



Ulley Parish Council

Ulley Parish Council Meeting to be held on Wednesday 12 June 2019 at Ulley Village Hall

5 June 2019

Dear Councillor,

You are summoned to attend the Parish Council meeting of Ulley Parish Council.

Andrew Towlerton

Parish Clerk and Responsible Financial Officer

AGENDA

A public session will commence prior to the formal Council meeting in accordance with paragraph 4.6 of the Council's Standing Orders.

PART I NON- CONFIDENTIAL ITEMS

In accordance with Regulation 4(6) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, audio/visual recording and photography at Council meetings is permitted in accordance with the Council's protocol "Filming of Public Meetings".

1. To receive and approve any apologies for absence.
2. To receive any questions from members of the Public.
3. Declarations of interest and dispensations.
 - i. To receive declarations of interest from councillors on items on the agenda.
 - ii. To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - iii. To grant any requests for dispensation as appropriate.

Parish Council Meeting

4. To receive information on the following on-going issues and decide further action where necessary –
 - Latest Crime Update (To receive the latest crime figures for the Parish).
5. Filling of a Casual Vacancy for a Councillor (The Council has a casual vacancy for a councillor and needs to consider and agree next steps for filling it).
6. To consider and the Internal Audit Report for 2018/2019 (The Council needs to consider the outcomes and recommendations from the Council's Internal Audit Report and agree next steps – see appendix 6.1)
7. To certify that Ulley Parish Council is exempt from external audit for fiscal year 2018/19 (the Council has to confirm on an annual basis that it is exempt from external audit as it has a turnover of less than £25000).
8. To approve the relevant sections of the Annual Governance and Accountability Return 2018/2019 (the Council has to approve Sections 1 and 2 - Accounting Statements 2018/19 of the Annual Governance and Accountability Return 2018/2019 by 30 June 2019)

9. To approve the publication of documents under The Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities (the law requires that parish council exempt from external audit publish certain documents on its website)

10. Planning update – The Council has not been notified of RB2019/0730, 5 Turnshaw Road Ulley, Application to vary condition 02 approved plans imposed by RB2017/1709 (further information can be found on the Rotherham MBC portal at planning.rotherham.gov.uk/fastweblive/search.asp)

11. To receive a verbal and written report on financial matters within the Council and to approve the following payments:
 - £279.58 to SSE for electricity use in the Hall.
 - £300 for new pads for the defibrillator
 - £1055.77 to Zurich Municipal Insurance for revised insurance premium for 2019/2020
 - £350.00 to Andersons for emergency works to the tree in the Recreation Ground.

12. To receive an update on Halifax fund bids including any approved by the Halifax Estate and by the Council through delegated powers. (See attached bid 12.1 for well dressing).

13. To consider any agenda items for the next meeting of the council, incl HS2, location of the hanging baskets and Victory in Europe Celebrations 2020.

14. Any other business.

ULLEY PARISH COUNCIL

Internal Audit Report 2018/19

Faye Hazlehurst
Community Accountant



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Background and Scope

The Accounts and Audit Arrangements introduced with effect from 1st April 2015 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in the terms of independence from the Council decision making process appointing Voluntary Action Rotherham to provide an internal audit function to the Council; this report sets out those areas examined during the course of our investigation of the Council's Accounts and Accounting processes for 1st April 2018 to 31st March 2019.

Internal Audit Approach

The audit has been conducted in accordance with the direction of the Council set out in the approved minutes of the Council meeting held on 28 November 2018. The audit is not designed to identify all significant weaknesses in the Council's systems but, if such weaknesses come to our notice during the course of our examination, which we think should be brought to your attention; we shall report them to you.

The responsibility for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the Council. The audit should not be relied upon to disclose all material misstatements or frauds, errors or instances of non-compliance as might exist.

In accordance with guidelines set out by the Governance and Accountability for Local Councils – practitioners' guide, our work plan consisted of an investigation to review whether the systems of financial and other controls over the Council's activities and operating procedures are effective. Areas covered by the testing included;

- Bookkeeping
- Adoption and application of standing orders and financial regulations
- Payment control
- Risk management arrangements
- Budgetary controls
- Income controls
- Petty cash procedures
- Payroll control
- Asset control
- Bank reconciliation
- Year-end procedures

Overall Conclusion

The Parish Council has made good improvements over the last 12 months with the Clerk maintaining a reasonable standard of record keeping. All receipts and payments were evidenced with appropriate documentation that simplified the audit process. The cashbook contained an incorrect opening balance and two duplicated cheques; the Clerk corrected these. The year-end reconciliation had a balancing entry for a cheque that was omitted from the cashbook. The Clerk was

supported to correct the mistake and a new reconciliation was issued. I have confidence that the figures lifted into the Statement of Accounts for the financial year ended 31 March 2019 are now accurate.

The Parish Council has recently become responsible for a Trust fund, the Clerk has sought advice on managing the fund, however, there is still some work to be done until the council meets its responsibilities as a trustee.

Detailed Report

Bookkeeping

A computerised cashbook is maintained and kept up-to-date. The cashbook had an incorrect brought forward balance and two cheques were duplicated from the previous year, this was brought to the attention of the Clerk who made the required adjustments and issued a second balanced cashbook. The cashbook is reconciled quarterly with bank balances and statements presented at council meetings.

Standing orders and financial regulations

The model financial regulations were adopted and approved on 3 December 2015. These were revised and adopted by Council on 30 May 2018. New Model Standing Orders were adopted on 30 May 2018.

Transparency code for smaller councils

Under the Transparency Code, for smaller authorities (December 2014), Parish Councils are required to publish a range of information on their website. The council is fully compliant with the Transparency code.

Payment control

All payments are presented for approval at monthly Council meetings and two councillors sign invoices. Payments are recorded on the computerised cashbook system where they are analysed into account headings based on the nature of expenditure.

During the period of this report, there was no S.137 expenditure.

Value Added Tax (VAT) is separately identified in a column in the cashbook. VAT is reclaimed from Her Majesty's Revenue and Customs (HMRC) manually at least annually. A small amount of VAT has been reclaimed twice in error; this will need to be adjusted on the next return.

Risk management arrangements

All financial activities are approved at monthly Council meetings; financial matters are listed as an Agenda item and a list of payments are given for authorisation. The Clerk confirms the current bank balances. All bank statements are signed and verified by two Councillors. A review of the financial controls and systems are carried out annually by the Council in the form of a Risk Assessment,

amendments and recommendations are presented at Council meetings for discussion. The last review was carried out on 27 March 2017.

Internal financial controls were last reviewed and adopted on 28 November 2018. An annual independent review of financial controls and systems is carried out in the form of an independent internal audit.

The Council is insured by Zurich Municipal, and includes cover for the village hall. Cover was reviewed and renewed in May 2018. The council holds Public, Employers Liability and Fidelity guarantee. The levels are appropriate for the size of the Council.

Budgetary controls

The Council set their budget on 30 January 2019 in preparation for applying for the precept. Actual income and expenditure is monitored against budgeted income and expenditure bi-monthly using the management reports produced by the Clerk. There is a large variance on audit costs; this is due to expenditure in relation to the public interest report. All variances have been explained.

The council has no earmarked reserves.

Income control

Income received is recorded in the computerised cashbook and is banked in the Co-operative bank account.

Rotherham Metropolitan Borough Council via BACS pays budgeted precept income in two instalments in the year, half in April and half in September. The precept amount recorded in the cashbook agrees with the Council's notification.

The council has not received any cash income during the year but any cash taken is held securely and banked promptly.

Payroll controls

The RFO/Clerk is the only paid employee of the Council. A contract of employment is currently in place and has been signed by both parties. A job description clearly identifying the specific duties of the RFO/Clerk is incorporated within the contract. The salaries and other payments made to the RFO/Clerk are reasonable and have been approved by the Council. The Chairperson issues salary cheques to the Clerk/RFO, May 2018 was not issued due to an oversight.

Pay as You Earn and National insurance contributions are calculated by the RFO/Clerk using basic PAYE tools. The RFO/Clerk pays the deductions calculated to the Inland Revenue at least a quarterly, there was a slight underpayment of liabilities at the end of the year but this is not material.

Asset control

The Council maintains an Asset Register of all material assets owned or in its care. This is kept up to date and reviewed annually, last reviewed on 30 January 2019.

Bank reconciliations

Bank reconciliations are carried out upon receipt of the bank statements and consolidates all the Council's bank accounts. The year-end reconciliation incorrectly accounted for an un-cleared cheque in both the cashbook and bank account reconciliation. This cheque was omitted from the cashbook. The Clerk was supported to correct the mistake and a new year-end reconciliation was issued. There are no unexplained balancing entries. *Recommend the Clerk look at financial training to strengthen any skills gap.*

Year-end procedures

Accounts are prepared on a receipts and payments basis. There were a couple of discrepancies with the year-end accounts. These were discussed with the Clerk who amended accordingly. The accounts now agree to the cashbook. There is an audit trail from underlying financial records to the accounts. The Parish Council has no investments or outstanding leases or loans. There are no tenancies in operation.

The Parish Council has arrangements in place for the public inspection of records

Miscellaneous

The Parish Council has recently taken over the management of the Halifax Fund. This fund accepts applications from projects in Ulley that will benefit the community. The council designated authority for the fund to the Clerk but this is not appropriate. The council needs to develop a grant policy in line with the requirements of the fund. The Halifax fund is listed as an agenda item and any applications discussed. The Clerk maintains a separate cashbook and bank reconciliation

Halifax Fund

Grant application form

Name of applicant: Holy Trinity Church Parochial Church Council (PCC)

Contact person: Sue Linley	Title: Mrs
If applying on behalf of a group your role/position: Member of the PCC	
Telephone (land line) 01909564907	Telephone (mobile) 07464629681
E-mail: suelinley49@gmail.com	Best times to contact
Contact address (this box must be completed) 1 Bedford Close, North Anston Post Code S25 4HF	
Address for correspondence (if different) Post Code	

The contact person must be someone who can talk about bid in detail.

Please describe your project/activity. What do you want to do?

For the past 4 years we have invited all ages from the community of Ulley to participate in the construction of a well dressing within the church over a period of roughly 10 days. We have linked this with a village party event also within the church.

This has proved to be a hugely successful combination drawing together families and friends from the Ulley area.

In 2019 we plan to create a 5th well dressing using the theme of 'ANGELS'.

Work on this has already been started by the Ulley Woollies group who have created a beautiful host of Angels. These will be displayed in Holy Trinity church and then sold to raise money for charity.

We normally have at least 20 children making their own mini well dressings and a further 40 + adults who support the children and/or socialise as they enjoy the 'afternoon street-type' party. This total rises during and after the event as passing hikers and bikers call in to the church grounds to see the main well dressing and into church to admire the children's fantastic work.

The Well Dressing begins on Wednesday 19th June and continues until Saturday 29th June.

The Ulley Village Event (Street Party) will be held on Saturday 22nd June.

The Well Dressing will be blessed in the afternoon of Sunday 30th June.

Halifax Fund

How will this benefit the community of Ulley?

This is an event which provides the opportunity for the full community to be involved in social networking and enriches the community spirit. It has become one of the best attended events in the village as it is a unique event that brings together adults and children of all ages.

The Street party celebrates the achievements of the community both in creating the Well Dressing and for all that constitutes 'village life'.

If a grant is awarded, please provide details of the supplier/contractor to whom the cheque should be made payable to (this box must be completed to enable us to process your grant).

Name: Ulley PCC

Address: c/o 1 Bedford Close, North Anston, S25 4HF

Cheque payable to Ulley PCC

Contact telephone number

Or for BACS payment:

Bank Name

Account Name

Sort Code

Account Number

Who is the landowner and do you have their permission to undertake this project? If so please provide a copy of the consent. Or if the land is leased, please provide information about your landlord and lease duration.

The land is owned by the Church of England and I, as a member of the PCC, have delegated responsibility from the PCC.

It may also be helpful to submit some or all the following with your application. Please indicate if they have been included:

Location Plan (i.e., A-Z map)

Sketch plans of proposed work

Evidence of landowner's/landlord's permission

Evidence that planning permission (if appropriate) has been obtained

What is the total cost of the project/activity including VAT? Please provide a breakdown of the project budget.

Halifax Fund

Item or activity	Cost (£)
Street Party Food, decorations, disposable tableware (Based on 60+ attending)	£270
Materials for the well dressings - main board and mini boards (clay, seeds, beans, dried flower heads, fresh flowers for petals)	£150
Total cost of items listed above	£420

How much are you applying to us for?	£420
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If you are not applying to us for the total cost of the project, how do you intend to finance the rest of the project? Please tell us if you are applying to any other funder for any part of the project described in this application.

Other Funders:

Funder	£ Applied for/Awarded

If this is an ongoing project/activity, how will you pay for it in the future?

I certify that the information enclosed is correct. By signing this application form, I agree to abide by the Terms and Conditions and any additional special conditions that may be specified. I understand that I will be expected to monitor expenditure and provide receipts/invoice(s) and a report on the progress of the project.	
Signature	Date: May. 2019
(Person submitting the form)	
Print Name Sue Linley	