OLDBURY ON SEVERN

PARISH COUNCIL

ANNUAL REPORT

2016 – 2017

To comply with the Smaller Authorities (Transparency Requirements) (England) regulations 2015/494

Transparency Obligations for Parish Councils with an Annual Turnover not exceeding £25,000 (England only)

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1. List of Councillors & Members Responsibilities

The following gives details of the Councillors and any responsibilities they may have. All Parish Councillors are also Members of the Oldbury on Severn Memorial Hall Management Committee.

Name of Councillor	Responsibilities
Mr Keith Sullivan	• Chair • Member of sub committees: Communications group; Flooding & Planning (chair); Neighbourhood Development Plan; Nuclear New Build (chair); Playing Fields.
Mr Dylan Griffiths	• Vice-Chair • Member of sub committees: Flooding & Planning; Neighbourhood Development Plan. • Oldbury on Severn Primary School Governor
Mr Matthew Riddle	• Councillor • Member of sub committees: Flooding & Planning; Nuclear New Build. • Severn Ward Councillor
Mr Glynn Poole	• Councillor • Member of sub committees: Flooding & Planning; Playing Fields. • Planning Officer
Mr Ian Bell	• Councillor • Boundary Changes representative
Mr Matthew Clothier	• Councillor • Member of sub committees: Nuclear New Build; Playing Fields.
Mr John Cornock	• Councillor • Member of sub committees: Flooding & Planning; Nuclear New Build.

2. Details of Expenditure

The following gives details of all payments over £100.

Parish Council

Date	Description / Purpose	Amount ex VAT	VAT non recoverable
25/04/16	Clerk Salary	£ 216.70	
03/05/16	ALCA Subscription	£ 143.36	
03/05/16	PF Web Designs (New IT equipment)	£ 519.98	
03/05/16	PF Web Designs (Website maintenance)	£ 312.00	
25/05/16	Clerk Salary	£ 216.70	
26/06/16	Clerk Salary	£ 216.70	
05/07/16	Oldbury on Severn Playing Fields Committee	£ 1235.12	
25/07/16	Clerk Salary	£ 218.88	
25/08/16	Clerk Salary	£ 218.88	
06/09/16	Grant Thornton (External Auditor)	£ 200.00	
06/09/16	Came & Company (Insurance)	£ 1951.91	
06/09/16	Defib sales & Training (Defibrillator)	£ 220.00	
25/09/16	Clerk Salary	£ 218.88	
25/10/16	Clerk Salary	£ 218.88	
01/11/16	Oldbury on Severn Memorial Hall (hall hire)	£ 260.00	
01/11/16	Oldbury on Severn Playing Fields Committee	£ 1500.00	
25/11/16	Clerk Salary	£ 218.88	
29/12/16	Clerk Salary	£ 218.88	
25/01/17	Clerk Salary	£ 218.88	
25/02/17	Clerk Salary	£ 218.88	
07/03/17	B. Turner (NDP questionnaire printing & distribution)	£ 980.33	
07/03/17	Cllr K. Sullivan (expenses)	£ 104.12	
07/03/17	PF Web Designs (website development)	£ 622.40	
07/03/17	ALCA (subscription)	£ 144.08	
25/03/17	Clerk Salary	£ 218.88	

Playing Fields

Date	Description/Purpose	Amount ex VAT	VAT non recoverable
13/04/16	ABS Radiant Heating Specialists (boiler maintenance)	£ 178.76	
16/05/16	Safety Testing (boiler safety check))	£ 150.00	
21/06/16	Bristol Fire (safety check)	£ 119.90	
27/07/16	RoSPA (play equipment safety inspection)	£ 91.00	
01/08/16	Complete Weed Control (weed spraying)	£ 150.00	
22/09/16	Elite Hygiene Services Ltd (Cleaning of pavilion)	£ 193.81	
26/09/16	Stadia Sports (Tennis net winder) (C283)	£ 122.06	
31/10/16	Ford Fuel Oils	£ 286.14	
15/11/16	Elite Hygiene Services Ltd (C290)	£ 114.00	
23/12/16	Elite Hygiene Services Ltd (Cleaning of pavilion)	£ 227.55	
19/01/17	Elite Hygiene Services Ltd (Cleaning of pavilion)	£ 152.00	
07/02/17	Elite Hygiene Services Ltd (Cleaning of pavilion)	£ 152.00	
14/03/17	Elite Hygiene Services Ltd (Cleaning of pavilion)	£ 152.00	
24/03/17	Ford Fuel Oils	£ 308.09	

3. Annual Statement of Accounts

The following gives details of the Statement of Accounts along with any supporting documentation.

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here: OLDBURY ON SEVERN PARISH COUNCIL AVN086

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	46,266	51,188	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	12,000	12,000	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	17,543	16,841	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	2,797	2,790	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	21,824	14,185	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	51,188	63,054	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	51,188	63,054	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	214,596	215,116	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer: [redacted]

Date 02/05/2017

I confirm that these accounting statements were approved by this smaller authority on:

02/05/2017

and recorded as minute reference:

2017-05-16.4

Signed by Chair at meeting where approval is given: [redacted]

OLDBURY ON SEVERN PARISH COUNCIL

ACCOUNTS FOR PERIOD 1st APRIL 2016 to 31st MARCH 2017

ACCOUNT AND BANK RECONCILIATION

PARISH COUNCIL				
Current Account	£22,722.08	Balance brought forward from 3	31/03/2016	£33,929.54
Unpresented Payment	£0.00			
Unpresented Receipts	£0.00	Plus Receipts		£19,150.58
Petty Cash	N/A			
		Less Payments		£11,609.72
National Savings & Investment Account	£18,748.32			
TOTAL	£41,470.40	BALANCE at 31/03/2C	17	£41,470.40

PLAYING FIELDS COMMITTEE				
Current Account	£12,052.63	Balance brought forward from 31/03/2015		£17,258.82
Unpresented Payment	£0.00			
Unpresented Receipts	£0.00	Plus Receipts		£9,690.16
Petty Cash	£0.00			
Business Reserve Account	£32.25	Less Payments		£5,365.68
Building Society Account	£9,498.32			
TOTAL	£21,583.20	BALANCE at 31/03/2C	17	£21,583.30

CONSOLIDATED PARISH COUNCIL & PLAYING FIELD COMMITTEE ACCOUNTS		
Balance brought forward from 31/03.	2016	£51,188.36
Plus Parish Council Receipts		£19,150.58
Plus Playing Field Committee Receipts		£9,690.16
Less Parish Council Payments		£11,609.72
Less Playing Field Committee Payments		£5,365.68
TOTAL carried forward as at the 31s	Mar-17	£63,053.70
Parish Council Total Bank Funds		£41,470.40
Playing Fields Committee Total Bank Funds		£21,583.20
TOTAL Bank Funds at the 31st March	2017	£63,053.60

ACCOUNTS APPROVED BY OLDBURY ON SEVERN PARISH COUNCIL

Signed: Chairman [redacted] Date 2/8/17

Clerk / RFO [redacted] Date 02/05/2017

Mrs E V Lewis

Schedule C1

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	OLDBURY ON SEVERN PARISH COUNCIL AVN086				
Box on Section 2 Accounting Statements	**(a)** **2016** **£**	**(b)** **2017** **£**	**(c)** **Variance** Increase(+) or decrease(-) **(b – a)** **£**	**(d)** **Variance divided by 2016 figure times 100** **(c / a *100)** %	**Explanation required?** Less than £250 and 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	12,000	12,000	0	0	NO
Box 3 -Total other receipts	17,543	16,841	-702	-4·0	NO
Box 4 -Staff costs	2,797	2790	-7	-0·25	NO
Box 5 -Loan interest/ capital repayments	0	0	0	0	NO
Box 6 -All other payments	21,824	14,185	-7,639	-35·0	YES
Box 9 -Total fixed assets plus long-term investments and assets	214,596	215,116	520	0·24	NO
Box 10 – Total borrowings	0	0	0	0	NO

Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	OLDBURY ON SEVERN PARISH COUNCIL AVN086	
BOX NO	6	**£**
(b) Figure in 2017 column		14,185
(a) Figure in 2016 column		21,824
(d) Total variance: 2017 figure less 2016 figure: (b - a) **A positive figure is an increase (+)** **a negative figure is a decrease (-)**		-7,639

Reasons (as many as are applicable)	**Amount £**
Reason 1 PLAYING FIELDS CAR PARK REPAIRS COSTS AND PURCHASE OF DEFIBRILLATOR IN 2016	-7,639
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	-7,639
(f) Unexplained amount £ of total variance at **(d - e)**	0
Unexplained as % of 2016 figure (**f / a *100**) (must be below 15%)	0%
Confirm unexplained amount is less than 15% of 2016 figure **YES – satisfactorily explained** **NO – provide further explanations**	YES

4. Annual Governance Statement

The following gives details of the Annual Governance Statement and explanations for any negative comments, if necessary.

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here: OLDBURY ON SEVERN PARISH COUNCIL AVN086

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		'Yes' means that this smaller 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 smaller authority to conduct its business or on 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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has 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 smaller 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	NA ✓ — has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on: 02/05/2017

and recorded as minute reference: 2017-05-16.3

Signed by Chair at meeting where approval is given: [redacted]

Clerk: [redacted]

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

5. Annual Internal Audit

The following gives details of the Internal Audit and explanations for any negative comments, if necessary.

Annual internal audit report 2016/17 to

Enter name of smaller authority here: OLDBURY ON SEVERN PARISH COUNCIL AVN086

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller 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 smaller 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 and year-end bank account reconciliations were properly carried out.	✓		
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. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Name of person who carried out the internal audit: PRINT NAME: LIN T PEARCE

Signature of person who carried out the internal audit: SIGNED: [redacted] Date: 15/05/2017

*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, internal audit must explain why not (add separate sheets if needed).

6. Details of Public Land and Building Assets

The following gives details of any building and public land the Parish Council maintains.

Date of Acquisition	Description & Size	Location / Address	Cost at Acquisition	Owner
1980	Grass Verge ~1.544 acres 51°37'41.5"N2°33'16.5"W	Pickedmoor Lane Oldbury on Severn	£100	Oldbury on Severn Parish Council
1980	Grass Verge ~ 0.502 acres 51°37'51.2"N2°33'19.9"W	The Naite Oldbury on Severn		Oldbury on Severn Parish Council
1980	Grass Verge ~ 0.121 acres 51°37'42.9"N 2°33'41.4"W	Chapel Road, Nr Pullens Green Oldbury on Severn		Oldbury on Severn Parish Council
1954 / 2008	The Pound Grass Area ~ 0.03 acre 51°37'49.3"N2°33'55.1"W	Corner Chapel Road/Camp Road Oldbury on Severn	1954 – Gift 2008 - £100	Oldbury on Severn Parish Council
Unknown Minuted from 1968	The Horsepool & Grass Verge ~ 0.02 acre 51°37'50.4"N2°33'54.9"W	Camp Road Oldbury on Severn	Unknown	Oldbury on Severn Parish Council
1979 / 2008	Village Green ~ 0.02 acres 51°38'00.2"N2°33'48.7"W	Camp Road/West End Oldbury on Severn	1979 – £0 2008 - £125	Oldbury on Severn Parish Council
2011 (Rebuilt)	Bus Shelter – Oldbury ~ 4.5 m^2 51°37'48.1"N2°33'56.2"W	Church Lane, Oldbury on Severn	£5,000 (Rebuild Cost)	Oldbury on Severn Parish Council
1965	Bus Shelter – Shepperdine ~ 4 m^2 51°38'33.8"N2°32'44.9"W	Shepperdine Road, The Naite, Oldbury on Severn	£5,000 (Insurance Cost)	Oldbury on Severn Parish Council
1968	Playing Field - Top ~ 3.2 acres 51°37'41.0"N2°34'12.5"W	Westmarsh Lane, Oldbury on Severn	£500	Oldbury on Severn Parish Council
Dec-00	Playing Field - Bottom ~ 5.01 acres 51°37'43.9"N2°34'12.8"W	Westmarsh Lane, Oldbury on Severn	£17,000	Oldbury on Severn Parish Council
May-90	Sports Pavilion Area ~170m^2 51°37'40.1"N2°34'09.2"W	Playing Field, Westmarsh Lane Oldbury on Severn	£80,000 (Insurance Cost)	Oldbury on Severn Parish Council