



**Minutes of the Full Council meeting held in the  
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX  
at 7.30pm on Thursday 16 December 2021**

**395-2021 - Present**

**Councillors:**

Cllr G Adam, Cllr B Ahier, Cllr D Bird, Cllr P Cragg, Cllr A Creese, Cllr M Fance, Cllr J Messinger, Cllr N Mitchell (Chairman of the meeting), Cllr B Nagle, and Cllr C Riley.

**Officers of the Council (Remotely):**

Mrs G White – Clerk to the Council  
Mrs V Fear – Assistant Clerk

**Members of the public:**

Mr T Wright  
Cllr B McShee (virtually)

**396-2021 - Apologies and reason for absence**

Apologies and reason for absence were received from:

Cllr T Webber

Apologies and reason for absence accepted.

County Councillor Keith Witham had also tendered his apologies.

**397-2021 - Public participation session**

Mr Wright did not wish to address the Council.

**398-2021 - Declaration of Disclosable Pecuniary Interests (DPIs) by councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)**

No declarations were made.

**399-2021 - Amendments to the Register of Interests**

No declarations were made.

**400-2021 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

**401-2021 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct**

No declarations were made.

**402-2021 - Declaration of gifts or hospitality over £50**

No declarations were made.

**403-2021 - Borough Councillor's report**

**a) Item 1: Consultation – Plan to shape Guildford Town Centre**

Residents and businesses across Guildford are to be invited to share their views on the plan to shape Guildford town centre. The 10-week consultation was launched on the 8th of December and will consist of debates, workshops, Town centre stalls and online events so everyone has an opportunity to make their views known.

To register for the event or find out more please visit [www.shapingguildfordsfuture.co.uk](http://www.shapingguildfordsfuture.co.uk) or go to Facebook, Twitter and Instagram @GuildfordBC.

**b) Item 2: Mayor 2022/23**

Councillor Dennis Booth and Councillor Masuk Miah were nominated to become the new mayor and deputy mayor of Guildford for 2022 to 2023 at last week's full meeting of the Council. Councillor Booth and Councillor Miah will not formally be appointed until May 2022 at the mayor making ceremony in the Annual meeting. The nomination is made in advance so that there is plenty of time for any training and to make any necessary adjustments to their personal and professional lives.

**c) Item 3: Pesticide-free Borough**

Councillors agreed to work towards making Guildford a pesticide and herbicide-free Borough at the full Council meeting held on the 7th of December. The proposals came after a petition by concerned residents, part of the Guildford Environmental Forum together with the National campaign group Pesticide Action Network, requested the Council to make Guildford pesticide free.

**d) Item 4: Planning Enforcement – Clay Lane**

The ongoing issue relating to the Planning Enforcement matter on Clay Lane, adjacent to Riverside Business Park. I have reported this matter to Joss Bigmore, Ian Doyle and Joanna Searle.

Joanne Searle responded:

'I can assure you that this matter is in hand, and we will be providing a further update to all interested parties as soon as we can and following the completion of a further site visit. At this stage, we do not believe this is an unauthorised encampment. Furthermore, the Article 4 Direction on land only removes permitted development rights relating to fencing and temporary uses of land and is potentially not relevant to a number of the issues on this site.'

The Enforcement file number for this matter is EN/21/00445.

Cllr Messinger stated that there had been numerous comments on social media about the Clay Lane issue, and wondered if Guildford Borough Council (GBC) could make a public statement about this. Cllr McShee will approach GBC to establish if this would be feasible.

7.39pm Cllr McShee left the meeting.

## 404-2021 - County Councillor's report

County Councillor Keith Witham's December update to Worplesdon residents covers:

**a) Update from November re Guildford Borough Council.**

**b) Update re bus routes 91, 34 and 35**

In previous newsletters I have reported that Arriva Buses announced that they are to close their Guildford Depot and discontinue the local routes they run. Surrey County Council has confirmed that Stagecoach buses have agreed to take over a number of routes, from 18th December, including locally the 91 from Woking to Pirbright, Worplesdon and Guildford. And the 34/35 from Guildford to Woking.

**c) Information about "Safe and Well" visits**

Winter is here and with it, can bring difficulties for those who are vulnerable in our communities. Please help to identify those who need help. If your neighbours are elderly or may be considered vulnerable, please let them know about the **FREE Safe and Well Visits!** Help them to stay safe at home this winter!

**But Safe and Well visits are not just designed for the elderly and vulnerable!** If you are concerned about fire safety in your home for any reason, whether it be smoke alarms, escape routes, CO alarms or general worries, help is at hand! Visit <https://orlo.uk/eYL7x> for more information. ☎ 0800 085 0767 📠 07971 691898

**d) Consultation: The Surrey Minerals and Waste Plan**

Residents are being asked to share their views on the new 15-year draft plan which sets out issues and options, by completing the consultation survey: <https://www.surreycc.gov.uk/land-planning-and-development/minerals-and-waste/local-plan>





Proposals include:

- More waste management sites or maximising the ones we have
- Managing waste that cannot be recycled
- Considering sites where waste is stored temporarily before recycling, treatment or disposal
- Whether we have enough facilities to deal with sewage
- Increasing our recycling facilities
- Providing adequate composting facilities
- How best to source minerals to support industry need
- Providing sand and gravel for our roads, schools, hospitals, and houses.
- How we deal with food waste from homes and restaurants
- Providing minerals including silica sand, clay, chalk and building stone
- Making sure we are helping tackle climate change and biodiversity loss
- Making sure we protect the countryside and public amenities.

SCC's Minerals and Waste Plan will ultimately guide the council's decisions about future planning applications relating to minerals and waste management. It will ensure we have the minerals we need to build important infrastructure such as new roads and schools and determine how we will deal with the waste we produce. It will also provide for development that mitigates against and helps Surrey adapt to climate change, and combats biodiversity loss. Please do get involved and share your thoughts on these important areas." The Consultation is open until March 2022.

**e) Surrey Flooding ACTION**

Surrey County Council recognises the misery and upheaval that flooding can bring to lives and livelihoods, that's why SCC is investing £270 million to boost flood resilience across the county, including a £237 million contribution to the River Thames Scheme which will help to:

-  Ensure that homes and businesses across Surrey are better protected against flooding
-  Make road, rail, power and water networks more resilient
-  Contribute to a vibrant local economy
-  Enhance the social and environmental value of the river

More information can be found here <https://bit.ly/3kDtJPY>

- f) **Police roundup** - Good news from Lisa Townsend, Police and Crime Commissioner for Surrey. The Commissioner has announced that the HQ of Surrey Police is to remain in Guildford. There had been proposals for it to be moved to Leatherhead, which have been cancelled. Over 11,000 extra police officers have been recruited across England and Wales since 2019 as part of the Government's pledge to recruit 20,000 additional officers.

Surrey are committed to an extra 150 Police officers and staff, and Lisa Townsend announced that over 100 have now joined the force.

- g) **Useful links for the winter:**

#### **HIGHWAYS RELATED ISSUES.**

One of the most useful links there is on the Surrey County Council website gives reporting information for a whole range of highways issues. See: <https://www.surreycc.gov.uk/roads-and-transport/roadworks-and-maintenance/report-a-highway-problem>

**For current seasonal highways matters** please visit <http://www.surreycc.gov.uk/highwaysinfo>

**Roadworks:** A really useful source of information about roadworks is <https://one.network/>. Most works on the roads are carried out by one of the utility companies - Gas, Electricity, Water or Telecoms - or are Surrey Highways own works for the repair of roads. Just type in the name and location of the road and they will be shown - what, why, and when.

#### **FLOODING**

If you have a flood related question:

If there is a threat to life – call 999

If there is road flooding – call Surrey Highways - [0300 200 1003](tel:03002001003)

If sewers and foul water are involved – call Thames Water -0800 [316 9800](tel:3169800)

If a main river watercourse is involved – call the Environment Agency - [0345 988 1188](tel:03459881188)

Which agency can help depends on the query, but depending on the type of enquiry - **If your enquiry is not urgent** - you can also contact the SCC team via [flooding.enquiries@surreycc.gov.uk](mailto:flooding.enquiries@surreycc.gov.uk). There are also local Flood Forums in Normandy, Pirbright and Worplesdon Parishes. They collate locations of concern and liaise with the statutory authorities about local flooding hotspots. Contact is via the relevant Parish Council.

#### **COMMUNITY RECYCLING CENTRES - OPENING HOURS UPDATE Including Slyfield, Guildford and Martyrs Lane, Woking.**

From Saturday 4th December, community recycling centres will revert to their normal weekend opening hours of 9am. More information available here: <https://orlo.uk/j0HeQ>

#### **405-2021 - Minutes of the previous meetings**

It was proposed by Cllr D Bird, seconded by Cllr M Fance, and unanimously **RESOLVED** that the minutes of the Full Council meeting held 4 November 2021 be approved and signed by the Chairman as a true record.

It was proposed by Cllr G Adam, seconded by Cllr A Creese, and unanimously **RESOLVED** that the minutes of the Extra-ordinary meeting held 9 November 2021 be approved and signed by the Chairman as a true record.

It was proposed by Cllr A Creese, seconded by Cllr P Cragg, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 25 November 2021 be approved and signed by the Chairman as a true record.

#### **406-2021 - S85 LGA 1972 (Six-month absence rule)**

Councillors were reminded that they must attend a council meeting within a six-month period of their previous attendance, otherwise they can face automatic disqualification.

#### **407-2021 - Grass cutting – New Agency Agreements**

Councillors discussed the pros and cons of whether or not the parish council should continue with cutting the grass verges, given Surrey County Council's desire for the verges to be cut less frequently in accordance with their Climate Change Strategy.

It was then proposed by Cllr N Mitchell, seconded by Cllr P Cragg and unanimously **RESOLVED** that the Parish Council would hand back the responsibility for cutting the grass verges back to Guildford Borough Council, with the Parish Council continuing to cut the grass on the properties it is responsible for – namely, Wood Street Village Green (and White Hart Lane), Perry Hill Green (and Coombe Lane), Pitch Place Green, Harry's Meadow, and Jacobs Well Recreation Ground.

The Clerk will notify Chris Wheeler at Guildford Borough Council of the Parish Council's decision immediately.

#### **408-2021 - Community Payback Scheme**

Cllr B Ahier had kindly contacted the scheme leaders to obtain further information on the types of projects that would be most suitable to the group. Discussions took place with a view to the level of supervision, and the requirement for a toilet, i.e. welfare provision. Worplesdon Parish does not have any public toilets, but there is the possibility of the churches at Wood Street and Worplesdon offering their facilities, and Jacobs Well Village Hall may also consider supporting ventures. The Clerk highlighted that, because the scheme can clear pathways, ditches, and footpaths, they may be able to tackle projects such as public Rights of Way cross the Commons and alleyways.

It was proposed by Cllr N Mitchell, seconded by Cllr G Adam and unanimously **RESOLVED** that, in principle, the Parish Council would have no objection to utilising the Community Payback Scheme, subject to a suitable project being identified.

#### **409-2021 - Revised road safety scheme for Clay Lane**

Councillors discussed the proposed installation of two road tables and eight street lighting columns at Clay Lane, Jacobs Well. The location is a known accident blackspot, and whilst there is an issue with speeding in the area, some of the accidents occur when vehicle velocity is relatively low. Councillors were concerned that road tables created added noise for nearby residents, they are expensive to maintain, and they don't necessarily reduce vehicle speeds. Concerns were raised about the number of emergency vehicles that use this road, and the impact these tables may have on them. Councillors did not feel that the proposal actually addressed the issue caused by the staggered junctions. It was suggested that this location could be better served by traffic lights.

It was proposed by Cllr G Adam, seconded by Cllr A Creese and unanimously **RESOLVED** that the Parish Council would respond to Surrey County Council disagreeing with the proposed provision of road tables, and instead recommend alternatives such as traffic lights, potentially in conjunction with rumble strips.

**410-2021 - Event Application – WSVa – Jubilee Picnic, including bouncy castle, children’s soft cricket ball match, maypole dancing, bring your own picnic on Sunday 5 June 2022**

Councillors discussed concerns relating to the provision of a bouncy castle, in light of the number of fatal accidents that have occurred over recent years. Councillor Messinger also highlighted her concern that the item had been included on the front page of the most recent WSVa Newsletter prior to consent being granted by the Parish Council.

**20:24 Standing Orders were suspended**

Mr Wright apologised with regard to the date being included in the newsletter, prior to permission being deliberated. Mr Wright also spoke to explain that if an accident occurred, the bouncy castle operator would be insured, and therefore liable. Currently, there is a significant issue in finding someone with the appropriate insurance who is free on the date required.

**20:25 Standing orders were reinstated**

It was proposed by Cllr N Mitchell, seconded by Cllr G Adam and unanimously **RESOLVED** that the Parish Council would agree to an event, subject to the appropriate documentation being provided to the Parish Council in accordance with our terms, i.e. 3 months prior to the event – 5 March 2022, to be ratified at the General Purposes and Finance Committee Meeting to be held on 17 March 2022.

**411-2021 - Annual playground inspection report**

It was proposed by Cllr P Cragg, seconded by Cllr M Fance and unanimously **RESOLVED** that the report be received and approved the report.

**Appendix 1 – Annual Playground Report Summary**

**412-2021 - Planning Applications for consideration:**

**Planning Application No: 21/P/02176 - 3A Douglas Close, Jacobs Well, Guildford, GU4 7PB** - Part single/two storey side and rear extension.

It was **RESOLVED**: Leave to Planners.

**Planning Application No: 21/P/02177 - 98 Queenhythe Road, Jacobs Well, Guildford, GU4 7NX** - Single storey front and rear extension together with a two-storey side and rear extension following demolition of existing garage.

It was **RESOLVED**: that the Parish Council **OBJECT** to the application on the same grounds as before: over-development of the site and a lack of suitable parking at a known accident blackspot.

**Planning Application No: 21/P/02187 - 27 Stringers Avenue, Jacobs Well, Guildford, GU4 7NW** - Erection of a single storey rear extension.

It was **RESOLVED**: Leave to Planners.

**Planning Application No: 21/P/02330 - 36 Gumbrells Close, Fairlands, Guildford, GU3 3NG** – Single storey rear extension and insertion of dormer window to rear and rooflights to front following demolition of conservatory.

It was **RESOLVED**: Leave to Planners.

**Planning Application No: 21/P/02219 - Orchard View, White Hart Lane, Wood Street Village, GUILDFORD, GU3 3DZ** - Single storey rear extension to form an orangery.

It was **RESOLVED**: Leave to Planners.

**Planning Application No: 21/P/02138 - 3 Springflower Cottages, Broad Street Common, Guildford, GU3 3BL** - Listed Building Consent for internal alterations including new non-structural fire/party wall in roof space between No 3 and No 2 Springflower Cottage on property boundaries, repair of party wall in roof space between No3 and No 2 Springflower Cottage on property boundary and reinstatement of ceiling between room and roof at a higher level.

It was **RESOLVED**: Leave to Planners.

**Planning Application No: 21/P/02298 - The Retreat, 38 Wood Street Green, Wood Street Village, Guildford, GU3 3EU** - Construction of 2 new dormer windows in the front roof slope.

It was **RESOLVED**: Leave to Planners.

**Planning Application No: 21/P/02266 - 16 Brocks Drive, Fairlands, Guildford, GU3 3NE** - Proposed side extension, conversion of loft space to habitable accommodation, including hip to gable roof alteration and rear dormer, single storey rear extension and changes to fenestration.

It was **RESOLVED**: that the Parish Council **OBJECT** to the application on the same grounds as before:

1. It is still of poor design.
2. Will result in overlooking of the adjacent property.
3. Is out of keeping with the existing street scene.
4. Represents over development of the site.
5. Will result in insufficient off-street parking.

**Planning Application No: 21/P/02269 – 133 Oak Hill, Wood Street Village, Guildford, GU3 3DP** – Replacement garage and shed in the front garden.

It was **RESOLVED**: Leave to Planners.

**Planning Application No: 21/P/02341 - Pinks Hill House, Pinks Hill, Wood Street Village, Guildford, GU3 3BW** - Erection of replacement dwelling following demolition of existing.

It was **RESOLVED**: that the Parish Council **OBJECT** to the application on the grounds of overdevelopment.

**Planning Application No: 21/P/02392 - Place Cottage, Perry Hill, Worplesdon, Guildford, GU3 3RD** - Proposed two storey front/side extension, front dormer window and changes to fenestrations with alterations to the gated entrance following demolition of the existing single storey extension.

It was **RESOLVED**: Leave to Planners.

#### **413-2021 - Finance**

Item f) was brought forward by Resolution of the Council at this point in the meeting, but for the purpose of the minutes has been covered in agenda order.

##### **a) Proposed list of cheques/online payments to be tabled at the meeting for approval**

The payments list was presented to the meeting. Whilst the precept stated that the donation to the Citizens Advice Bureau was £150, the cheque was accidentally written for the amount of £175. The councillors approved the additional £25 donation.

It was proposed by Cllr G Adam, seconded by Cllr P Cragg and unanimously **RESOLVED** that payments to the value of £14,869.03 be approved. The payments list was signed by the Chairman of the meeting, Cllr N Mitchell during the meeting, in accordance with the revised Financial Regulations accepted by the Full Council at minute number: 413-2021 (f).

**Table 1: Payments list 16 December 2021**

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	01/10/2021	Recorded delivery - Tiny Acorns sub-underlet	Post Office Ltd	7.65	0	7.65
IT budget	13/10/2021	Computer parts for clerk's new pc	Scan	72.06	14.41	86.47
IT budget	13/10/2021	Computer parts for clerk's new pc	Amazon	91.65	18.33	109.98
IT budget	14/10/2021	Computer parts for clerk's new pc	Amazon	33.32	6.67	39.99
IT budget	17/10/2021	Subscription	Adobe	12.64	2.53	15.17
Establishment Charges	23/10/2021	Office supplies	Sainsburys	10.20	0.00	10.20
Establishment Charges	28/10/2021	Office supplies	Tesco	5.45	0.00	5.45
Revenue Costs Works Vehicle	28/10/2021	Fuel for works van	MFG Woodbridge Hill	41.04	8.21	49.25
IT budget	30/10/2021	Broadband/phone calls/landline	BT PLC	372.25	74.45	446.70
Revenue Costs Works Vehicle	01/11/2021	Service plan - 13 of 36	PlanMyService LLP	27.55	0.00	27.55
Land Management	04/11/2021	Supplies	Honey Bros	24.33	4.87	29.20
Christmas trees/lights WS, Perry Hill	02/11/2021	Electricity supply Perry Hill Green - Xmas lights	British Gas	12.77	0.63	13.40
Parish Office	05/11/2021	Gas - 2 Saxton - October 2021	British Gas	13.97	0.69	14.66
Parish office	05/11/2021	Electricity Unit 2 Saxton - November 2021	EDF Energy Ltd	120.83	24.17	145.00
IT budget	17/11/2021	Subscription - November	Adobe	12.64	2.53	15.17
Chairman's Allowance	23/11/2021	Supplies for event - SM	Tesco	13.33	0.00	13.33
Revenue Costs Works Vehicle	23/11/2021	Fuel for works van	Waitrose Shell	41.99	8.40	50.39
IT budget	26/11/2021	Windows 10/11	Microsoft	99.99	20.00	119.99
Establishment Charges	26/11/2021	Certificate for SM Freedom of the Parish	Canva - PayPal	0.99	0.00	0.99
Chairman's Allowance	27/11/2021	Refreshments for event - 28.11.2021	Sainsburys	40.21	0.00	40.21
Chairman's Allowance	28/11/2021	Gluten free food for SM event	Sainsburys	7.90	0.00	7.90
IT budget	29/11/2021	External back-up - November 2021	RISC Group	32.09	6.42	38.51
Parish Office	29/11/2021	Water and sewerage charge - Unit 2 Saxton - Nov 2021	Castle Water	11.77	2.36	14.13
Chairman's Allowance	29/11/2021	Bouquet of flowers for Mrs S Morgan MBE - event	Miss Mollie J Tidbury	55.00	0.00	55.00
Parish Office	01/12/2021	Electricity - 2 Saxton - 14.10 - 17.11.21	British Gas	43.63	2.18	45.81
Establishment Charges	02/12/2021	Materials	B&Q	11.28	2.26	13.54
Parish newsletter	03/12/2021	Parish newsletter issue 61	Knaphill Print Ltd	420.00	0.00	420.00
Christmas trees/lights WS, Perry Hill	03/12/2021	Electrical supply Perry Hill Green - 2.11 - 1.12.2021	British Gas	72.13	3.60	75.73
Equipment Maintenance	03/12/2021	Problem with Versalink printer - faulty drum cartridge yellow	Maine Business Systems PLC	95.00	19.00	114.00
Parish Office	03/12/2021	Business rates - Parish Office & community car park	Guildford Borough Council	949.00	0.00	949.00



Code	Date	Description	Supplier	Net	VAT	Total
Parish Office	06/12/2021	Electricity Unit 2 Saxton - December 2021	EDF Energy Ltd	120.83	24.17	145.00
Chairman's Allowance	06/12/2021	Photo album for SM (Freedom of the Parish event)	PhotoBox	44.48	0.00	44.48
Training	07/12/2021	Training - Operation London Bridge revised	SLCC	30.00	6.00	36.00
Training	07/12/2021	Training - Canva	SLCC	30.00	6.00	36.00
Training	07/12/2021	SLCC Practitioners Conference 2022	SLCC	55.00	11.00	66.00
Establishment Charges	07/12/2021	HP ink cartridges	Printerland Ltd	125.57	25.11	150.68
Land Management	07/12/2021	Ecoplug Max Tree Stump Killer	Pitchcare.com	67.75	13.55	81.30
Establishment Charges	10/12/2021	Annual playground inspections	The Play Inspection Company	347.50	69.50	417.00
Establishment Charges	10/12/2021	Plastic storage boxes	Amazon PS & Sons Ltd	19.87	3.97	23.84
Land Management	10/12/2021	Hire of container - December 2021	Activate Learning	65.00	0.00	65.00
Establishment Charges	10/12/2021	Crockery for PC use	Mrs V C Fear	22.25	0.00	22.25
Chairman's Allowance	10/12/2021	1m of black velvet for use at SM and subsequent events	Mrs G F White	6.99	0.00	6.99
Establishment Charges	10/12/2021	Eye test - GW	Mrs G F White	50.00	0.00	50.00
Scanning invs into Scribe - 2015/2016 - 2021/2022	10/12/2021	Scanning invoices into Scribe - week 10	C & D Electrical Services	195.00	0.00	195.00
Establishment Charges	11/12/2021	Office supplies	Sainsburys	1.50	0.00	1.50
Establishment Charges	14/12/2021	Office workstation assessments	Healthy Home and Office	50.00	10.00	60.00
Land Management	14/12/2021	Gulley cleaning Coombe Lane	Pipeline Services	720.00	144.00	864.00
Land Management	14/12/2021	Emptying - Dumpy Bin - WSV Community Car Park - Oct 2021	Chambers Waste Management	28.36	5.67	34.03
Land Management	14/12/2021	Emptying - Dumpy Bin - WSV Community Car Park - Nov 2021	Chambers Waste Management	28.36	5.67	34.03
IT budget	14/12/2021	SIM card bill - November 2021	Three	22.50	4.50	27.00
Salaries	14/12/2021	Salary/mileage/PAYE/NIC/Er's NI/Pension conts Ee's & Er's	Staff costs	8,805.16	0.00	8,805.16
Donations	14/12/2021	Donation 2021/2022	Crimestoppers	50.00	0.00	50.00
Safe Drive Stay Alive	14/12/2021	Donation 2021/2022	Surrey County Council	500.00	0.00	500.00
Section 137	14/12/2021	Donation 2021/2022	Kent Surrey Sussex Air Ambulance	175.00	0.00	175.00
Donations	14/12/2021	Donation 2021/2022	Citizens Advice Bureau (chq)	175.00	0.00	175.00
IT budget	14/12/2021	Set up new computer and call out to fix error with Office 365	1st Class Computer Services Ltd	220.00	0.00	220.00
PC Grant Aid to Wards	14/12/2021	Grant - insurance premium Fairlands Walking Group	Marsh Commercial	163.06	0.00	163.06
Revenue Costs Works Vehicle	16/12/2021	Fuel for works van	Waitrose Shell	42.82	8.57	51.39
<b>Total</b>				<b>14,914.66</b>	<b>559.42</b>	<b>14,869.03</b>

**b) Bank reconciliation October 2021**

The Responsible Financial Officer (RFO) had prepared the bank reconciliation for October 2021 in accordance with the Accounts and Audit Regulations, copies of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr P Cragg, seconded by Cllr D Bird and unanimously **RESOLVED** that the bank reconciliations be approved and signed by the Chairman of the meeting, Cllr N Mitchell.

**Appendix 2 – October bank reconciliation 2021**

**c) Monthly budget report October 2021**

The RFO had prepared the monthly budget report for October 2021 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr A Creese, seconded by Cllr M Fance and unanimously **RESOLVED** that the monthly budget report be signed by the Chairman of the meeting, Cllr N Mitchell.

**Appendix 3 – October monthly budget report 2021**

**d) To table and approve the draft budget for 2022/2023 and the Band D Rating (precept) for 2022/2023.**

Councillors discussed the potential impact of the earlier grass-cutting decision on the budget and precept. It was proposed by Cllr N Mitchell, seconded by Cllr B Ahier and unanimously **RESOLVED** that the Parish Council would agree v4 of the draft budget, as circulated to all councillors on 3.12.2021, and set the budget for 2022/2023 at £276,900, which equates to a precept rating of £79.05 per Band D property (representing an increase of 0.46p per month per Band D property; council tax being payable over ten months).

**e) Interim Internal Audit report 2021/2022**

**Re: Worplesdon Parish Council**

**Internal Audit Year Ended 31 March 2022**

**Executive summary**

Following completion of our interim internal audit on 15 November 2021 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. **Testing requirements are shown in red** and where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements.

Each section is then concluded with an opinion as to whether the assertion has been met or not.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Worplesdon Parish Council are well established and followed.

### **Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the authority’s approval of the annual governance statement.

### **Independence and competence**

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years’ experience in the financial sector with the last 11 years specialising in local government.

### **Engagement Letter**

An engagement letter was issued to the council covering the 2021/22 internal audit assignment. Copies of this document are available on request.

### **Planning and inherent risk assessment**

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

At the interim audit date, it is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required.

Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review. A final audit will be conducted after the year-end of 31 March 2022.

## **A. BOOKS OF ACCOUNT (INTERIM AUDIT)**

### **Internal audit requirement**

*Appropriate accounting records have been properly kept throughout the financial year.*

#### **Recommended minimum testing:**

- Ensure the correct roll forward of the prior year cashbook balances to the new financial year
- Check a sample of financial transactions in cashbooks to bank statements, etc.: the sample size dependent on the size of the authority and nature of accounting records maintained

### **Interim audit**

The council continues to use a Scribe recording the day-to-day financial transactions of the council. This is a tried and tested system and I make no recommendation to change.

The interim audit was conducted on site and the Clerk had prepared the requested information for review. Other information was reviewed on the council website and through discussion with the Clerk.

Meeting agendas are logically structured and minutes show clear resolutions being made by committee and council. I make no recommendation to change this system.

The council is not VAT registered and completes reclaims via a VAT 126 claim form every six months. The VAT reclaim for the period ending September 2021 has not yet been completed and will be reviewed at the year-end audit. I reviewed the previous return for the period ending 31 March 2021 which showed a refund of £9,592.64 which was submitted on 9 June 2021.

#### **Section conclusion**

I am of the opinion that the control assertion of “Appropriate accounting records have been properly kept throughout the financial year” has been met.

## **B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)**

### **Internal audit requirement**

*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

**Recommended minimum testing:**

- Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents)
- Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation
- Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments
- Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements
- Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

**Interim audit**

*Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.*

The external auditor's report was not qualified but shows that it was returned for a minor adjustment. The Notice of Conclusion is published on the council website and was reported to the council on 23 September 2021 (minute ref 319-2021(d)).

It was noted that the internal auditor's report was approved by council at the meeting held on 20 May 2021 (minute ref 163- 2021(d)).

*Confirm by sample testing that councillors sign statutory office forms*

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of the councillors and includes the Register of Members' Interests forms.

*Confirm that the council is compliant with the relevant transparency code*

A review of the council website shows that the council is publishing the information through the use of a transparency tab, making the information easy to locate. I reviewed the details and found all the information was up to date.

*Confirm that the council is compliant with GDPR*

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Accessibility Statement on the home page of its website. The Privacy Notice is in the process of being updated. It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

*Confirm that the council meets regularly throughout the year*

In addition to full council, the council has a committee for General Purposes & Finance and Staffing. There are regular scheduled meetings during the year, and a diary of future meetings is available on the website.

*Check that agendas for meetings are published giving 3 clear days' notice.*

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It was noted that supporting documentation for agendas is also published on the council website.

*Check the draft minutes of the last meeting(s) are on the council's website*

Draft minutes are uploaded to the council website and clearly marked as draft. These are subsequently replaced with final versions once approved.

*Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.*

The standing orders are based on the latest NALC model and were last adopted by council at the meeting held on 25 March 2021 (minute ref 97-2021).

*Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.*

Financial regulations are based on the latest NALC model and were last adopted by the council at the meeting held on 25 March 2021 (minute ref 97-2021). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

*Check that the council's Financial Regulations are being routinely followed.*

The council has thresholds in place at which authorisations to spend must be obtained (Financial Regulation 4.1) as below:

- All Committees have the power of expenditure, subject to budget, up to a maximum of £5,000, including the Staffing Committee to enable temporary/casual staff to be appointed without unnecessary delay.
- The Clerk may incur expenditure up to £5,000 in an emergency, whether budgeted or not.
- The Clerk may incur expenditure for all routine operational matters i.e. plant/equipment, IT equipment, signage, furniture, stationery etc. subject to budget up to £3,000 per item
- In the Clerk's absence, the Assistant Clerk may incur expenditure for routine operational items in consultation with the Chairman, Vice-Chairman and one other Councillor

It was noted that the Clerk also has discretion to spend up to £5,000 in the event of extreme risk to the delivery of council services. Through discussion with the Clerk and councillor, there are discussions underway to review and revise the payment authorisation processes, and the aims being considered appear appropriate for a council of this size.

A review of the accounting records, payment lists and invoices shows that the council properly approves payments and entries are accurately recorded and reviewed and signed by councillors. The Clerk has developed a comprehensive system of record keeping to ensure full audit trails are retained.

*Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.41 per elector.*

The council has adopted the General Power of Competence (GPC) and the thresholds do not apply.

*Confirm that checks of the accounts are made by a councillor.*

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

**Section conclusion**

At the interim audit date, I am of the opinion that the control assertion “This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for” has been met.

**C. RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)**

**Internal audit requirement**

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

**Recommended minimum testing:**

- Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc
- Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers’ and hirers’ (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security
- Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

**Interim audit**

The council has a detailed Financial Risk Assessment, along with further health and safety risk assessments. I reviewed the financial risk assessment and found this to be comprehensive, including details of the risks identified, categorising them as low/medium/high, details how the risk is managed and the monitoring frequency.

I confirmed that the council has a valid insurance policy in place with Zurich in a long-term agreement expiring on 1 October 2023. The policy includes Public Liability cover of £12 million, Employers Liability cover of £10 million each and a Fidelity Guarantee level of £500,000. These levels appear appropriate for a council of this size.

**Section conclusion**

At the interim audit date, I am of the opinion that the control objective of “This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these” has been met.

**D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)**

**Internal audit requirement**

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

**Recommended minimum testing:**

- Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required parent authority timetable. Ensure that budget reports are prepared and submitted to authority / committees periodically during the year with appropriate commentary on any significant variances.
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances.
- Ensure that the authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process.
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts.

**Interim audit**

The Clerk confirmed that the budget setting process for 2022/23 is underway. An extraordinary meeting of the council was called last week where a draft budget was discussed. The draft is based on a thorough review of the last three years income and expenditure, and I have no doubt that the proposal has taken into account all relevant information. It is planned that sign off for the budget and precept will be achieved at the council meeting in December.

Within the council's risk assessment documents is a target to retain a general reserve of between 3-6 months of precept, and the current level equates to approximately 35%. Earmarked reserves are clearly annotated and appear to be for appropriate future projects. The Clerk projects that the year-end earmarked reserves will total circa £147,000.

**Section conclusion**

At the interim audit date, I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

**E. INCOME (INTERIM AND FINAL AUDIT)**

**Internal audit requirement**

*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*



**Recommended minimum testing:**

- Review “aged debtor” listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.
- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income

**Interim audit**

Apart from the precept, the council has virtually no other income apart from a nominal rental amount. The fact that the council’s budgeted income is virtually all guaranteed supports the council decision to retain a general reserve at between 3-6 months of precept.

**Section conclusion**

At the interim audit date, I am of the opinion that the control objective of “Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for” has

**F. PETTY CASH (INTERIM AUDIT)**

**Internal audit requirement**

*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.*

**Recommended minimum testing:**

- A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for adhoc purchases. Consequently, a “not applicable” response is frequently required in this area.
- Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc.)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till “Z” total readings

**Interim audit**

The council has no petty cash.

**Section conclusion**

I am of the opinion the control objective of “Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for” is not applicable as the council has no petty cash.

**G. PAYROLL (INTERIM AND FINAL AUDIT)**

**Internal audit requirement**

*Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.*

**Recommended minimum testing:**

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of pension contributions to either the Local Government pension scheme (non - taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions)
- For NI, ensure that the correct deduction and employer’s contributions are applied: NB. The employers’ allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers’ pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

**Interim audit**

The council uses an external company to provide payroll services. The external provider completes all the PAYE and NI calculations and provides the information to the council to make the salary and HMRC payments. I reviewed the payslips and payroll summaries for the previous two months and found that the deductions appear correct.

All employees have a signed contract of employment, based on the NALC model, and the council is registered with the Surrey County Council (LGPS) Pension scheme. There are no councillor allowances.

**Section conclusion**

At the interim audit date, I am of the opinion that salaries are correctly stated on the AGAR and that the control object of “Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied” has been met.

**H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)**

**Internal audit requirement**

*Asset and investments registers were complete and accurate and properly maintained.*

**Recommended minimum testing:**

**Tangible fixed assets**

- Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the authority

**Fixed asset investments**

- Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at Section 2, Box 9.

**Borrowing and lending**

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensure that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as of 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

**Interim audit**

The council has a very comprehensive fixed asset register in place. This contains a summary page, and then a wide range of categories of assets. All assets are correctly listed at cost or proxy cost and include additional information relating to the date of acquisition of the asset, its location, useful life estimate, usage and other details. Also included are pictures of the assets for reference. This has clearly taken some time to create, but it is one of the most thorough asset registers I have seen as an auditor, and the clerk should be congratulated.

**Section conclusion**

At the interim audit date, I am of the opinion that the control objective of “Asset and investments registers were complete and accurate and properly maintained” has been met.

**I. BANK AND CASH (INTERIM AND FINAL AUDIT)**

**Internal audit requirement**

*Periodic and year-end bank account reconciliations were properly carried out.*

**Recommended minimum testing:**

- Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8

**Interim audit**

Bank reconciliations are reviewed and signed off at meetings. I reviewed recent reconciliations and was able to confirm the balances against bank statements and witnessed that the reconciliations have been reviewed and signed by councillors.

It was noted that the council has opened a number of accounts with different financial institutions to benefit from the protection offered by the Financial Services Compensation Scheme (FSCS).

**Section conclusion**

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

**J. YEAR END ACCOUNTS (FINAL AUDIT)**

**Internal audit requirement**

*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.*

**Recommended minimum testing:**

- Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

**Section conclusion**

To be reviewed at the year-end audit.

**K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)**

**Internal audit requirement**

*IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")*

**Recommended minimum testing:**

- The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline

**Section conclusion**

To be reviewed at the year-end audit.

## **L: TRANSPARENCY (INTERIM AUDIT)**

### **Internal audit requirement**

*If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities*

#### **Recommended minimum testing:**

- This test applies only to those councils covered by the £25,000 External Audit exemption
- Internal auditors should review the authority's website ensuring that all required documentation is published in accordance with the Transparency Code for Smaller Authorities

### **Interim audit**

The council has an annual turnover exceeding £25,000, and this test does not apply.

#### **Section conclusion**

I am of the opinion that the control assertion of "If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities" is not applicable due to the council turnover exceeding £25,000.

## **M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)**

### **Internal audit requirement**

*The authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

#### **Recommended minimum testing:**

- Internal auditors should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

#### **Section conclusion**

To be reviewed at the year-end audit.

## **N: PUBLICATION REQUIREMENTS (INTERIM AUDIT)**

### **Internal audit requirement**

*The authority has complied with the publication requirements for 2020/21. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.*

#### **Recommended minimum testing:**

- Internal auditors should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

*Before 1 July 2021 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 2020/21, approved and signed, page 4

- *Section 2 - Accounting Statements 2020/21, approved and signed, page 5*

*Not later than 30 September 2021 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.*

#### **Interim audit**

I was able to confirm that the publication requirements for 2020/21 have been met and the Notice of Public Rights is published on the council website.

#### **Section conclusion**

I am of the opinion that the control assertion of “the authority has complied with the publication requirements for 2019/20AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage” has been met.

### **O. TRUSTEESHIP (INTERIM AUDIT)**

#### **Internal audit requirement**

*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

#### **Recommended minimum testing:**

- Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements
- that the council is the sole trustee on the Charity Commission register
- that the council is acting in accordance with the Trust deed
- that the charity meetings and accounts are recorded separately from those of the council
- review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner’s report

#### **Interim audit**

The council has no trusts.

#### **Section conclusion**

I am of the opinion that the control assertion of “Trust funds (including charitable) – The council met its responsibilities as a trustee” is not applicable as the council has no trusts.

It was proposed by Cllr D Bird, seconded by Cllr C Riley and unanimously **RESOLVED** that the Parish Council Internal Auditor’s report be received and approved.

#### **f) Financial Regulations**

The councillors discussed at length the four proposed minor changes that had been circulated in a briefing document in advance of the meeting.

It was proposed Cllr N Mitchell, and seconded Cllr G Adam and unanimously **RESOLVED** that the changes be accepted.

Appendix 4 – Revised Financial Regulations

**g) Platinum Jubilee Commemorations**

The councillors discussed the issues around the provision of commemorative gifts to each school child. After the discussion, it was proposed by Cllr B Ahier, seconded by Cllr M Fance and **RESOLVED** that the Parish Council apportion a sum of £1,300 between the schools within the parish (based on proportional size – Worplesdon Primary School, Wood Street Infant School, and Rydes Hill Prep) to allow for the purchase of books to be supplied with commemorative book plates, or otherwise stamped, referencing the Platinum Jubilee. Cllr G Adam objected, and Cllr P Cragg abstained.

**414-2021 - Clerk's Report**

- a) Letter of thanks received from Freeman Mrs S Morgan MBE.
- b) Office workstation assessment carried out. New chairs on order.

**415-2021 - Chairman's Report**

The Chairman gave the following report:

Since my last report to Full Council meeting 4<sup>th</sup> November 2021 I have, on behalf of the Council:

- 1) 8<sup>th</sup> Nov/13 Dec. I attended the Wood Street Village Association meetings as Parish Council representative.
- 2) 11<sup>th</sup> Nov. I officiated at the Parish Remembrance Service on Harry's Meadow – some 35 residents attended, the number increasing each year. The Clerk assisted admirably by playing both 'Nimrod' and 'The Last Post' during the ceremony.
- 3) 15 Nov/6 Dec/13 Dec. I attended the AONB working party, designed to prepare a proposal for the increase in area of the local AONB for consideration of the Parish Council.
- 4) 22Nov. Attended remotely a SALC organised 'Effective Chairmanship Course'.
- 5) 23<sup>rd</sup> Nov. Erected 'Freedom of Worplesdon Parish' honours board in the Council Chamber.
- 6) 24<sup>th</sup> Nov. With the Vice Chairman attended liaison meeting with the Wood Street Cricket Club and the resident pre-school staff on the usage, condition and maintenance of the pavilion.
- 7) 28<sup>th</sup> Nov. Officiated at ceremony to confer the "Freedom of the Parish of Worplesdon" on ex-councillor Sandra Morgan M.B.E.

**416-2021 - Items for inclusion on future agendas**

Cllr Messinger asked if the Head Groundsman could be asked to determine any suggested projects for the Community Payback Scheme.

**417-2021 - Date of next Full Council meeting – Thursday 13 January 2022**

Meeting closed 21:47

Signed:

.....  
Chairman, Worplesdon Parish Council  
Date: 13 January 2022