

MINUTES OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 17TH MAY 2023 AT 95 HIGH STREET, KINVER

PRESENT: Councillors JK Hall (Chairman), Mrs C Allen, S Charlesworth-Jones, A Calloway, K Hosell, IG Sadler, G Sisley, S Anderson, K Slade, D McGirr, E Simons and County Councillor Mrs V Wilson and District Councillor Paul Harrison.

Also present: Mrs J Cree – Clerk, Mrs M Fullwood – Assistant Clerk, and Mrs B Owen.

82/23. Election of Chairman of the Parish Council for the Council Year 2023/4.
(the new Chairman to be invested with the Chain of Office and to make his/her declaration of Acceptance of Office).

There were 2 nominations for Chairman of the Parish Council, Cllrs S Anderson and JK Hall. On a vote Cllr JK Hall was duly elected as Chairman of the Parish Council. He signed his declaration of office and remained in the chair.

83/23. Appointment of Vice-Chairman of the Parish Council for the Council Year 2023/4.
(the new Vice-Chairman to make his/her declaration of Acceptance of Office).

There were 2 nominations for Vice Chairman of the Parish Council, Cllrs Mrs C Allen and E Simons. On a vote Cllr Mrs C Allen was duly elected as Vice Chairman of the Parish Council. She signed her declaration of office.

84/23. Apologies for Absence.

Councillors P Wooddisse, K Davies and Ms E Lord sent their apologies.

85/23. Declarations of Councillors' Interest.

None were declared.

86/23. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 5th April 2023 (copy attached).

The minutes of the meeting held on the above date, were agreed as a true and accurate record of the meeting.

87/23. To receive a report from the PCSO's relating to Kinver

No report was received.

88/23. Public Participation

Standing Orders were raised to enable members of the public to speak.

Mrs B Owen reported that:-

- The service is running relatively well, with a number of breakdowns. The numbers of passengers are increasing.
- The bus stop needs to be reinstated with a marker when the shelter is removed at the Stewpony, the Clerk has requested a bus stop flag to be delivered for the Council to install.
- There still appears to be no bookings secretary for the school.

Standing orders were reinstated.

89/23. Review of delegation arrangements to committees, sub-committees, employees and other local authorities. –No delegation is allowed without permission for each case from the Parish Council.

The Parish Council only gives delegated Authority to Committees for specific special reasons, i.e. each year to Finance to allow them to authorise payment list as the Parish Council does not meet in August. This was noted.

90/23. Review of the terms of references for committees.

The terms circulated on the agenda papers were agreed and noted.

91/23. Constitution of Committees of the Council - Receipt of nominations to existing committees (List of nominations attached) including agreeing to the renewal of the co-opted members on the Leisure and Amenities.

The Committee members were agreed as below following the conclusion of voting via secret ballot as per Standing Orders:-

	Chairman of Council	Julian Hall
	Vice Chairman of Council	Christine Allen
PLANNING	Chairman	Kieron Hosell
	Vice Chairman	Ed Simons
	Committee	Christine Allen Julian Hall (ex officio) Eunice Lord Steve Anderson Paul Wooddisse Ken Slade Geoff Sisley Dave McGirr
FINANCE	Chairman	Paul Wooddisse
	Vice Chairman	Ian Sadler
	Member	Christine Allen Julian Hall (ex officio) Ken Slade Dave McGirr
LEISURE & AMENITIES	Chairman	Sion Charlesworth-Jones
	Vice Chairman	Andy Calloway
	Member	Kieron Hosell Christine Allen Julian Hall Eunice Lord Steve Anderson Paul Wooddisse Ken Slade Dave McGirr
PERSONNEL	Chairman of PC	Julian Hall
	Vice Chair of PC	Christine Allen
	Chair of Finance	Paul Wooddisse
	Chair of L & A	Sion Charlesworth-Jones
	Chair of Planning	Kieron Hosell

92/23. Constitution of Working Parties of the Council (including new working parties) and authorisation of signatories for Cheques (List of nominations attached).

Working Parties

1. Works to 95 High Street Working Party (5 members)

This committee is to remain, and members will be allocated as and when it is required.

2. Neighbourhood Plan Working Party

Recommendation from April's Planning meeting for a working party to be set up to allow the Neighbourhood Plan Group to comment on planning applications and feed their comments into planning via one of the Parish Councillors. The 2 Parish Councillors that sit on the Neighbourhood Plan Group are Councillors Mrs C Allen and Ms E Lord, therefore they were elected as our representatives on this group.

Signatories

Cheque Signatories Co-Op and Barclays Bank
Co-Op Bank - JK Hall, C Allen, J Cree, and P Wooddisse.

Building Society Signatories Bath and West Bromwich Building Society Cllr JK Hall and J Cree Clerk

93/23. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.

There were no new Committees moved at this time.

94/23. Review standing orders and financial regulations.

The above documents were issued to all members of the Council prior to the meeting and were noted.

95/23. Review of inventory of land and assets including buildings and office equipment.

The above document was issued to all members of the Council prior to the meeting and were noted. It was noted that the Flashcam should be removed from the park and also the Sam Harris Cup should be discussed as to its future use at the next Leisure and Amenities Committee.

96/23. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

The Parish Council Insurance Policy expires on the 4th June 2023. This is a fixed contract with BHIB for a further year. This was noted.

97/23. Appointments to Outside Bodies. - Review of the Council's and/or employees' memberships of other bodies.

The following positions were filled as detailed below:-

1. Kinver Exhibition Foundation (3 Members) Cllrs P Wooddisse, S Charlesworth-Jones, G Sisley
2. Edward Marsh Trust (2 Members) – Cllrs A Calloway and S Anderson
3. National Trust, AGM Meeting representatives (2 Members) – Cllrs Mrs C Allen and K Hosell
4. Old Peoples Welfare (2 Members) – Cllrs Mrs C Allen and P Wooddisse
5. Lady Dorothy Grey Foundation (1 Member) – Cllr P Wooddisse
6. Twinning Association (2 Members) – Cllr P Wooddisse and 1 vacancy
7. Walter Holdnall Trust – Cllr Mrs C Allen
8. Kinver United Charity (fixed term) – Cllrs S Anderson and E Simons
9. Wolverhampton Airport Consultative Committee (Chairman or Vice Chairman of the Council) – Cllr Mrs C Allen

The Parish Council subscriptions were agreed on an annual basis to the following organisations:-

ICCM	£ 95.00
Staffordshire Parish Council's Association	£794.00

98/23. Reviewing the Council's complaints procedure.

The above document was issued to all members of the Council prior to the meeting and were noted.

99/23. Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and GDPR.

The above documents were issued to all members of the Council prior to the meeting and were noted.

100/23. Reviewing the Safe guarding policy for Children and Adults

The above document was issued to all members of the Council prior to the meeting and were noted.

101/23. Reviewing the Council's policy for dealing with the press/media

The above document was issued to all members of the Council prior to the meeting and were noted.

102/23. Members to complete their Disclosable Pecuniary Interests following the elections

All members have to complete the above form as this is a new 4 year term of the Council. Any changes should be made within 28 days of the change when required during this term.

103/23. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead (Schedule attached).

The meeting schedule detailed below was agreed.

Month	KPC Council meeting	L & A	Finance	Planning	Bank Holidays
May 2023	17 (AGM)	24		24 6pm	1 st , 8 th and 29 th
June 2023	7	21	28	7 6pm if required	
July 2023	5	19	26	12	
August 2023				9 and 30	28 th August
Sept 2023	6	20	27	20 6pm	
Oct 2023	4	25		11	
Nov 2023	1	15	22	8	
Dec 2023	6			13	22 nd Dec closed office
Jan 2024	3	17		10	1 st January
Feb 2024	7		21	14	
March 2024	6 (APM)	20		13	29 th March
April 2024	3	17	24	10	1 st April
May 2024	1	15	29	8	6 th and 27 th May

104/23. To confirm Internal Audit arrangements for 2023/24

It was agreed to retain the services of Rutelle Accounting for the services of Internal Audit.

105/23. To receive an update on the Community Use Agreement

The Clerk has contacted the school and SSDC to ask for an update on the meeting and is awaiting a response.

Members were very concerned over the lack of response from the school on setting up a meeting date, and it was therefore resolved that the Clerk initially write a strongly worded letter including a copy of the required section to all parties to request a date within the required time frame to all relevant parties by the 2nd June 2023.

If a date is not forth coming the Clerk will arrange a meeting at the Parish Office with all relevant parties to ensure the first meeting takes place. District Cllr P Harrison agreed to raise this with the District Council on our behalf.

The recruitment of staff to do the lettings for the facilities is still not resolved. It was felt that the Council should try to make an olive branch to help with the recruitment and support them from the Community at the appropriate time. At a previous meeting members of the Council offered to share the advert, and help them recruit. It was believed that people have applied for the position and not even had an acknowledgment from the school of their application being received for the positions. Sport England have also suggested to the school using students to fill the vacancies.

It was agreed to send all the information to D Heywood so he can investigate further why this agreement is not up and running.

106/23. To receive the minutes and any recommendations from the following Committee meetings:-

Planning and Development Committee 12th April and 3rd May 2023
(including update on NPlan if applicable)

The above meeting minutes were noted all recommendations were made to the District Council and the Parish in relation to a working Party for the Neighbourhood Plan. This was dealt with under agenda item 92/23.

L & A Committee 19th April 2023

The above meeting minutes were noted the one recommendation was made directly to the Finance Committee and is detailed below on their recommendations.

Finance Committee 26th April 2023

It was agreed to recommend to the Council that:-

- The accounts as set out as appendix 1 and 2 to these minutes are accepted.
- The grant application for the Youth Café to be agreed at £432.00
- To allow a sum of £100 for the Best Kept Village Prizes.
- To increase the reserves balance in the West Bromwich account to £35,000 and allocate the balances as detailed below:-

Play Area	£ 5,000.00
Contingencies	£12,000.00
Elections	£12,000.00
Xmas Lights	£ 6,000.00
West Bromwich Building Society	£35,000.00

The above recommendations were agreed.

107/23. County / District Councillor to address the Council on any matters relevant to the Parish

County Councillor Mrs V Wilson reported:-

- She has been in contact with the 3 new District Councillors and congratulated them on their appointments, and she has arranged a meeting with them to hopefully work together in the future.
- A449 road closure, the signage has caused some issues, the signage has since been updated. To clarify what is happening – the road is being closed one side of the road at a time and working on small sections each time, they will resurface after removing cats eyes and then will put the road markings back down. There will be temporary traffic lights operating from 9.30 – 3.30 and in the evenings with no full road closures taking place. The supervisor has given his details to Cllr Mrs V Wilson and she will send messages to them if required from concerned residents and business owners. The businesses have been told that signage will reflect that they are open as usual.
- Members agreed that any road signs on diversions should be more informative of where the closures are exactly to help know where you have access to.
- She has arranged a meeting with Cllr S Anderson to look at street furniture in the High Street that needs to be removed as it's no longer needed.
- She went out with the Community Speed Watch recently in Kinver on Meddins Lane and out of circa 8-0 cars 2 were over the speed limit.
- She has received a request for a SID to be located on Mill Lane, due to the nature of the road there would not be an area that is clear enough to get accurate speed readings, and there is also no post to mount the sign on.
- Kinver Coronation Market, she asked if SSDC / SCC put forward photos and ask for a write up for the press of the very successful event in Kinver.
- As previously reported she is working with the SPCA on helping communities re Health and Wellbeing, Lisa Horritt is sadly leaving the SPCA and when her replacement is appointed the project will continue, and expressions of interest will be requested from the Parish Council.

- She showed her support for the outgoing District Councillor, G Sisley and thanked him for his work as a District Councillor for Kinver.

Cllr Paul Harrison addressed the council all 3 Councillors are being inducted and receiving training at SSDC. On a personal note he does not see this is political but wants to work for the Parish along with his 2 colleagues.

108/23. Report of the Chairman

The Chairman reported he attended the Coronation market and he said it was a great success, he thanked everyone for being involved. In particular thanks were given to Mr and Mrs Sadler who were very helpful, and a letter of thanks will be sent to them.

109/23. To receive and note the report from the Clerk including Burial Ground Superintendents report.

Communication with regard to the use of FP32

New sign requested for the bus stop, I was informed that if they fit them it will take a while for it to be done, so I have requested they supply the sign and we could get it fitted.

Play area surface has been repaired.

Resident that complained about radar key for public toilets, is going to attend a meeting.

Complaint re parking near the Rock Houses over Easter and Bank Holiday weekend

Parish election charges are £70 as non-contested.

To nominate a Councillor to sit on the Standards Committee at SSDC by the 17th.

20's plenty next meeting details and notes

To agree to hold funds for Climate Change Group if they receive any income

Email complaint re toilets in Car Park being closed on Bank Holiday Monday.

No May Mow information from SCC

20's Plenty information

Co-Opted member to be agreed at the 7th June 2023

The above were noted and agreed.

110/23. Reports from Members sitting on Outside Bodies for the Parish Council.

Cllr Mrs C Allen went to the Old Peoples Welfare at their AGM last week and the vouchers will be £10 for this year.

111/23. To receive the accounts for payment since the last meeting.

The accounts for payment as detailed in appendix 2 to these minutes were agreed.

112/23. Items for future Meetings Council to be the with the Clerk by the 30th May 2023

Email addresses.

113/23. Dates of Next Meetings –

Planning and Development Committee	24 th May2023 at 6pm
Leisure and amenities Committee	24 th May 2023
Parish Council meeting	7 th June 2023
Finance and General Purposes Committee	28 th June 2023

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

2022/2023		Actual Net	Balance	
INCOME				
Council				
13	INTEREST BATH BUILDING SOCIETY	£100.00	£156.31	£56.31
14	Barclays income	£0.00	£00.23	£00.23
17	PRECEPT	£0.00	£0.00	£0.00
22	INTEREST WEST BROM ACCOUNT - CHARITY ACC	£4.00	£4.43	£0.43
30	Burial Fees - Co-Op bank account	£11,250.00	£9,393.78	-£1,866.22
31	Toilet Income - Co-Op bank account	£50.00	£238.40	£188.40
32	Donations - Co-Op bank Account	£0.00	£3,236.00	£3,236.00
33	Precept - Co-Op Bank Account	£153,975.00	£153,975.00	£0.00
34	Sundries - Co-Op Bank Account	£0.00	£7,671.29	£7,671.29
35	Police Office Rent - Co-Op Bank Account	£4,000.00	£4,000.00	£0.00
37	Balance from un-committed reserves	£0.00	£0.00	£0.00
38	EV Income	£1,200.00	£2,561.73	£1,361.73
39	N Plan RESERVES FUND	£5,000.00	£0.00	-£5,000.00
40	Kinver Market	£0.00	£2,005.00	£2,005.00
41	PWLB	£0.00	£0.00	£0.00
Total Council		£175,579.00	£183,242.17	£7,663.17
Total Income		£175,579.00	£183,242.17	£7,663.17
EXPENDITURE				
Council				
57	BARCLAYS BANK CHARGES	£78.00	£89.05	-£11.05
58	EV Electricity used	£1,000.00	£3,481.16	-£2,481.16
60	Kinver Market	£0.00	£437.30	-£437.30
61	Jubilee coronation celebrations	£2,000.00	£4,594.84	-£2,594.84
62	pwlb repayments	£0.00	£0.00	£0.00
63	Clock Shelter Exp.	£0.00	£11,747.47	-£11,747.47
104	NEIGHBOURHOOD PLAN	£5,000.00	£3,483.05	£1,516.95
107	Climate Change	£0.00	£476.24	-£476.24
110	General Administration - Co-Op Bank Account			
110/1	Telephone	£1,500.00	£1,385.93	£114.07
110/2	Stationary	£2,000.00	£2,581.69	-£581.69

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

2022/2023		Actual Net	Balance	
110/3	General Insurance	£2,100.00	£1,988.80	£111.20
110/4	Rates	£2,300.00	£1,263.14	£1,036.86
110/5	Office Electricity and Gas	£2,000.00	£3,951.38	-£1,951.38
110/6	Audit	£875.00	£875.00	£0.00
110/7	Chairmans Allowance	£500.00	£500.00	£0.00
110/8	Staffing Training Expenses	£150.00	£36.00	£114.00
110/9	Members Expenses	£300.00	£487.44	-£187.44
110/10	Computer Support Services	£2,000.00	£1,757.37	£242.63
110/11	Photocopier	£240.00	£180.00	£60.00
110	Total	£13,965.00	£15,006.75	-£1,041.75
111	Maintenance - Co-Op Bank Account			
111/1	Maintenance Toilets	£2,500.00	£2,437.18	£62.82
111/2	Maintenance Misc	£6,500.00	£5,711.60	£788.40
111/3	Grass Cutting	£3,500.00	£4,000.00	-£500.00
111/4	Play Area	£2,000.00	£689.00	£1,311.00
111	Total	£14,500.00	£12,837.78	£1,662.22
112	Car Park Rental - Co-Op Bank Account	£1,450.00	£1,475.00	-£25.00
113	Christmas Illuminations - Co-Op Bank Account	£4,500.00	£4,715.17	-£215.17
114	Contingencies - Co-Op Bank Account	£0.00	£38,914.33	-£38,914.33
115	Vehicles - C0- Op Bank Account			
115/1	Leasing	£4,600.00	£5,916.10	-£1,316.10
115/2	Fuel	£400.00	£1,813.48	-£1,413.48
115/3	Insurance	£2,000.00	£1,228.97	£771.03
115/4	Vehicle tax	£0.00	£126.91	-£126.91
115	Total	£7,000.00	£9,085.46	-£2,085.46
116	Health and Safety - Co-Op Bank Account	£100.00	£0.00	£100.00
117	Grans Subs Co-Op Bank Account			
117/1	Parish Councils Subs	£500.00	£131.00	£369.00
117/2	SPCA / LCR	£700.00	£62.56	£637.44
117/3	Grants	£4,486.00	£5,403.74	-£917.74
117	Total	£5,686.00	£5,597.30	£88.70
118	Election Expenses - Co-Op Bank Account	£0.00	£0.00	£0.00
119	Wages/Salaries - Co-Op Bank Account			

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

2022/2023		Actual Net	Balance	
119/1	Salaries	£85,500.00	£82,815.13	£2,684.87
119/2	Employers NI	£7,750.00	£7,866.14	-£116.14
119/3	Employers Pension	£23,300.00	£18,382.86	£4,917.14
119/4	Toilets	£1,150.00	£1,205.00	-£55.00
119	Total	£117,700.00	£110,269.13	£7,430.87
120	Community Projects - Co-Op Bank Account	£4,000.00	£3,914.00	£86.00
121	Legal Fees - Co-Op Bank Account	£600.00	£600.00	£0.00
Total Council		£177,579.00	£226,724.03	-£49,145.03
Total Expenditure		£177,579.00	£226,724.03	-£49,145.03
Total Income		£175,579.00	£183,242.17	£7,663.17
Total Expenditure		£177,579.00	£226,724.03	-£49,145.03
Total Net Balance		-£2,000.00	-£43,481.86	

Summary Trial Balance

Year ending 31/03/23

Credit

Debit

Income

Income	6,561.73
Burial fees	9,308.78
Rights of Way	0.00
Exchequer Bond	0.00
Toilet Income	238.40
Rents received	0.00
Donations and Sundries	12,912.29
Precept	153,975.00
Agency Services reimbursements	0.00
Loan/Capital Receipts	0.00
Interest on Investments	245.97
Sale of Assets	0.00

Expenditure

General Administration	24,092.21
Agency Services	0.00
S. 137 Payments	4,594.84
Capital Schemes	0.00
Provision for Doubtful Debts	0.00
Interest on Long Term Debts	0.00
General Administration - Petty cash/High St toilet cleaning	0.00
Maintenance	12,837.78
Burial Ground	0.00
Expenditure	67,857.77
Grants and Subscriptions	5,597.30
Car park rentals	1,475.00
Millennium Fund	0.00
Loan repayment	0.00
Employment Advice Centre	0.00
Wages / Salaries	110,269.13
Church - Methodist rent	0.00

Summary Trial Balance

Expenditure

Balance Sheet Assets

Stocks		0.00
Stock Adjustment		0.00
VAT Recoverable		5,043.27
Debtors		-2,088.34
Payment in Advance		0.00
Cash in Hand && at Bank		59,150.55
Investments		0.00
Long term assets		0.00
Loans Made		0.00

Balance Sheet Liabilities

Loans Received	0.00	
VAT Payable	0.00	
Creditors	2,935.89	
Receipts in Advance	0.00	
Reserves (at start of year)	102,651.45	
Trial Balance Total	288,829.51	288,829.51

Total of credits and debits match.

Consolidated Balance Sheet

Unaudited

31/03/22 31/03/23

£ £

Long Term assets

0.00	Long Term Debts	0.00
0.00	LONG TERM Investment Accounts	0.00
0.00	TOTAL LONG TERM ASSETS	0.00

Current assets

0.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
3,058.62	VAT Recoverable	5,043.27
0.00	Debtors	-2,088.34
0.00	Payment in Advance	0.00
105,825.06	Cash in Hand && at Bank	59,150.55
108,883.68	TOTAL CURRENT ASSETS	62,105.48
108,883.68	TOTAL ASSETS	62,105.48

Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
6,232.23	Creditors	2,935.89
0.0	Receipts in Advance	0.00
6,232.23	TOTAL CURRENT LIABILITIES	2,935.89
102,651.45	TOTAL ASSETS LESS CURRENT LIABILITIES	59,169.59
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
102,651.45	NET ASSETS	59,169.59
102,651.45	General Reserve	59,169.59
0.00	Asset Replacement Reserve	0.00
0.00	LONG TERM Investment Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
102,651.45		59,169.59
0.00	Reserves total excluding general fund and liabilities	0.00
0.00	Reserves total of liabilities e.g. deposits	0.00
102,651.45	General fund total	59,169.59
102,651.45		59,169.59

Represented by

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 31/03/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

.BARCLAYS BANK	£819.09
.COOPERATIVE BANK C & I	£23,046.37
Bath Building Society	£37,654.48
Reserves West Bromwich	£44,305.12
Total	£105,825.06

RECEIPTS	Net	Vat	Gross
Council	£202,060.73	£0.00	£202,060.73
Total Receipts	£202,060.73	£0.00	£202,060.73
PAYMENTS	Net	Vat	Gross
Council	£230,020.37	£18,714.87	£248,735.24
Total Payments	£230,020.37	£18,714.87	£248,735.24

Closing Balances

Ordinary Accounts

.BARCLAYS BANK	£807.27
.COOPERATIVE BANK C & I	£6,791.48
Bath Building Society	£16,810.79
Reserves West Bromwich	£34,741.01
Total	£59,150.55

Signed _____

Chair

Clerk / Responsible Financial Officer

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 and the subsequent work by the external auditor.
- 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- 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.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	<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', has an explanation been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations been published where required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of any difference between Box 7 and Box 8 been provided?	<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? NB: do not send trust accounting statements unless requested.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Annual Internal Audit Report 2022/23

KINVER PARISH COUNCIL

WWW.KINVERPARISH.COM

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

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

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

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

06 04 2023

Name of person who carried out the internal audit

MRS RUTH PULLAR

Signature of person who carried out the internal audit

R Pullar

Date

06 04 2023

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

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

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

KINVER PARISH COUNCIL

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

	Agreed		Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

WWW.KINVERPARISH.COM / WEBSITE ADDRESS

Section 2 – Accounting Statements 2022/23 for

KINVER PARISH COUNCIL AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	91423	102652	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	136709	153975	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	57311	29267	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	114218	110269	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	∅	∅	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	66573	116455	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	102652	59170	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	105825	59150	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	755871	755871	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	22,000	17,353	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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

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

SIGNATURE 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 Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

KINVER PARISH COUNCIL AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Annual Governance and Accountability Return 2022/23 Form 3
Local Councils, Internal Drainage Boards and other Smaller Authorities*

Page 6 of 6

Fixed assets as at 31st March 2023

CONTENTS 95 HIGH STREET	£12,628.66
CLOCK SHELTER	£43,709.05
DOG BINS / 14 BINS	£2,270.22
BENCHES / SEATS	£12,144.76
BUS SHELTERS	£5,549.43
NOTICE BOARDS	£2,912.84
WAR MEMORIAL	£42,292.99
MAINTENANCE MACHINERY	£3,919.86
CHAIRMAN'S BADGE AND CHAIN	£3,376.19
S HARRIS CUP AND BOARD	£1,575.41
VILAGE SIGNS	£4,527.13
FLASHCAM	£0.00
CHRISTMAS LIGHTS	£7,792.17
GATES AND FENCES	£11,367.64
PLAY EQUIPMENT	£194,495.62
95 HIGH STREET building	£217,764.32
TOILET BLOCK HIGH STREET	£108,879.06
TOILET BLOCK KINVER EDGE	£48,894.72
GARAGE AND STORE COMBER RIDGE	£16,665.40
STONE TROUGHS	£1,619.30
Speed signs	£6,036.00
CCTV CAMERA KSCA CAR PARK	£2,450.00
Gazebos	£5,000.00
	£755,870.77

Accounts for payment for May meeting 2023

Accounts for payment	Description	Total
Ash Road Markings	Resigning at KSCA	800.40
Barclays	Monthly charges	8.00
Black Country Medics Ltd	Coronation Exp	150.00
Mad Dominic	Coronation Expenditure	250.00
Ebay	Replacement Tap for Giants Well	49.99
Enville Oak	Balance of work to Clock shelter	2613.12
ESPO	Cleaning supplies	145.14
Greenacre Services	April	787.00
Gif Gaf	Sim for CCTV at garage and tracker	12.00
HMRC	May	1334.69
ICCM	Annual Subscription	95.00
IONOS	Web charges	1.20
J Cree	Petty Cash for car wash	10.00
J R K	Supplies	99.40
Kinver Country Fayre	Hire of gazebos	100.00
Kinver Edge Farm Shop	Monthly opening toilets	70.00
Kinver Edge Farm Shop	Coronation Exp Hay Bales	300.00
Kinver Methodist Church	Car Park rental	600.00
McVeigh Parker	Wood posts	175.96
Midshires	Printing	189.70
N Power	Clock shelter power for the year	970.73
N Power	Christmas Lights	500.02
O C L	Supplies	243.30
Painting Pixie	Coronation Exp.	37.50
R H Electrical Ltd	Coronation Exp Erecting bunting and taking down	300.00
Rutelle	Internal Audit	475.00
Salaries	May	4767.42
Screwfix	Supplies	120.49
Signal Traffic Management	Balance of road closure	1878.00
Smiths of Derby	3 year maintenance for clock shelter	781.20
SCC pensions	May	1833.31
SPCA	Annual Subscription	742.97
Tool Station	Supplies	71.60
Utility Warehouse	Kinver Edge Toilet	22.83
Utility Warehouse	95 High Street	577.71
Utility Warehouse	EV Point / water pipe heater	273.57
Utility Warehouse	Garage	289.80
Viking Direct	Supplies	233.63
Water Plus	Rates Toilets Kinver Edge	34.31
Water Plus	95 High Street water rates	48.44
Water Source	Foul water Kinver Edge toilets	40.09
Wicksteed	Play area repair	442.20
Wix	Annual charges	79.20
	Total Expenditure	22554.92
Receipts		
Burial Fees		890.00
Vend electric		241.03
Precept		81067.00
Kinver Market		330.00
VAT Reclaim		5043.27