OLDBURY ON SEVERN

PARISH COUNCIL

ANNUAL REPORT

2019 – 2020

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 2020) and any responsibilities they may have as part of their role as a member of the council. All Parish Councillors are also Trustees of the Oldbury War Memorial Hall Trust.

Name of Councillor	Responsibilities
Mr Keith Sullivan	• Chair • Member of committees: Flooding & Planning (chair); Neighbourhood Development Plan; Nuclear New Build (chair); Playing Fields • Council representative on Site Stakeholder Group • Trustee representative on Memorial Hall committee
Mr Dylan Griffiths	• Vice-Chair • Member of committees: Flooding & Planning; Neighbourhood Development Plan • Council representative on Site Stakeholder Group
Mr Matthew Riddle	• Councillor • Member of committees: Flooding & Planning; Nuclear New Build • Trustee representative on Memorial Hall committee • Council representative on Site Stakeholder Group
Mr Matthew Clothier	• Councillor • Member of committees: Nuclear New Build; Playing Fields • Trustee representative on Memorial Hall committee
Mr John Cornock	• Councillor • Member of committees: Flooding & Planning; Nuclear New Build
Ms Sheila Bedford	• Councillor • Member of committees: Communications (chair), Road Safety
Mr Chris Jennings	• Councillor • Member of committees: Road Safety (chair), Neighbourhood Development Plan

2. Details of Expenditure – all items over £100 net cost

Cost Code	Date	Description	Supplier	Net cost
Salaries	25/04/2019	Clerk's salary	Clerk	£ 388.44
Room hire	09/05/2019	Room hire	Memorial Hall	£ 145.00
Maintenance	22/05/2019	Bulky waste collection	South Gloucestershire Council	£ 108.65
Salaries	25/05/2019	Clerk's salary	Clerk	£ 388.44
Asset purchase	14/06/2019	Wheelie bin stickers	Smartwheelie.co.uk	£ 178.00
Salaries	25/06/2019	Clerk's salary	Clerk	£ 388.44
Training & Subscriptions	02/07/2019	Membership subscription	SLCC	£ 106.00
Room hire	03/09/2019	Room hire	Memorial Hall	£ 120.00
Salaries	25/07/2019	Clerk's salary	Clerk	£ 388.44
Salaries	25/08/2019	Clerk's salary	Clerk	£ 388.44
Asset purchase PFC	20/07/2019	Heating installation - deposit	Phil Page Plumbing & Heating	£ 1,922.50
Asset purchase PFC	07/08/2019	Pavilion heating - materials	Travis Perkins	£ 5,211.36
Accounting & Audit	03/09/2019	Scribe annual licence	Starboard Systems Ltd	£ 205.60
Accounting & Audit	03/09/2019	External audit fee	PKF Littlejohn LLP	£ 200.00
Insurance	03/09/2019	Insurance premium	Came & Company	£ 1,750.04
Consultancy	03/09/2019	NDP consultancy	LB Planning	£ 750.00
Asset purchase PFC	19/09/2019	Heating installation - final	Phil Page Plumbing & Heating	£ 791.50
Salaries	25/09/2019	Clerk's salary	Clerk	£ 396.24
Salaries	25/10/2019	Clerk's salary	Clerk	£ 396.24
Asset purchase PFC	05/11/2019	Pavilion LPG tank base	Front Row Fencing	£ 624.57
Accounting & Audit	05/11/2019	Internal audit	Auditing Solutions	£ 300.00
Room hire	05/11/2019	Room hire	Memorial Hall	£ 120.00
Asset purchase PFC	05/11/2019	Pavilion LPG tank fencing	Front Row Fencing	£ 815.15
Maintenance	05/11/2019	Tree Surgery	Oldown Tree Surgeons	£ 650.00
PFC Utilities & fuel	29/11/2019	LPG fuel tank fill	Avanti Gas	£ 485.17
PFC Maintenance & Cleaning	14/11/2019	Cleaning	Elite Hygiene Services	£ 152.00
PFC Maintenance & Cleaning	14/11/2019	Cleaning	Elite Hygiene Services	£ 194.55
PFC Maintenance & Cleaning	08/04/2019	Cleaning	Elite Hygiene Services	£ 152.00
PFC Maintenance & Cleaning	29/04/2019	Cleaning	Elite Hygiene Services	£ 152.00
PFC Maintenance & Cleaning	06/06/2019	Cleaning	Elite Hygiene Services	£ 190.00
PFC Maintenance & Cleaning	04/04/2019	Boiler Servicing	I.D. Knapp Ltd	£ 171.80
PFC Maintenance & Cleaning	02/07/2019	Cleaning	Elite Hygiene Services	£ 164.60
PFC Maintenance & Cleaning	07/08/2019	Cleaning	Elite Hygiene Services	£ 190.00
PFC Maintenance & Cleaning	03/10/2019	Cleaning	Elite Hygiene Services	£ 152.00
Election Contingency	07/01/2020	Election cost recharge	South Gloucestershire Council	£ 175.00
Salaries	25/11/2019	Clerk's salary	Clerk	£ 396.24
PFC Maintenance & Cleaning	06/12/2019	Cleaning	Elite Hygiene Services	£ 190.00
Salaries	25/12/2019	Clerk's salary	Clerk	£ 396.24
Asset purchase PFC	07/01/2020	Pavilion insulation	I.D. Knapp Ltd	£ 2,515.00
Salaries	25/01/2020	Clerk's salary	Clerk	£ 396.24
PFC Maintenance & Cleaning	09/01/2020	Cleaning	Elite Hygiene Services	£ 152.00
PFC Utilities & fuel	20/01/2020	LPG fuel tank fill	Avanti Gas	£ 360.18
PFC Maintenance & Cleaning	03/03/2020	Cleaning	Elite Hygiene Services	£ 190.00
Salaries	25/02/2020	Clerk's salary	Clerk	£ 396.24
Maintenance	03/03/2020	Erection of hand rail at The Pound	Front Row Fencing	£ 177.45
PFC Maintenance & Cleaning	03/03/2020	Cleaning	Elite Hygiene Services	£ 152.00
Grant awards	03/03/2020	Grant	Four Towns & Vale Community Link	£ 150.00
PFC Utilities & fuel	31/03/2020	LPG fuel tank fill	Avanti Gas	£ 248.53
Salaries	25/03/2020	Clerk's salary	Clerk	£ 396.24
PFC Maintenance & Cleaning	31/03/2020	Cleaning	Elite Hygiene Services	£ 204.55
Room hire	31/03/2020	Room hire	Memorial Hall	£ 130.00
Asset purchase	16/03/2020	Vario MSID & sundries	Morelock	£ 2,563.50

3. Annual Statement of Accounts

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

Section 2 – Accounting Statements 2019/20 for

Oldbury on Severn Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	*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	60,861	75,182	*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	15,577	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	19,360	6,123	*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	4,844	4,836	*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	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	15,972	30,113	*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	75,182	31,933	*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	75,182	31,933	*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	180,305 (RESTATED)	180,805	*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 2020 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

Date 18/06/2020

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

07/07/2020

as recorded in minute reference

OPC2020-07-9.4

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

Signed copy may be viewed in person during public rights period.

Oldbury on Severn Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2020			
	Cash in Hand 01/04/2019			75,182.39
	ADD			
	Receipts 01/04/2019 - 31/03/2020			21,699.95
				96,882.34
	SUBTRACT			
	Payments 01/04/2019 - 31/03/2020			34,949.33
A	**Cash in Hand 31/03/2020** (per Cash Book)			**61,933.01**
	Cash in hand per Bank Statements			
	Petty Cash	31/03/2020	0.00	
	PFC Britannia BS Reserve A/c	31/03/2020	0.00	
	PFC Deposit Account	08/02/2020	32.86	
	PFC Current Account	31/03/2020	19,016.73	
	NS&I Investment Account	31/12/2019	34,248.71	
	Current Account	31/03/2020	9,032.58	
				62,330.88
	Less unpresented payments			397.91
				61,932.97
	Plus unpresented receipts			0.04
B	**Adjusted Bank Balance**			**61,933.01**
	A = B Checks out OK			

Created by Scribe

Oldbury on Severn Parish Council - Explanation of significant variances 2019-20	2018/19	2019/20	Variance		Explanation Required?	Narrative explanation	Explained variance	Remaining variance	
	£	£	£	%			£	£	%
1 Balances Brought Forward	60,861	75,182							
2 Precept or Rates and Levies	15,577	15,577	0	0.0%	NO				
3 Total Other Receipts	19,360	6,123	-13,237	68.4%	YES	Income in 2018/19: Donations made towards new Pavilion heating system (£4075), grant funding for NDP (£4241), grant for flagpole (£570), CIL (£560). No equivalent income in 2019/20. VAT refund 2018/19 £4393 cf. 2019/20 £1446, due to a large infrastructure project in the 2017/18 financial year.	-12,393	-844	6%
4 Staff Costs	4,644	4,836	192	4.1%	NO				
5 Loan Interest/Capital Repayment	0	0	0	0.0%	NO				
6 All Other Payments	15,972	30,113	14,141	88.5%	YES	Installation of new heating system & insulation at the Pavilion - total net cost £11,880.	11,880	2,261	14.2%
7 Balances Carried Forward	75,182	61,933							
8 Total Cash and Short Term Investments	75,182	61,933							
9 Total Fixed Assets plus Other Long Term Investments and Assets	180,305	180,605	300	0.2%	NO				
10 Total Borrowings			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 2019/20

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 2020, 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:

07/07/2020

and recorded as minute reference:

OPC2020-07-9.3

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

Chairman [redacted]

Clerk

Signed copy may be viewed in person during public rights period.

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 2019/20

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 2020.

The internal audit for 2019/20 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.	N/A		
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 2018/19, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")*			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		

M. (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: 26/09/2019 09/06/2020

Name of person who carried out the internal audit: S J Pollard for Auditing Solutions Ltd

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

Date: 09/06/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control (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