OLDBURY ON SEVERN

PARISH COUNCIL

ANNUAL REPORT

2017 – 2018

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
28/06/16	South Gloucestershire Council - Contribution to SFRA2	£ 3,000.00	
25/04/17	E V Lewis- Clerk Salary (April)	£ 218.88	
02/05/17	South Gloucestershire Council - tarmac @ Church Rd	£ 19,332.84	
02/05/17	Groundwork UK - Return of unspent grant funds	£ 231.14	
02/05/17	Barry Turner - Expenses (website changes for NDP)	£ 114.00	
04/07/17	E Pattullo - Clerk Salary (May & June)	£ 640.42	
04/07/17	Memorial Hall - meetings Jan-June	£ 265.00	
04/07/17	Keith Sullivan - Expenses (office supplies, whiteboard)	£ 187.24	
05/07/17	E V Lewis - back pay	£ 336.97	
05/07/17	Oldbury Village Cinema Club	£ 135.26	
25/07/17	E Pattullo - Clerk Salary (July)	£ 320.21	
25/08/17	E Pattullo - Clerk Salary (August)	£ 320.21	
05/09/17	Came & Company - Insurance premium	£ 2,027.15	
25/09/17	E Pattullo - Clerk Salary (September)	£ 320.21	
14/10/17	Tree Management - tree surgery @ Pickedmoor Lane	£ 705.60	
25/10/17	E Pattullo - Clerk Salary October	£ 320.21	
07/11/17	Grant Thornton - fee for annual return (external audit)	£ 240.00	
07/11/17	Keith Sullivan - Expenses (hospitality, whiteboard pens)	£ 121.23	
25/11/17	E Pattullo - Clerk Salary November	£ 320.21	
25/12/17	E Pattullo - Clerk Salary December	£ 320.21	
03/01/18	Barry Turner - Expenses (NDP)	£ 280.54	
03/01/18	Memorial hall - meetings Oct-Dec	£ 135.00	
25/01/18	E Pattullo - Clerk Salary January	£ 320.21	
25/02/18	E Pattullo - Clerk Salary February	£ 320.21	
06/03/18	PF Web Designs - NDP website development	£ 150.00	
06/03/18	ALCA/NALC subscription Apr'18-Mar'19	£ 145.92	
06/03/18	Barry Turner - NDP expenses	£ 101.40	
21/03/18	LB Planning - NDP consultancy	£ 3,026.00	
21/03/18	Eirian Vaughn Lewis - HMRC tax refund	£ 594.87	
25/03/18	E Pattullo - Clerk Salary March	£ 320.21	

Playing Fields Committee

Date	Description/Purpose	Amount ex VAT	VAT non recoverable
11/04/17	Elite Hygiene Services Ltd	£ 228.00	
18/05/17	Elite Hygiene Services Ltd	£ 182.40	
29/06/17	Elite Hygiene Services Ltd	£ 243.12	
03/07/17	Broxap tennis net	£ 146.40	
04/07/17	Playsafety (ROSPA)	£ 109.20	
05/07/17	Safety Testing	£ 180.00	
11/07/17	Elite Hygiene Services Ltd	£ 182.40	
02/08/17	Elite Hygiene Services Ltd	£ 136.80	
25/09/17	Elite Hygiene Services Ltd	£ 228.00	
19/10/17	Elite Hygiene Services Ltd	£ 153.60	
14/11/17	Elite Hygiene Services Ltd	£ 182.40	
14/12/17	Elite Hygiene Services Ltd	£ 228.00	
17/01/18	Elite Hygiene Services Ltd	£ 182.40	
09/02/18	Elite Hygiene Services Ltd	£ 228.00	
11/03/18	Elite Hygiene Services Ltd	£ 233.46	
21/03/18	Ford Fuel Oils	£ 587.48	
29/03/18	Elite Hygiene Services Ltd	£ 182.40	

3. Annual Statement of Accounts

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

Section 2 – Accounting Statements 2017/18 for

Oldbury on Severn Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	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	51,118	63,054	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	15,480	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	16,841	27,203	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	2,790	4,217	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 authority's borrowings (if any).
6. (-) All other payments	14,185	40,659	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	63,054	60,861	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	63,054	60,861	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	215,116	215,116	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[redacted]

Date 03/07/2018

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

03/07/2018

and recorded as minute reference:

OPC 2018-07-14.4

Signed by Chairman of the meeting where approval of the Accounting Statements is given

[redacted]

OLDBURY ON SEVERN PARISH COUNCIL

ACCOUNTS FOR PERIOD 1st APRIL 2017 to 31st MARCH 2018

ACCOUNT AND BANK RECONCILIATION

PARISH COUNCIL			
Current Account	£22,157.04	Balance brought forward from 31/03/2017	£41,470.40
Unpresented Payments	£3,620.87		
Unpresented Receipts	£0.00	Plus Receipts	£34,678.17
Petty Cash	N/A		
		Less Payments	£38,775.73
National Savings & Investment Account	£18,836.67		
TOTAL	£37,372.84	BALANCE at 31/03/2018	£37,372.84

PLAYING FIELDS COMMITTEE			
Current Account	£13,970.90	Balance brought forward from 31/03/2017	£21,583.30
Unpresented Payments	-£769.88		
Unpresented Receipts	£0.00	Plus Receipts	£8,004.65
Petty Cash	£0.00		
Business Reserve (Deposit) Account	£32.47	Less Payments	£6,100.01
Building Society Account	£10,254.45		
TOTAL	£23,487.94	BALANCE at 31/03/2018	£23,487.94

CONSOLIDATED PARISH COUNCIL & PLAYING FIELD COMMITTEE ACCOUNTS	
Balance brought forward from 31/03/2017	£63,053.70
Plus Parish Council Receipts	£34,678.17
Plus Playing Field Committee Receipts	£8,004.65
Less Parish Council Payments	£38,775.73
Less Playing Field Committee Payments	£6,100.01
Total carried forward as at the 31st March 2018	£60,860.78
Parish Council Total Bank Funds	£37,372.84
Playing Fields Committee Total Bank Funds	£23,487.94
TOTAL Bank Funds at the 31st March 2018	£60,860.78

Explanation of Variances - Year Ending 31st March 2018

Section 1	2016/17	2017/18	Variance		Explanation Required?	Narrative explanation of variance	Explained variance	Remaining unexplained variance	
	£	£	Difference (£)	%				Amount (£)	%age
Box 2 *Precept*	12,000	15,480	3,480	29.0%	Yes	Precept was raised for 2017/18 to cover increase in Clerk's contracted hours (**£960.65**) and to start building up a reserve to address future major development issues (new nuclear power station) (**£3,000**)	3,961	-480.65	-4%
Box 3 *Other Income*	16,841	27,193	10,352	61.5%	Yes	The PC managed a community project to improve infrastructure (tarmacing a piece of rough ground to provide a parking area). Various other community organisations made contributions (£12,500 total). The grant & donations went through the PC account as the contractor was invoicing the PC.	12,500	-2,147.72	-13%
Box 4 *Staff Costs*	2,790	4,217	1,427	51.1%	Yes	Clerk's hours increased from 6 to 8 per week = **£960.65** increase. Previous Clerk's salary had been miscalculated so back pay was paid = **£336.97** increase for current financial year (of which **£218.88** should have been paid in last financial year so effectively this is doubled in the variance).	1,517	-89.86	-3%
Box 5 *Loan Interest / Capital*	0	0	0	0.0%	No				
Box 6 *Other Payments*	14,185	40,659	26,474	186.6%	Yes	Tarmac project **£19,333** (see Box 3 explanation). Neighbourhood development plan obtained grants in both FY2016-17 and FY2017-18 but the majority of spend against these was in the latter year (**£6,797)**	26,130	344.10	2%
Box 9 *Fixed Assets and Long Term Assets*	215,116	215,116	0	0.0%	No				
Box 10 *Total Borrowings*	0	0	-	0.0%	No				

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 2017/18

We acknowledge as the members of:

Oldbury on Severn 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 2018, 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.*

	Yes	No	N/A	
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.			✓	*has met all of its responsibilities where 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. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

OPC 2018-05-16.4

dated 01/05/2018

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

Chairman [redacted]

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.oldburyonsevern.org.uk

5. Annual Internal Audit

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

Annual Internal Audit Report 2017/18

Oldbury on Severn Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
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 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)	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: ~~6th~~ 06/06/2018

Name of person who carried out the internal audit: W.J. PEARCE

Signature of person who carried out the internal audit: [redacted]

Date: 06/06/18

*If the response is 'no' please state the implications and action being taken to address any weaknesses 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 required).

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 OR Insurance valuation	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	£4,500 (Insurance value)	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	£175,000 (Insurance value)	Oldbury on Severn Parish Council