OLDBURY ON SEVERN

PARISH COUNCIL

ANNUAL REPORT

2018 – 2019

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 Members and their responsibilities

The following gives details of the Councillors (as of 31st March 2019) 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.
Mr Glynn Poole	• Councillor • Member of sub committees: Flooding & Planning; Playing Fields. • Planning Officer
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.

Date	Description / purpose	Amount net of VAT	VAT non recoverable
25/04/18	Clerk's salary	£ 360.24	
01/05/18	Gregg Latchams solicitors - professional advice	£ 880.00	
01/05/18	Groundwork - return of unspent portion of NDP grant	£ 259.69	
01/05/18	Hire of Memorial Hall Jan-Mar 2018	£ 135.00	
08/05/18	Barrett Corp & Harrington - insurance valuation	£ 500.00	
10/05/18	Elite Hygene Services Ltd - cleaning of pavilion	£ 152.00	
25/05/18	Clerk's salary	£ 378.50	
06/06/18	Elite Hygene Services Ltd - cleaning of pavilion	£ 152.00	
25/06/18	Clerk's salary	£ 378.50	
10/07/18	Elite Hygene Services Ltd - cleaning of pavilion	£ 190.00	
10/07/18	Gregg Latchams solicitors - professional advice	£ 418.00	
10/07/18	Severn Wye Energy Agency - energy audit of pavilion	£ 375.00	
25/07/18	Clerk's salary	£ 378.50	
07/08/18	Elite Hygene Services Ltd - cleaning of pavilion	£ 152.00	
25/08/18	Clerk's salary	£ 378.50	
04/09/18	Gregg Latchams solicitors - professional advice	£ 154.00	
04/09/18	Hire of Memorial Hall Apr-Jun 2018	£ 110.00	
12/09/18	Elite Hygene Services Ltd - cleaning of pavilion	£ 202.60	
25/09/18	Clerk's salary	£ 378.50	
28/09/18	Came & Company - insurance premium	£ 1,700.52	
28/09/18	M Clothier - reimbursement of BACS payment for flagpole	£ 468.90	
02/10/18	Gregg Latchams solicitors - professional advice	£ 154.00	
06/10/18	National Power - electricity supply to Pavilion	£ 114.00	
25/10/18	Clerk's salary	£ 378.50	
06/11/18	B Turner - expenses	£ 144.55	
06/11/18	Hire of Memorial Hall Jul-Sep 2018	£ 105.00	
06/11/18	PKF Littlejohn - external audit fee	£ 200.00	
07/11/18	National Power - electricity supply to Pavilion	£ 114.00	
12/11/18	Elite Hygene Services Ltd - cleaning of pavilion	£ 152.00	
12/11/18	Elite Hygene Services Ltd - cleaning of pavilion	£ 152.00	
25/11/18	Clerk's salary	£ 378.50	
07/12/18	National Power - electricity supply to Pavilion	£ 114.00	
11/12/18	Elite Hygene Services Ltd - cleaning of pavilion	£ 190.00	
19/12/18	Donation to Four Towns and Vale Link	£ 150.00	
27/12/18	Clerk's salary	£ 378.50	
07/01/19	National Power - electricity supply to Pavilion	£ 114.00	
15/01/19	B Turner - expenses	£ 131.32	
15/01/19	Hire of Memorial Hall Oct-Dec 2018	£ 145.00	
17/01/19	Elite Hygene Services Ltd - cleaning of pavilion	£ 152.00	
25/01/19	Clerk's salary	£ 378.50	
07/02/19	National Power - electricity supply to Pavilion	£ 114.00	
13/02/19	Elite Hygene Services Ltd - cleaning of pavilion	£ 190.00	
15/02/19	Wotton Tree Consultancy - tree condition survey	£ 250.00	
19/02/19	Ford Fuel Oils - pavilion heating oil	£ 495.00	
25/02/19	Clerk's salary	£ 378.50	
05/03/19	ALCA subscription 2019-20	£ 149.45	
05/03/19	LB Planning - NDP consultancy	£ 940.00	
05/03/19	PF Web Designs – website maintenance contract	£ 460.80	
12/03/19	Elite Hygene Services Ltd - cleaning of pavilion	£ 164.60	
19/03/19	DH Electrical - works & safety check	£ 400.00	
25/03/19	Clerk's salary	£ 378.50	

3. Annual Statement of Accounts

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

Section 2 – Accounting Statements 2018/19 for

OLDBURY ON SEVERN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	*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	63,054	60,861	*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	15,480	15,577	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	27,203	19,360	*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	4,217	4,644	*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	40,659	15,972	*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	60,851	75,182	*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	60,851	75,182	*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	215,407	*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, as a body corporate, 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 2019 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

[redacted]UIRED

Date 09/05/19

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

09/05/2019

as recorded in minute reference:

OPC2019-05-11.5

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

S [redacted]

ACCOUNT AND BANK RECONCILIATION

PARISH COUNCIL

Account balances as of 31/03/2019:

Current Account	£13,494.51

Unpresented Payments:

P-67	31/03/19	BT line rental - March	£ 39.48
P-70	05/03/19	R Cornock – grass cutting August 2018	£ 48.00
P-74	05/03/19	LB Planning - NDP consultancy	£ 940.00
P-77	31/03/19	ALCA Clerk's Finance course (LCA2)	£ 40.00

Unpresented Receipts	£0.00
Petty Cash	N/A
National Savings & Investment Account	£33,976.89
TOTAL	**£46,403.92**

Balance brought forward from 31/03/2018	£37,372.84
Plus Receipts	£26,124.74
Less Payments	£14,785.31
Less internal transfers to PFC	£2,308.35
BALANCE at 31/03/2019	**£46,403.92**

PLAYING FIELDS COMMITTEE

Account balances as of 31/03/2019:

Current Account	£18,491.36
Unpresented Payments	£0.00
Unpresented Receipts	£0.00
Petty Cash	N/A
Deposit (Business Reserve) Account	£32.66
Building Society Account	£10,254.45
TOTAL	**£28,778.47**

Balance brought forward from 31/03/18	£23,487.94
Plus Receipts	£8,812.59
Plus internal transfers from PC	£2,308.35
Less Payments	£5,830.41
BALANCE at 31/03/2019	**£28,778.47**

CONSOLIDATED PARISH COUNCIL & PLAYING FIELD COMMITTEE ACCOUNTS

Balance brought forward from 31/03/2018	£ 60,860.78
Plus Parish Council Receipts	£ 26,124.74
Plus Playing Field Committee Receipts	£ 8,812.59
Less Parish Council Payments	£ 14,785.31
Less Playing Field Committee Payments	£ 5,830.41
Total carried forward as at 31/03/19	**£ 75,182.39**

Parish Council Total Bank Funds	£ 46,403.92
Playing Fields Committee Total Bank Funds	£ 28,778.47
TOTAL Bank Funds at the 31st March 2019	**£ 75,182.39**

BANK RECONCILIATION APPROVED BY OLDBURY ON SEVERN PARISH COUNCIL AT MEETING HELD ON **9th MAY 2019**

Explanation of Variances - Year Ending 31st March 2019

Section 1	2017/18	2018/19	Variance		Explanation Required?	Narrative explanation of variance	Explained variance	Remaining unexplained variance	
			£	%				£	%
Box 2 *Precept*	£ 15,480	£ 15,570	£ 90	0.6%	No	N/A			
Box 3 *Other Income*	£ 27,193	£ 19,360	-£ 7,833	-28.8%	Yes	In 2017/18 the PC managed a community project to improve parking provision. Various community organisations made donations towards the project (£12,000 total) and a grant of £500 was received from unitary ward councillor.	-£ 12,500	£ 1,667	6%
						During the present financial year, the PC reclaimed VAT paid on the above project in the previous year, leading to a higher VAT reclaim of £4,392 rather than the typical amount of ~£1,500	£ 3,000		
Box 4 *Staff Costs*	£ 4,217	£ 4,644	£ 427	10.1%	Yes	Clerk's working hours were increased from 8 to 9 hours per week from the start of the year, to cover clerking of a new committee. 52 hours @ £9.705/hour = £505.	£ 505	-£ 78	-2%
Box 5 *Loan Interest / Capital*	£ -	£ -	£ -	0.0%	No	N/A			
Box 6 *Other Payments*	£ 40,659	£ 15,972	-£ 24,687	-60.7%	Yes	Several one-off high expenditure items in 2017-18:		-£ 162	-0.4%
						Total gross cost of infrastructure project (see box 3 explanation) £19,333.	£ 19,333		
						Also in 2017/18, OPC contributed £3,000 to Strategic Flood Risk Assessment project led by unitary authority.	£ 3,000		
						Neighbourhood Plan costs were higher in 2017-18 (£3,746) as plan was developed. Work in 2018-19 has been less costly (£1,554) as progress has stalled due to external factors.	£ 2,192		
Box 9 *Fixed/Long Term Assets*	£ 215,116	£ 215,407	£ 291	0.1%	No	N/A			
Box 10 *Total Borrowings*	£ -	£ -	-	0.0%	No	N/A			

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 2018/19

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 2019, 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 should be published with the Annual Governance Statement.

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

09/05/2019

and recorded as minute reference:

OPC2019-05-11.4

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

Chairman [redacted]

Clerk

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

www.oldburyonsevern.org.uk

Annual Governance Statement 4: reason for 'no' response

Following submission of the initial AGAR return for 2017-18 to the external auditor, this authority realised that there was an error in the submitted Section 2. We therefore notified the auditor that we would be submitting a corrected Section 2. This corrected version was signed off at the full council meeting on 3rd July 2018 and subsequently submitted to the external auditor.

The period of public rights had been advertised in accordance with regulations, following the original submission, as being from Mon 11th June until Fri 20th July. The late approval of section 2 meant that the final approval date fell within this period. A revised copy of Section 2 was posted to the authority's website once it was approved and was thus available for inspection for the remainder of the public rights period.

This authority would argue that this was not a breach of the legislation requirements on public rights. Given that the AGAR as it stood at the time had been published in accordance with regulations, including the notice that the accounting statements were unaudited and could be subject to change, the fact that they did in fact change during the period does not alter the fact that the public's right to examine the accounts was fulfilled.
However, our external auditor for 2017-18 has advised that this authority should answer 'No' to Statement 4 for the current year. We have therefore complied with this advice.

5. Annual Internal Audit

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

Annual Internal Audit Report 2018/19

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 2019.

The internal audit for 2018/19 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. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. *("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)*			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓

M. **(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 authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 12/05/19 DD/MM/YY DD/MM/YY

Name of person who carried out the internal audit: WILLIAM PEARCE INTERNAL AUDITOR

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

Date: 14/05/19

*If the response is 'no' you must include a note to 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).

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