

SWINFEN AND PACKINGTON PARISH COUNCIL

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Our Ref: JM

06 May 2020

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend a Virtual Meeting of the Parish Council to be held **on Wednesday 20 May 2020 commencing 7.00 p.m.** at which the business set out below will be transacted. Councillors and members of the public can join the meeting by using Zoom.

Yours sincerely

*Jayne Minor*

Jayne Minor (Ms)  
Parish Clerk

AGENDA
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**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 11 March 2020 [Minute Nos. 56-68] [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. 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. The total premium is £78.

**9. PARISH COUNCIL'S INSURANCE**

Members are requested to consider renewal of the Parish Council's insurance which is due for renewal on 01 June 2020. 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 £405.81.

**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. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURNS FOR THE YEAR ENDED 31 MARCH 2020**

Members are requested to approve the Annual Governance and Accountability Returns for the year ended 31 March 2020 [ENCLOSURE] and the Internal Auditor's invoice in the sum of £70.

**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 2020 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 22 July 2020  
Wednesday 16 September 2020  
Wednesday 25 November 2020  
Wednesday 27 January 2021  
Wednesday 24 March 2021  
Wednesday 19 May 2021

All meetings will commence at 7pm

### ***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 11 MARCH 2020 COMMENCING AT 7.00 PM**

**PRESENT**

Councillor Barnes in the Chair  
Councillors Loescher [from 7.03 pm] and Pope

**In attendance:**

Ms J Minor, Parish Clerk

**PUBLIC FORUM**

No members of the public were present.

**56. APOLOGIES FOR ABSENCE**

Councillor Dyott.

**57. DECLARATIONS OF INTEREST**

Councillor Barnes made reference to Minute No. 50 [Chairman's Announcements - Levett Road, Botany Bay] and confirmed that he had no interest personally or financially in the land which is owned by former Councillor J Barnes.

**58. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Parish Council held on 15 January 2020 [Minute No. 47-55] be approved as a correct record and signed by the Chairman.

**59. CHAIRMAN'S ANNOUNCEMENTS**

**Levett Road, Botany Bay**

Councillor Barnes made reference to Minute No. 50 [Chairman's Announcements - Levett Road, Botany Bay] and explained that two/three developers had shown an interest in the land currently used for agricultural use and stated that 15 homes had been lost to HS2 [twelve at Knox Grave Lane and three at Packington [main house and two in the yard]. Councillor Barnes stated that Mr Richard Pitt, Senior Planning Manager, Bromford had expected a formal response from the Parish Council even though he had not asked for one and the Parish Council were not the Local Planning Authority.

Councillor Loescher explained that the Parish Council can only make comments as we were not the Local Planning Authority and stated that personally he had no

objection in principle however as the main sewer was actually overloaded on this site this would need an upgrade, he agreed that a one way traffic system would be of benefit and the site would need appropriate screening.

Members were reminded that as the site is located in the Green Belt, any developer would need to be able to demonstrate very special circumstances [a very special circumstance could be a particularly acute need within the local community for more affordable homes].

### **Packington Hall**

The Chairman informed Members that developers were making significant progress despite the weather and confirmed that calor gas had been installed underground on the site.

## **60. THE HIGH SPEED RAIL PLANS**

Councillor Loescher thanked Members who had attended the recent meeting with HS2 and Balfour Beatty Vinci representatives.

Councillor Loescher summarised the discussions:

### Concerns

- a. Raising the height of the line will increase noise impacts. We looked at HS2 Limited's own noise contour map and this indicated how sensitive noise will be to the height of the line. This would mean a negative impact on "The Steading" and "Packington House" as well as surrounding areas. Without mitigation these properties would be moved from "generally no adverse impact expected" to "likely significant effects on groups of dwellings" using HS2 Limited's own definitions.
- b. We walked part of the Heart of England Way. Increasing the height of the line would increase the visual impact from various points on the Heart of England Way, Jerry's Lane as well as on "The Steading" and "Packington House".
- c. Further demolition of buildings at Packington Moor Farm without additional mitigation will increase visual and noise impacts. The raising of the height of the line and further demolition of buildings at Packington Moor Farm could be a "double whammy" without proper mitigation. "The Steading" and "Packington House" are particularly sensitive to the height of the line and demolition of buildings at Packington Moor Farm.
- d. Swinfen and Packington appear to have missed out on HS2 Limited's green corridor. We believe that opportunities are being missed for planting of mixed evergreen and deciduous woodland planting to mitigate the effects of HS2 Ltd and enhance the local landscape.

### Opportunities

- a. The bund needs to start North East of Packington Moor Farm at the North East side of "Sugar Bank Field". This would provide the best opportunity for the bund to blend into the landscape at the North East End as well as providing additional mitigation.
- b. To the extent that further buildings are demolished at Packington Moor Farm this area needs to be replaced with substantial noise and visual mitigation. This

should be in the form of a substantial bund planted with reasonably tall trees and also with trees planted in front of the bund. It may be that the bund in the immediate area around Packington Moor Farm needs to be higher than other areas to:

- Create a bund with a “natural line” running from Sugar Bank field to south west of Packington Moor Farm
  - Provide necessary mitigation for “The Steading” and “Packington House” in this sensitive area.
  - Preserve the integrity and value of any buildings remaining, that are not demolished, East of the line at Packington Moor Farm.
- c. The bund and associated tree planting throughout its length needs to be of a height of at least the height of the gantries to provide essential screening from the Heart of England Way and local properties.
- d. Tree planting in the following areas would assist in healing and enhancing the landscape:
- A strip South side of Packington Moor Farm drive to augment and thicken existing pines and poplar trees.
  - In the place of Packington Moor Farm buildings where they are demolished
  - At junction of Jerrys lane and the Railway on East side of railway on unusable land for farming on site of temporary compound

Species used should be a mix of evergreen (to give year round cover) and deciduous trees found in the locality. Examples might be:

Deciduous: Rowen, wild cherry, silver birch, beech, sessile oak, sycamore

Evergreen: Norway spruce, Austrian pine, scots pine, holly, yew, western red cedar

### Constraints

The local community does not believe that there any real constraints to the opportunities suggested above:

- Trees do not need planning permission.
- We do not believe that the LLAU is a constraint. To the extent any bund needs to be outside the LLAU a planning permission will be needed that will be supported by the local council and community. The LLAU is a function of poor engagement and local residents being prevented from appearing in front of the select committee. Demolition of buildings outside of the LLAU will need the local council to be notified in any event. Our local MP would be willing to make submissions to the DfT regarding works outside the LLAU where they would provide benefits to the community.
- Cost should be minimal using local placements of earth removed from cuttings
- The amount of agricultural land used will be minimal.

### Other issues

- Concern was raised regarding access to land west of the line and in particular access to the borehole irrigation pool.
- The local community would be interested to hear about the plans for the environmental mitigation area opposite Whittington barracks

- Local farms would like to be kept informed of when land was likely to be taken at the commencement of work.

The local Parish Council would be interested in seeing the results of the archeological work at Hints.

- A preference for meetings and communication “little and often” was advised.

#### **61. CODE OF CONDUCT PRESENTATION**

**RESOLVED** That the Code of Conduct presentation produced by Christie Tims, Head of Corporate Services and Monitoring Officer, Lichfield District Council be received and noted.

#### **62. 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.

#### **63. 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.

#### **64. REVISED FINANCIAL REGULATIONS**

**RESOLVED** That the Parish Council adopted the revised Financial Regulations following guidance received from the National Association of Local Councils [NALC].

#### **65. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION [SPCA]**

**RESOLVED** That the Parish Council renew membership of the Staffordshire Parish Councils' Association [cheque number 100537].

#### **66. 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.

**67. PARISH CLERK'S SALARY**

**RESOLVED** That cheques be drawn in respect of the Parish Clerk's February 2020 [cheque number 100530] and March 2020 [cheque number 100533] salary, HMRC - February 2020 [cheque number 100532] and March 2020 [cheque number 100535] and Staffordshire Pension Fund February 2020 [cheque number 100531] and March 2020 [cheque number 100535].

**68. DATE, VENUE AND TIME FOR NEXT PARISH COUNCIL MEETING**

**RESOLVED** That:  
Wednesday 20 May 2020 [Annual General Meeting]

in the Conference Room 1, Conference Centre, HMP Swinfen commencing 7pm be confirmed as the next Parish Council meetings.

(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: **19 April 2020**

Anticipated Review Date: **19 April 2021 (or straightaway if any major damage/deterioration happens)**

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

<b>Location or Activity</b>	<b>Hazard</b>	<b>Level of Risk</b>	<b>Key Risks Facing the Parish Council</b>	<b>Persons in Danger</b>	<b>Potential Consequences Should Risk Occur</b>	<b>Measures Taken</b>
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.

<b>Location or Activity</b>	<b>Hazard</b>	<b>Level of Risk</b>	<b>Key Risks Facing the Parish Council</b>	<b>Persons in Danger</b>	<b>Potential Consequences Should Risk Occur</b>	<b>Measures Taken</b>
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 2019/20 Part 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 Part 2 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Part 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 2020**. 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 (Part 2)** which is made up of:
    - **Annual Internal Audit Report (page 4)** to be completed by the authority's internal auditor.
    - **Section 1 – Annual Governance Statement (page 5)** to be completed and approved by the authority.
    - **Section 2 – Accounting Statements (page 6)** to 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 a website **before 1 July 2020**.

## Publication Requirements

Smaller authorities **must** publish various documents on a public 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 2019/20**, page 4
- **Section 1 – Annual Governance Statement 2019/20**, page 5
- **Section 2 – Accounting Statements 2019/20**, 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

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should **not** certify itself as exempt, and **not** complete the Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2019/20 and return it to the external auditor for review together with the supporting documentation requested by the external auditor.

The cost to the smaller authority for the review will be **£200 +VAT**.

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 Part 2 of the Annual Governance and Accountability Return 2019/20, 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 2020. 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 2020. 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 Annual Governance and Accountability Return 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 if possible before approving the annual governance statement and the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- **You should inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant 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 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes 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 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 from last year to this year been published?	<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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



## Certificate of Exemption – AGAR 2019/20 Part 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 2020, 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 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

*Swinfen and Packington*

certifies that during the financial year 2019/20, 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 2019/20:

*£ 6201* UNIT £00,000

Total annual gross expenditure for the authority 2019/20:

*£ 4843* UNIT £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 Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

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

- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), 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 you are able to confirm that the above statements apply and that 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 a public website\* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer      Date

*Jayne*

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

Signed by Chairman

Date

as recorded in minute reference:

Email of Authority

*Jayne@minor@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 2020. Reminder letters incur a charge of £40 +VAT**



## Annual Internal Audit Report 2019/20

ENTER NAME OF AUTHORITY

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

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

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

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

29/04/2020

B. COOPER

Signature of person who carried out the internal audit



Date 29.04.2020

\*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 2019/20

We acknowledge as the members of:

*Swinfen and Pockington*

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	Yes	No	
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"/>
			<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>

\*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:

and recorded as minute reference:

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

Chairman

Clerk

*Jayne*

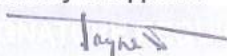


## Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	11087	8665	<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	4675	5000	<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	1152	1201	<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	2659	2816	<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	5590	2027	<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	8665	10023	<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	8665	10023	<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	N/A	N/A	<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>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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



Date

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

as recorded in minute reference:

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



## 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 2020" 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 2020

Prepared by **Jayne Minor, Parish Clerk**      Date **22 April 2020**

Balance per bank statements as at 31 March 2020:	£	£
e.g.    Current account	6,052.33	
Deposit Account	<u>3,970.26</u>	
		10,022.59
 Petty cash float (if applicable)	 N/A	
Less: any un-presented cheques at 31 March 2020	<u>0.00</u>	
 Add: any un-banked cash at 31 March 2020	 0.00	 0.00
 Net balances as at 31 March 2020		 10,022.59

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

Opening balance 1 April 2019	8,664.24
Add: Receipts in the year	6,201.95
Less: Payments in the year	<u>4,843.60</u>
 Closing balance per cash book (receipts and payments book) as at 31 March 2020 (must equal net balances above)	 <u>10,022.59</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.

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.

## Confirmation regarding the exercise of public rights

Local Council name: **Swinfen and Packington**

The Council must inform the electorate of a 30 working day period during which public rights may be exercised.

The inspection period must **commence no later than 1 September 2020**

It must start the day after the annual return has been published on your website (or noticeboard for parish meetings) and publication must be as soon as practical after the unaudited annual return has been approved by the Authority.

Working days are defined as Monday – Friday. They <b>do not</b> include Saturdays, Sundays and Bank holidays.
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*(See calendar guide overleaf)*

The inspection period commences on: **03 June 2020**

And ends on: **13 July 2020**

Signed: *Jayne Minor*

Date: **01 June 2020**

Position held: **Parish Clerk**

## 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	2018/19 £	2019/20 £	Variance [+/-] £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £10))
Box 2 (precept)	4,675	5,000	325	The Parish Council increased the precept due to the support grant lost in 2018
Box 3 Other Income	1,152	1,201	49	
Box 4 Staff Costs	2,659	2,816	157	
Box 5 Loan interest/capital	N/A	N/A		
Box 6 Other payments	5,590	2,207	3,563	The Parish Council paid for a new bus shelter in 2018/2019
Box 7 Balances carried forward	8,665	10,023	1,358	General Reserves
Box 9 Fixed assets and long term assets	N/A	N/A	N/A	
Box 10 Total borrowing	N/A	N/A	N/A	

Local council name: **Swinfen and Packington**

**Notice of appointment of date for the exercise of public rights  
Accounts for the year ended 31<sup>st</sup> March 2020**

The Local Audit and Accountability Act 2014, and  
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: <b>01 June 2020</b> (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2020 these documents will be available on reasonable notice on application to:</p> <p>(b) <b>Jayne Minor, Parish Clerk, 6 Highfield Close, Burntwood, Staffordshire, WS7 9AR</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>commencing on (c) <b>03 June 2020</b></p> <p>and ending on (d) <b>13 July 2020</b></p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> <li>• the opportunity to question the auditor about the accounts; and</li> <li>• the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Council.</li> </ul> <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The Authority is exempt from audit under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. However, the following auditor has been appointed to allow local government electors and their representatives to exercise their rights:</p> <p><b>Mazars LLP, Salvus Aykley Heads, Durham, DH1 5TS</b></p> <p>5. This announcement is made by (e) <b>Jayne Minor, Parish Clerk</b></p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) and (d) The inspection period must include 1 July 2019 to 12 July 2019 inclusive and be 30 working days in total.</p> <p>(e) Insert name and position of person placing the notice</p>
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Reconciliation between Box 7 and Box 8 in Section 2 [31/03/2020]). 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 [31/3/2020]			10,023.00
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 [31/3/2020] [must agree to the net balances on bank reconciliation]			10,023.00

46 Redbank Road  
Lichfield  
Staffs  
WS11 9AB

**30 April 2020**

**AUDIT REPORT 2019/2020 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 2020.

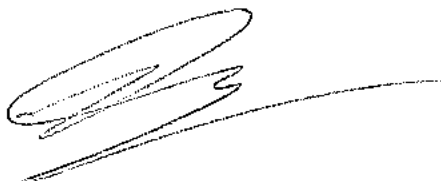
I examined the Payroll, Book Keeping, Asset Register, Risk Management, Bank Reconciliation and Insurance Documents. The accounts have been kept in accordance with the Financial Regulations and Standing Orders of the Council.

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.

I have completed Annual Internal Audit Report on Page 4 of the Annual Governance and Accountability Return 2019/2020

I draw you attention to the following:

- The Council's Reserves of £10023 are relatively high at twice the amount of the Annual Precept.

A handwritten signature in black ink, appearing to read 'Brian Cooper', with a long horizontal stroke extending to the right.

Brian Cooper