the accounts are prepared on an Income and Expenditure basis and where there are year-end adjustments for debtors/prepayments and creditors/receipts in advance. Please provide details of the year-end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

		£	£
Total of Box 7 : Balances carried forward [31/3/2023]			31,278.00
Deduct :	Debtors		
	•		
	•		
	•		
	•		
		0.00	
Deduct :	Payments made in advance (prepayments)		
	•		
	•		
		0.00	
Total deductions			0.00
Add :	Creditors		
	•		
	•		
	•		
	•		
		0.00	
Add :	Receipts in advance		
	•		
	•		
		0.00	
Total additions			0.00
Total of Box 8 : Total cash and short-term investments (31/3/2023) (must agree to the net balances on bank reconciliation)			31,278.00

Explanation of significant variances in the accounting statements – Section 2

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

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be '*compensating*' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. **We also ask you to explain any change where there is a movement to or from zero.** Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	2021/22 £	2022/23 £	Variance [+/-] £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £10))
Box 2 (precept)	5,500	5,500	£0.00	
Box 3 Other Income	26,615	881	£25,734	The Parish Council received no CIL monies
Box 4 Staff Costs	2,838	2,839	£1	
Box 5 Loan interest/capital	N/A	N/A	N/A	
Box 6 Other payments	6,011	13,729	£7,718	The Parish Council paid for a new bus shelter and repairs to another bus shelter
Box 7 Balances carried forward	41,465	31,278	£10,187	See below expenditure
Box 9 Fixed assets and long-term assets	15,576	31,000	£15,424	The Parish Council have increased the sum of bus shelters it is responsible for
Box 10 Total borrowing	N/A	N/A	N/A	

PROPOSED CIL EXPENDITURE FOR 2023/24

	SUB TOTAL	VAT	TOTAL
For the renovation of the parking area opposite Hopwas Woods	16,000.00	3,200.00	19,200.00

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

Confirmation of contact details

Please confirm the contact details for the Clerk/RFO (if not the clerk) and Chairman, to assist us in ensuring that our records are kept up to date:

Clerk's Name Jayne Minor	RFO's name [if not clerk]	Chair's name Councillor Richard Barnes
Address: 6 Highfield Close Burntwood WS7 9AR	Address:	Address: Packington Hayes Packington Lichfield WS14 9PN
Telephone Home: 07772406298	Telephone: Home: Work:	Telephone Home: 07710024346
Email: jayneminor@talktalk.net	Email:	Email: r.barnes@spa-uk.co.uk

Please return this form in the envelope provided, together with the Annual Return and other information requested.

**25 Redlock Field
Lichfield
Staffs
WS14 0AB**

04 May 2023

AUDIT REPORT 2022/2023 SWINFEN & PACKINGTON PARISH COUNCIL

I have completed the internal audit review of the accounts for Swinfen and Packington Parish Council for the year ended 31 March 2023.

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 Income 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.

A VAT reclaim of £862.31 for 2021/2022 was paid on 27/04/2022. A claim of £2158.46 has been made in April for VAT paid in 2022/2023.

I have completed the Annual Internal Audit Report on Page 4 of the Annual Governance and Accountability Return 2022/2023.

A report on CIL Income and Expenditure is produced regularly during the year showing the payments, receipts and the balance together with the dates the monies must be spent or returned to Lichfield District Council.

The high balances held by the Parish Council will be reduced this year by an anticipated £16000.00 spend of CIL monies.