

SWINFEN AND PACKINGTON PARISH COUNCIL

Ms Jayne Minor  
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Our Ref: JM

08 May 2024

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 15 May 2024 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
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**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 27 March 2024 [Minute Nos. 67-78] **[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 2023/24	£0.00
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
<b>TOTAL RECEIVED</b>	<b>£36,332.99</b>

**CIL Spent**

Total amount of CIL spent in financial year 2023/24 so far	£16,000.00
Total amount of CIL spent in financial year 2022/23	£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
<b>TOTAL SPENT</b>	<b>£33,777.77</b>

**CIL Unspent**

<b>TOTAL UNSPENT</b>	<b>£2,555.22</b>
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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. ANNUAL INTERNAL AUDIT REPORT 2024/25**

Members are requested to receive and 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 2024 [ENCLOSURE].

**10. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**10.1 Section 1 – Annual Governance Statement 2023/24**

Members are requested to approve the Annual Governance Statement [ENCLOSURE].

**10.2 Section 2 – Accounting Statements 2023/24**

Members are requested to approve the Accounting Statements [ENCLOSURE].

**10.3 Certificate of Exemption – AGAR 2023/24 Form 2**

Members are requested to approve the Certificate of Exemption [ENCLOSURE].

Following approval, the Chairman and Clerk be authorised to sign the Annual Governance Statement and the Chairman to sign the Accounting Statements.

**11. WEBSITE**

Members are requested to consider renewal of the Parish Council's annual website hosting and annual domain renewal [swinfenandpackington.org.uk] 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 2024 in the sum of £572.76 Premium must include public liability, fidelity insurance (to cover both the precept and monies in the bank), bus shelters and notice boards.

**13. CLEANING ROADSIDE GRIPS AND DITCH ON A51 TAMWORTH ROAD**

Members are requested to consider the quotation received from C T Petford in the sum of £690 [ENCLOSURE].

**14. 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.

**15. PARISH CLERK'S SALARY**

Members are requested to approve the payment of the Parish Clerk's April and May 2024 salary (PINK ENCLOSURE).

**16. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING**

Wednesday 10 July 2024  
Wednesday 18 September 2024  
Wednesday 13 November 2024  
Wednesday 15 January 2025  
Wednesday 12 March 2025  
Wednesday 14 May 2025

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 IN THE CONFERENCE CENTRE, HMP SWINFEN ON  
WEDNESDAY 27 MARCH 2024 COMMENCING AT 6:03 PM**

**PRESENT**

Councillor Barnes in the Chair

Councillors Armstrong, Dyott, Perks, Mrs Pope and Mrs Phillips

**In attendance:**

Ms J Minor, Parish Clerk

**PARISH FORUM**

No members of the public were present.

**67. APOLOGIES FOR ABSENCE**

Councillor Loescher.

**68. DECLARATIONS OF INTEREST**

None declared.

**69. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Parish Council held on 17 January 2024 [Minute Nos. 58-66] as circulated, be approved as a correct record.

**70. CHAIRMAN'S ANNOUNCEMENTS**

**Packington Hall**

Members were informed that in total there was 28 properties however, 5 were yet to be sold in the Hall plus 2 other properties remain unsold and 3 properties were let.

**A51 – Opposite Whittington Arms**

Councillor Barnes informed Members that he had met with Carl Petford regarding a road side grip opposite Whittington Arms. A quotation was awaited.

**Lichfield Live Article dated 27 March 2024 – Plans to convert barns into wedding venue are rejected**

Councillor Dyott referred to planning application 23/00784/COUM for Conversion of existing Barns A and D into offices (Class E) with the installation of a projecting balcony onto Barn A, conversion of existing Barns B and C into wedding venue facilities including a single storey infill between Barns B and C, installation of new fenestration and cladding, demolition of existing water tank to facilitate a new car parking area with

access arrangements, cycle store and landscaping at Swinfen Hall Hotel, The Drive. Members were informed that the application had been refused for the following reason:

a. It has not been demonstrated that the development would not cause significant harm to existing habitats of protected species and, the scheme fails to demonstrate that a net gain to biodiversity can be achieved. As proposed the scheme of development therefore would cause harm to protected species and present a net loss to biodiversity and as such, fails to comply with the requirements of Core Policy 13 (Our Natural Resources), Policy NR3 (Biodiversity, Protected Species and their Habitats) of the Lichfield Local Plan Strategy (2015), the Biodiversity and Development Supplementary Planning Document, the Natural Environment and Rural Communities Act and the National Planning Policy Framework.

#### **Lichfield Live – The Lichfield and Burntwood Independent**

Councillor Barnes informed Members that a free new local newspaper entitled “The Lichfield and Burntwood Independent” was available from many community venues. He referred to the second edition dated Thursday 21 March 2024 and in particular the front-page article referring to car parking provision in Lichfield City Centre.

#### **Manhole Cover**

Councillor Barnes informed Members that a manhole cover had collapsed on the A51 [WS14 9PN].

#### **Parking Area – Hopwas Woods**

Members were informed that there were potholes on the footpath.

#### **The Windings**

Members were informed that there were potholes by The Windings.

### **71. THE HIGH-SPEED RAIL PLANS**

Councillor Barnes updated Members on the current situation.

### **72. CIL MONIES**

**RESOLVED** That the CIL unspent to date totalling £2,555.22 be noted.

### **73. 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.

### **74. 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.

**75. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION [SPCA]**

**RESOLVED** That the Parish Council renew membership of the Staffordshire Parish Councils' Association.

**76. 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.

**77. PARISH CLERK'S SALARY**

**RESOLVED** That cheques be drawn in respect of the Parish Clerk's February 2024 [cheque number 100708] and March 2024 [cheque number 100710] salary, Staffordshire Pension Fund – February 2024 [cheque number 100709] and Staffordshire Pension Fund – March 2024 [cheque number 1007011] and HMRC – February and March 2024 [cheque number 100712].

**78. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING**

**RESOLVED** That:  
Wednesday 15 May 2024

All meetings will commence at 6.00 pm.

[The Meeting closed at 6:44 pm]

Signed .....

Dated .....

# SWINFEN AND PACKINGTON PARISH COUNCIL

## RISK ASSESSMENT

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

Date of Assessment: **14 April 2024**

Anticipated Review Date: **14 April 2025 (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	Regular inspection of the bus shelters. Insurance of bus shelters against all



<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>
					to the Parish Council. Potential claim against the Parish Council	risks. Potential claim against third party. Annual review of insurance cover.
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.

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

**02 May 2024**

**AUDIT REPORT 2023/2024 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 2024.

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 £2158.46 for 2022/2023 was paid on 09/05/2023. A claim of £3225.23 has been made in April for VAT paid in 2023/2024.

I have completed the Annual Internal Audit Report on Page 4 of the Annual Governance and Accountability Return 2023/2024.

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.

I would like to thank the Parish Clerk for her assistance during this Audit.

Brian Cooper

# Annual Governance and Accountability Return 2023/24 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 2023/24

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 2024**. 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:
    - c) **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
    - d) **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
    - e) **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 2024**.

## 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 2023/24**, page 4
- **Section 1 – Annual Governance Statement 2023/24**, page 5
- **Section 2 – Accounting Statements 2023/24**, 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 2023/24 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) 2023/24, 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 2024. 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 2024**. 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 Chair, 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 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- 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 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available for publication?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2024</b> been reconciled to Box 8?		
	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?		
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> )		

**\*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 2023/24 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 2024, 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 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2023/24, 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 2023/24:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2023/24:

ENTER AMOUNT £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 2020
- In relation to the preceding financial year (2022/23), 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 2024.

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

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

\*Published web address

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**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 2024. Reminder letters for late submission will incur a charge of £40 + VAT.**

# Annual Internal Audit Report 2023/24

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**During** the financial year ended 31 March 2024, 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 2023/24 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**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.			
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.			
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.			
<b>J.</b> 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.			
<b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			
<b>L.</b> 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.			
<b>M.</b> 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 <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
<b>N.</b> The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

\*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 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2024, that:

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

\*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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

### 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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
<b>1.</b> Balances brought forward			<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>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<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>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<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>
<b>10.</b> Total borrowings			<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	
<b>11a.</b> 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>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



## 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 2024" 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, but not when an income and expenditure basis is used.

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

Financial year ending 31 March 2024

Prepared by **Jayne Minor, Parish Clerk**      Date **09 April 2024**

Balance per bank statements as at 31 March 2024:	£	£
e.g.    Current account	11,363.80	
Deposit Account	<u>4,062.42</u>	
		15,426.22
 Petty cash float (if applicable)	 N/A	
Less: any unpresented cheques at 31 March 2024	<u>0.00</u>	
 Add: any un-banked cash at 31 March 2024	 0.00	 0.00
 Net balances as at 31 March 2024		 15,426.22

***The net balances reconcile to the Cash Book (receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year as follows:***

Opening balance 1 April 2023	31,278.40
Add: Receipts in the year	7,729.85
Less: Payments in the year	<u>23,582.03</u>
 Closing balance per cash book (receipts and payments book) as at 31 March 2024 (must equal net balances above)	 <u>15,426.22</u>

## 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	2022/23 £	2023/24 £	Variance [+/-] £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £100)
Box 2 (precept)	5,500	5,500	0.00	
Box 3 Other Income	881	2,230	1,349	The Parish Council claimed £2,158.46 [VAT] and the interest received was £71.39 compared to £18.68
Box 4 Staff Costs	2,839	3,131	292	
Box 5 Loan interest/capital	N/A	N/A	N/A	
Box 6 Other payments	13,729	20,451	6,722	The Parish Council paid for the renovation of the parking area opposite Hopwas Woods
Box 7 Balances carried forward	31,278	15,426	15,852	The Parish Council paid for the renovation of the parking area opposite Hopwas Woods [CIL Expenditure]
Box 9 Fixed assets and long-term assets	31,000	31,000	0	
Box 10 Total borrowing	N/A	N/A	N/A	

**Reconciliation between Box 7 and Box 8 in Section 2 [31/03/2024]. 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 [31/3/2024]		15,426.22
Deduct :		
Debtors		
•		
•		
•		
•		
	0.00	
Deduct :		
Payments made in advance (prepayments)		
•		
•		
	0.00	
<b>Total deductions</b>		<b>0.00</b>
Add :		
Creditors		
•		
•		
•		
•		
	0.00	
Add :		
Receipts in advance		
•		
•		
	0.00	
<b>Total additions</b>		<b>0.00</b>
Total of Box 8 : Total cash and short-term investments (31/3/2024) (must agree to the net balances on bank reconciliation)		15,426.22

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 2024

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

<p>1. Date of announcement: <b>05 June 2024</b> <span style="float: right;">(a)</span></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 2024 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>05 June 2024</b></p> <p>and ending on (d) <b>15 July 2024</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. Your audit is being carried out by:</p> <p>Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF</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 be 30 working days in total and commence no later than 1 July 2022</p> <p>(e) Insert name and position of person placing the notice</p>
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# ***C.T. PETFORD.***

**BANGLEY LODGE FARM**

**WATLING ST, HINTS, NR TAMWORTH, STAFF'S B78 3DE.**

**TEL.07973 479274 DAY 01543 480189 EVE'S.**

**E-MAIL ctpetford@gmail.com**

**JCB, MINI DIGGERS & DUMPER HIRE.**

**ALL ASPECTS OF EXCAVATION & GROUNDWORK UNDERTAKEN.**

**VAT Reg. No. 992 4726 78.**

Bank account details for payment.  
Nationwide Market Street Tamworth.

Sort code 070246.

Account no 07325471.

## **QUOTE**

Packington and Swinfen  
Parish Council.

## **Date**

22<sup>nd</sup> April 2024

For cleaning roadside grips and ditch on A51 Tamworth rd.

	£575-00
Vat @ 20%	£115-00

<u>Total</u>	<u>£690-00</u>
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