



**Minutes of the Annual Meeting held in the
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 7.30pm on Thursday 19 May 2022**

146-2022 - Appointment of a Chairman for the meeting

In Parish Council's absence, it was proposed by Cllr N Mitchell, seconded by Cllr M Fance, and unanimously **RESOLVED** that Cllr D Bird be elected to chair the meeting, prior to the appointment of the Chairman for the municipal year.

147-2022 - Appointment of the Chairman for municipal year 2022/2023

It was proposed by Cllr B Ahier, seconded by Cllr M Fance, and unanimously **RESOLVED** that Cllr N Mitchell be appointed Chairman of the Council for the municipal year 2022/2023.

148-2022 - Chairman to sign Declaration of Acceptance of Office

Cllr N Mitchell duly signed his Declaration of Acceptance of Office.

149-2022 - Present

Councillors

Cllr B Ahier, Cllr D Bird, Cllr J Messinger, Cllr N Mitchell, Cllr B Nagle, Cllr M Price, and Cllr C Riley.

Officers of the Council:

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

Members of the public:

Mr D Snipp, and Mr Price were in attendance.

150-2022 - Apologies and reason for absence

Apologies and reason for absence were received from:

- Cllr T Wright
- Cllr T Webber
- Cllr G Adam
- Cllr P Cragg

The apologies and reasons for absence were accepted.

Minutes approved by the Full Council 30 June 2022

Apologies were also received from Cllr B McShee and Cllr K Witham.

151-2022 - Vote of thanks for the outgoing Chairman

It was proposed by Cllr N Mitchell, seconded by Cllr D Bird, and unanimously **RESOLVED** that a vote of thanks be made to the outgoing Chairman for all his hard work over the past ten years.

152-2022 - Appointment of Vice-Chairman for the municipal year 2022/2023

It was proposed by Cllr M Fance, seconded by Cllr J Messinger and unanimously that Cllr G Adam be elected as the Vice-Chairman for the municipal year 2022/2023.

153-2022 - Co-option of Parish Councillor for the Jacobs Well Ward - Application received from Mr M Price

Mr Price's application form had been circulated to all members via email in advance of the meeting. Mr Price gave a short presentation, which was followed by a short Q&A session.

At 19:46 Mr Price and Mr Snipp left the room whilst the Members considered Mr Price's application.

Mr Price and Mr Snipp returned to the room at 19:49.

A vote was taken. It was unanimously **RESOLVED** that Mr Price be co-opted with immediate effect.

Mr Price immediately signed a Declaration of Acceptance of Office form and his consent to receive an electronic summons, and then joined the meeting.

Induction training to be delivered by the Clerk as soon as possible.

154-2022 - Public participation session

Mr Snipp raised concern about the number of vacancies on the Parish Council and suggested the Parish Council undertake a recruitment drive ahead of next year's elections.

It has been the Member's intention to raise the profile of the Parish Council with a view to carrying out a recruitment drive ahead of the 2023 elections.

155-2022 - 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.

156-2022 - Amendments to the Register of Interests

No declarations were made.

157-2022 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

158-2022 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

159-2022 - Declaration of gifts or hospitality over £50

No declarations were made.

160-2022 - 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 7 April 2022 be approved and signed by the Chairman as a true record.

It was proposed by Cllr C Riley, seconded by Cllr D Bird, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 28 April 2022 be approved and signed by the Chairman as a true record.

161-2022 - Succession planting – Perry Hill Green, Pitch Place Green, and Wood Street Village Green

Due to time constraints, this item was deferred.

Cllr J Messinger suggested asking local residents for their views as another way of engaging with the local community.

It was agreed that three $\frac{3}{4}$ metal tree guards be ordered on 20 May 2022. Two to be installed around the newly planted trees on Perry Hill Green, the other to be used at Pitch Place Green when the replacement tree is planted in the Autumn.

162-2022 - Design of bench for Perry Hill Green (United Reformed Church (URC) donation))

Cllr J Messinger advised that she and the Clerk had had a meeting with local resident Mr G Burch regarding the design of the URC bench to be located on Perry Hill Green.

Various options were considered but the use of a recycled plastic bench, in a traditional design, was considered to be appropriate (same style as the commemorative bench in memory of former councillor Derek Slaymaker). The reason being that this type of bench will require less ongoing maintenance.

Mr Burch had very kindly provided details of The Burch, Tickner, and Philps families, all of whom were members of the URC and who had all lived around Perry Hill Green. Additionally, Mr Burch had generously provided photographs to be uploaded to the Parish Council website (virtual museum).

It was proposed the wording of the plaque, which Mr Burch kindly offered to pay for, to read as follows:

- “In memory of United Reformed Church Members,
The Burch, Tickner, and Philps families,
all of whom enjoyed views over this Green.”

Following discussion, it was proposed by Cllr J Messinger, seconded by Cllr M Fance, and unanimously **RESOLVED** that:

- a traditional style bench (in recycled plastic), be ordered from TDP, and
- that a concrete bench would be installed for longevity and safety purposes.
- the wording of the plaque to be agreed with Mr Burch at the earliest opportunity.

163-2022 - Borough Councillor's report

Cllr B McShee had provided the following report, which had been circulated to all Members in advance of the meeting.

- 1. Proposed solar farm, Blackwell Farm** – The University of Surrey held a public exhibition last Saturday giving details of their proposed on-site renewable energy solar facility. They are looking for feedback on the exhibition and if anyone has questions about their proposal.
- 2. Platinum Jubilee celebrations continue at Guildford Museum until the 18th of June** - The celebrations include a new display creating a royal tea table and visitors can try their hand at being a Town crier. The museum is open from Wednesdays to Saturdays, 12 pm until 4:30 pm.
- 3. The Secretary of State has granted development consent for Highways England application to make improvements to junction 10 that connects the M25 to the A3** - Highways England we will be holding public events in the local area in late June and early September, at which residents can meet the team and ask questions.

164-2022 - County Councillor's report

Cllr K Witham's report had been circulated to all Members in advance of the meeting.

Mr Witham's report covered the following topics:

- Closure of town centre public toilets
- Environment News
- Climate Change – aim to reach Net Zero
- Surrey Fire and Rescue Service – new trained firefighters
- Highways roundup
- Community Recycling Centres – proof of ID now required

165-2022 - Election of the Planning/General Purposes and Finance Committee

The following Members were appointed to the Planning/General Purposes and Finance Committee for the municipal year 2022/2023:

- Cllr N Mitchell (as ex-officio member – Fairlands Ward)
- Cllr G Adam (as ex-officio member – Fairlands Ward)
- Cllr J Messinger (Perry Hill Ward)
- Cllr D Bird (Wood Street Ward)
- Cllr M Price (Jacobs Well Ward)
- Cllr B Nagle (Perry Hill Ward)

Cllr B Ahier and Cllr M Fance were appointed as substitute members.

166-2022 - Election of the Staffing Committee

The following Members were appointed to the Staffing Committee for the municipal year 2022/2023:

- Cllr G Adam (Fairlands Ward)
- Cllr P Cragg (Wood Street Ward)
- Cllr M Fance (Perry Hill Ward)
- Cllr M Price (Jacobs Well Ward)
- Cllr T Webber (Wood Street Ward)

Cllr C Riley and Cllr B Ahier were appointed as substitute members.

167-2022 - Staffing Committee meeting to be held in June 2022

It was proposed that the Staffing Committee meeting be held 21 June 2022 at 19:30. The meeting to review the pay and conditions of service of existing employees and other relevant topics.

168-2022 - To review/approve the Terms of Reference of the above Committees

It was proposed by Cllr M Fance, seconded by Cllr D Bird, and unanimously **RESOLVED** that the Terms of Reference for the Committees be approved unchanged.

169-2022 - To review and approve the Standing Orders

The National Association of Local Councils (NALC) had issued revised model Standing Orders in April 2022 but due to the financial year-end the Clerk had not yet had time to review the new model Standing Orders. It was agreed that this item be deferred until the next Full Council meeting.

170-2022 - To review and approve the Financial Regulations

It was proposed by Cllr M Fance, seconded by Cllr D Bird, and unanimously **RESOLVED** that the Terms of Reference for the Committees be approved unchanged.

171-2022 - Finance

a) Payment lists for approval

The first of two payment lists were presented to the meeting. It was proposed by Cllr C Riley, seconded by Cllr B Ahier, and unanimously **RESOLVED** that payments to the value of £30,209.26 be approved. The payments list was signed by the Chairman, Cllr N Mitchell during the meeting.

Table 1: Proposed list of payments – 3 May 2022

Code	Date	Description	Supplier	Net	VAT	Total
IT budget	01/02/2022	Refund - external back-up change to SkyKick	RISC IT	-£8.71	-£1.74	-£10.45
Revenue Costs Works Vehicle	04/02/2022	Spares for works van	Halfords	£22.49	£4.50	£26.99
Establishment Charges	05/02/2022	Office supplies	Sainsburys	£6.50	£0.00	£6.50
Establishment Charges	06/02/2022	Office supplies	Amazon	£19.80	£3.96	£23.76
Revenue Costs Works Vehicle	22/02/2022	Fuel for works van	Shell Stoughton	£43.53	£8.71	£52.24
Chairman's Allowance	28/02/2022	Refreshments for Flood Forum meeting	Tesco	£9.45	£0.00	£9.45
Establishment Charges	01/03/2022	Membership - VF	SLCC	£215.00	£0.00	£215.00
Parish Office	07/03/2022	Electricity - 2 Saxton - 18.2-14.3.22	EDF Energy Ltd	£285.71	£14.29	£300.00
IT budget	07/03/2022	SIM cards	BT PLC	£9.00	£1.80	£10.80
Establishment Charges	08/03/2022	Membership	Surrey Hills Society	£25.00	£0.00	£25.00
IT budget	09/03/2022	Case and cover for iPhone 13	Amazon	£15.80	£3.17	£18.97
Christmas trees/lights WS, Perry Hill	17/03/2022	Power supply -Perry Hill Green	British Gas	£11.53	£0.57	£12.10
Establishment Charges	20/03/2022	Stationery	Amazon	£7.18	£1.44	£8.62
IT budget	20/03/2022	Ethernet cable	Amazon	£9.98	£2.00	£11.98
Establishment Charges	20/03/2022	Office supplies	Amazon	£17.57	£3.52	£21.09

Code	Date	Description	Supplier	Net	VAT	Total
IT budget	21/03/2022	Subscription	Adobe Systems Ltd	£12.64	£2.53	£15.17
Parish Office	28/03/2022	Water and sewerage charges - Unit 2 Saxton - March 2022	Castle Water	£13.45	£0.68	£14.13
Parish Office	30/03/2022	Gas charge Unit 2 Saxton - 18.3-14.4.2022	British Gas	£94.58	£4.72	£99.30
IT budget	01/04/2022	SIM card - March 2022	BT PLC	£9.00	£1.80	£10.80
Establishment Charges	05/04/2022	Fire alarm keys	Sd.fire.alarms	£2.99	£0.00	£2.99
Parish Office	07/04/2022	Electricity - 2 Saxton - 18.3. - 14.4.22	EDF Energy Ltd	£285.71	£14.29	£300.00
Concurrent Functions Grant Aid	13/04/2022	Replacement land drains - Jacobs Well Rec	Gunner Agriculture	£9,600.00	£1,920.00	£11,520.00
IT budget	14/04/2022	Yealink cordless headsets x 2 for new telephone system	Headset Store	£347.98	£69.60	£417.58
Revenue Costs Works Vehicle	14/04/2022	Van wash	Guildford Car Wash	£28.00	£0.00	£28.00
IT budget	16/07/2022	Office 365 chgs Jan - April 2022	BT PLC	£350.70	£70.13	£420.83
Establishment Charges	16/04/2022	Broadband/land line/phone calls & one-off charge	BT PLC	£563.98	£112.80	£676.78
Tree Surgery	19/04/2022	Tree surgery Pitch Place Green - priority works 2 and 3	Dryad Tree Services Ltd	£4,104.00	£820.80	£4,924.80
Tree Surgery	19/04/2022	Replacement trees - Perry Hill Green	Dryad Tree Services Ltd	£3,600.00	£720.00	£4,320.00
Tree Surgery	19/04/2022	Perry Hill Green - Priority tree works	Dryad Tree Services Ltd	£4,100.00	£820.00	£4,920.00
Land Management	19/04/2022	Emptying - Dumpy Bin - Wood Street Village Community Car Park	Chambers Waste Management	£28.36	£5.67	£34.03
Tree Surgery	19/04/2022	Cut up and clear fallen and split goat willow by pond	Dryad Tree Services Ltd	£560.00	£112.00	£672.00
Land Management	19/04/2022	Hire of container - April 2022	Activate Learning	£70.00	£0.00	£70.00
Christmas trees/lights WS, Perry Hill	20/04/2022	Remove lights prior to tree surgery	JDS Decorations Ltd	£600.00	£120.00	£720.00
S106	29/04/2022	Donation 2022-2023 special request	Kent, Surrey & Sussex Air Ambulance	£300.00	£0.00	£300.00
IT budget	02/05/2022	SIM card - April 2022	BT PLC	£9.00	£1.80	£10.80
Total				£25,370.22	£4,839.04	£30,209.26

The second of two payment lists were presented to the meeting. It was proposed by Cllr M Fance, seconded by Cllr J Messenger, and unanimously **RESOLVED** that payments to the value of £8,949.11 be approved. The payments list was signed by the Chairman, Cllr N Mitchell during the meeting.

Table 2: Payment list – 19 May 2022

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	03/05/2022	Maintenance - Flower border - Fairlands	Nigel Jefferies Landscapes Ltd	£130.00	£26.00	£156.00
Grass Cutting	03/05/2022	Grass cutting	Holly Landscape and Training	£1,426.93	£285.39	£1,712.32
IT budget	04/05/2022	Domain name renewal - worplesdon-pc.gov.uk	Datacenta	£125.00	£25.00	£150.00
Revenue Costs Works Vehicle	05/05/2022	Fuel for works van	MFG Woodbridge Hill	£46.02	£9.20	£55.22
Playground Repairs	05/05/2022	Wet pour repairs Jacobs Well	Kompan	£4,025.60	£805.12	£4,830.72
Parish Office	07/05/2022	Electricity - 2 Saxton - 18.4 - 14.5.22	EDF Energy Ltd	£285.71	£14.29	£300.00
Donations	09/05/2022	Safe Drive Stay Alive - Donation 2022/2023	Surrey County Council	£550.00	£0.00	£550.00

Code	Date	Description	Supplier	Net	VAT	Total
Chairman's Allowance	09/05/2022	Civic gift - SM	Miss Mollie J Tidbury	£50.00	£0.00	£50.00
Land Management	09/05/2022	Emptying Dumpy bin - WSVCC	Chambers	£30.92	£6.18	£37.10
Establishment Charges	10/05/2022	Labels for Platinum Jubilee books	Avery UK	£47.04	£9.41	£56.45
IT budget	12/05/2022	External back-up - May 2022	RISC IT	£34.00	£6.80	£40.80
Establishment Charges	14/05/2022	Greetings card - Sandra Morgan 90	Clintons	£3.54	£0.71	£4.25
Establishment Charges	16/05/2022	Additional labels Platinum Jubilee books	Avery UK	£14.34	£2.87	£17.21
Chairman's Allowance	16/05/2022	Civic gift	Amazon	£18.31	£3.66	£21.97
IT budget	16/05/2022	SIM - May 2022	Three	£24.42	£4.88	£29.30
IT budget	16/05/2022	Subscription	Adobe	£12.64	£2.53	£15.17
Playground Repairs	17/05/2022	Inspection of the Typhoon WMG	Hags-SMP Ltd	£312.50	£62.50	£375.00
Playground Repairs	17/05/2022	Green and brown stain for JW multi-play unit	Hags-SMP Ltd	£200.00	£40.00	£240.00
Land Management	19/05/2022	Materials	B&Q	£27.08	£5.42	£32.50
Land Management	19/05/2022	Shipping container hire - May 2022	Activate Learning	£70.00	£0.00	£70.00
Land Management	19/05/2022	Materials	B&Q	£3.33	£0.17	£3.50
Establishment Charges	19/05/2022	Anti-social behaviour flyers WSVG consultation	Knaphill Print Co Ltd	£168.00	£33.60	£201.60
Total				£7,605.38	£1,343.73	£8,949.11

b) Bank reconciliations for February 2022 and March 2022

The Responsible Financial Officer (RFO) had prepared the bank reconciliation for February and March 2022 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 D Bird, seconded by Cllr M Fance, and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr N Mitchell during the meeting.

Appendices 1 & 2 – Bank reconciliations for February 2022 and March 2022

c) Monthly budget reports for February 2022 and March 2022

The Responsible Financial Officer (RFO) had prepared the budget report for February and March 2022 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 M Fance, seconded by Cllr B Ahier, and unanimously **RESOLVED** that the budget report be approved and signed by the Chairman, Cllr N Mitchell.

Appendices 3 & 4 – Monthly budget reports for February 2022 and March 2022

d) Internal Audit carried out 17 May 2022

Andy Beams had undertaken an Internal Audit on Tuesday 17 May 2022. A copy of the Internal Auditor's report had been circulated to all Members in advance of the meeting.

Executive summary

Following completion of our interim internal audit on 15 November 2021 and final internal audit on 17 May 2022 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 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 12 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

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.

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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 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 ensuring 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.

Final Audit

The final audit was conducted on site with the Clerk. The requested information was prepared in advance and available for inspection during the audit and other checks were conducted through discussion with the Clerk and reference to the council website.

Section conclusion

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.

Final Audit

We discussed assertion 8 on the AGAR and whether or not this had any impact on the council.

"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."

The Clerk was able to confirm there were no matters excluded from the accounting statements.

Section conclusion

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.

Final audit

The council's year-end position reports income as circa 92% of budget and expenditure is reported as circa 94% of budget. There is evidence within the minutes of council meetings of regular reviews of financial information and the budget has been carefully monitored throughout the year.

At year-end, the council held circa £109,000 in a number of clearly defined earmarked reserves. I tested the purposes of the earmarked reserves with the Clerk and am content that they are all for legitimate future planned projects for the council.

This leaves circa £118,000 in the general reserve at the year-end. Council is reminded that general guidance recommends a level of general reserve be maintained at approximately 50% of precept. The level held by the council is therefore appropriate.

Section conclusion

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 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
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked

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

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 been met.

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 ad hoc 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.

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.

Final Audit

The amount entered in box 4 on the AGAR initially included mileage as this had been miscoded within the Scribe accounting system. The Clerk corrected this, and the correct box 4 figure made up of only allowable staff costs, i.e., salaries, employers National Insurance and pensions contributions.

The Clerk confirmed that the backdated NJC pay rises were included in the March salaries.

Section conclusion

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
- Ensured 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 those responsible should be congratulated.

Final Audit

I confirmed the asset register total matches that on the AGAR and I was able to trace the additions and disposals relating to changes to the council’s bus shelters to evidence the change in register total.

I confirmed the council has no PWLB borrowing.

Section conclusion

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
- Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy

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).

Final Audit

At the year-end the council had a reconciled bank position across all its accounts, and I was able to confirm bank balances to the statements for 31 March 2022.

Section conclusion

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 1 – Annual Governance Statement

	Annual Governance Statement	'Yes' means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES –accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of	<i>made proper arrangements and accepted responsibility for</i>	YES – there is regular reporting of financial

	Annual Governance Statement	'Yes' means that this authority	Suggested response based on evidence
	internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>safeguarding the public money and resources in its charge.</i>	transactions and accounting summaries, offering the opportunity for scrutiny.
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.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk is experienced and advises the council in respect of its legal powers.
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.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2020/21 year-end were followed.
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.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>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.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – the council takes action on recommendations within internal audit reports
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.

	Annual Governance Statement	'Yes' means that this authority	Suggested response based on evidence
	impact on this authority and. Where appropriate, have included them in the accounting statements.		
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

Section 2 – Accounting Statements

At the time of the year-end audit, the AGAR figures presented for checking were as below:

AGAR Box Number		2020/21	2021/22	Auditor Notes
1	Balances brought forward	164,468	251,453	Correctly carried over from box 7 2020/21
2	Precept or rates and levies	242,727	256,856	
3	Total other receipts	71,169	28,725	Confirmed against accounting records
4	Staff costs	100,209	106,674	Confirmed against accounting records
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	126,702	202,166	Confirmed against accounting records
7	Balances carried forward	251,453	228,194	Total correctly equals (1+2+3) – (4+5+6)
8	Total value of cash and short-term investments	228,609	246,482	Confirmed against accounting records and account balances
9	Total fixed assets plus long-term investments and assets	627,808	617,493	Verified against asset register
10	Total borrowings	0	0	Council has no borrowing

The year-end accounts have been correctly prepared on the income and expenditure basis with the box 7 & 8 reconciliation explained using the Scribe reconciliation sheet. This shows total debtors of £17,599 made up of debtors £1,404, prepayments £7,016 and VAT recoverable £9,179. I was able to confirm the VAT recoverable amount to the VAT return completed for the period ending 31 March 2022. Total creditors amount to £35,887.

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the previous year's AGAR.

The explanation of variances has not yet been completed but the Clerk is aware of the need to complete it and has the information available to complete the form to explain the variances in boxes 3 and 6.

Section conclusion

I am of the opinion that the control assertion "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" has been met.

K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")

Recommended minimum testing:

- The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline
- That it has been published, together with all required information on the Authority's website and noticeboard

Final audit

The council did not declare itself exempt from a limited assurance review in 2020/21, and this test does not apply.

Section conclusion

I am of the opinion that the control assertion of "If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt" is not applicable due to the council not declaring itself exempt from a limited assurance review in 2020/21.

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

Final Audit

Inspection – key dates	2020/21 Actual	2021/22 Proposed
Date inspection notice issued	10 June 2021	10 June 2022
Inspection period begins	14 June 2021	13 June 2022
Inspection period ends	23 July 2021	22 July 2022
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2020/21, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

The council plans to sign the AGAR at the meeting to be held on 19 May 2022.

Section conclusion

I believe the control assertion “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” has been met.

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 2020/21 AGAR. 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.

e) To review the Council’s insurance policy

This item was deferred until the next Full Council meeting. The Clerk to speak with the Council’s Account Manager in the meantime.

f) To review the effectiveness of the Council’s system of internal controls

The year-end audit was carried out virtually by Andy Beams on 17 May 2022. A copy of Mr Beam’s comprehensive report was issued to all members, via email, on 18 May 2022.

On 17 May 2022 Members undertook a review of the effectiveness of the Internal Audit as follows:

Scope of Internal Audit – Terms of Reference issued 17 August 2021 and approved by the Council - Minute number 319-2021(e) refers. Terms of reference define audit responsibilities in relation to fraud. The internal audit takes into account risk management processes and wider internal control. Internal audit covers:

- Books of Account
- Financial regulations, governance, and payments
- Risk management and insurance (including disaster recovery plans)
- The budget and budget process, precept, and reserves
- Income/VAT
- Petty cash
- Payroll
- Assets and investments
- Bank reconciliations and cash-in-hand
- Year-end accounts (income and expenditure basis)
- Limited assurance review
- Transparency
- Exercise of public rights – inspection of accounts
- Publication requirements (Transparency Act 2015)
- Trusteeship (if applicable).

Responsibility for the Council's internal controls (safeguarding systems in place for the prevention and detection of fraud, error, and non-compliance) remains, however, with the Council.

Independence – Internal Auditor has direct access to those charged with governance. Auditing is carried out by Mark Mulberry/Andy Beams of Mulberry & Co with written reports presented to the Council. Auditors do not have any other role within the Council.

Competence – The internal auditors are qualified chartered accountants trained to a high standard who are familiar with the local government sector. Their work is carried out ethically, with integrity and objectivity.

Relationships – Responsible Financial Officer and all councillors consulted on the Internal Audit Plan issued annually which details the scope of each audit. Evidence is on audit files. Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.

The responsibilities of the council Members are understood, and the training of Members is carried out as necessary. Members are appointed on an annual basis to carry out the quarterly financial checks.

Audit Planning and reporting – The Audit Plan properly takes account of corporate risk. The Audit Plan has been approved by the Council. Internal Audit is reported in accordance with the approved Audit Plan.

Internal audit work is planned and is based on risk assessment and designed to meet the Council's governance assurance needs.

Understanding the whole organisation, its needs, and objectives – The Annual Audit Plan demonstrates how audit work will provide assurance in relation to the Council's governance risk assessment.

Catalyst for change – The Internal Auditor offers a supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.

Add value and assist the organisation in achieving its objectives – Demonstrated through positive management responses to recommendations and follow up action where called for.

Forward looking – Identifying risks and formulating the annual Audit Plan. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.

Challenging – Internal audit focuses on risk and encourages members to develop their own responses to risks.

Correct resources available – Full documentation is provided to enable the internal auditor to complete the audit. Internal auditor understands the body and the legal and corporate framework in which it operates.

It was proposed Cllr N Mitchell, seconded Cllr M Fance, and unanimously **RESOLVED** that the review of the effectiveness of the Council's internal control including management of risk be approved.

g) To review and approve the earmarked reserves for 2021/2022

It was proposed by Cllr B Ahier, seconded by Cllr D Bird, and unanimously **RESOLVED** that earmarked reserves of £110,291 be approved.

h) To review and approve the general reserves for 2021/2022

It was proposed by Cllr M Fance, seconded by Cllr D Bird, and unanimously **RESOLVED** that general reserves of £117,902 be approved.

i) To receive and approve the Asset Register for the financial year ended 31.3.2022

A copy of the Asset Register for the year ended 31 March 2022 had been circulated to all Members in advance of the meeting.

It was proposed by Cllr M Fance, seconded by Cllr J Messinger, and unanimously **RESOLVED** that the Asset Register totalling £617,493.50 be approved.

j) To receive and approve the Annual Accounts 2021/2022

The accounts had been emailed to all Members in advance of the meeting. The accounts had been checked and verified as accurate by the Internal Auditor during the internal audit held 17 May 2022.

It was proposed Cllr D Bird, seconded Cllr M Fance, and unanimously **RESOLVED** that the 2021/2022 accounts be approved.

k) To receive and approve the Annual Return for the year ended 31 March 2022 - Section 1 Annual Governance Statement for 2021/2022.

A copy of the Annual Return (AGAR) had been issued to all Members in advance of the meeting. The Clerk read out the governance statements to the meeting. Members responded to the governance statements as follows:

Table 3 – Section 1 of the AGAR – Annual Governance Statement

Question	Response
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes
2. We maintained an adequate system of internal control including measure designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes
3. We took all reasonable steps to assure ourselves that there were 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.	Yes
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirement of the Accounts and Audit Regulations.	Yes

Question	Response
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.	Yes
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes
8. We considered whether any litigation, liabilities or other 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.	Yes
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.	Not applicable.

It was proposed Cllr J Messenger, seconded Cllr B Nagle, and unanimously **RESOLVED** that Section 1, the Annual Governance Statement (AGAR) for 2021/2022 be approved. The Chairman and Clerk duly signed Section 1 of the AGAR.

l) To receive and approve the Annual Return for the year ended 31 March 2022 - Section 2 Accounting Statement for 2021/2022

It was proposed Cllr M Fance, seconded Cllr J Messenger, and unanimously **RESOLVED** that Section 2 of the AGAR, 'Accounting Statements for 2021/2022' be approved. This section had been signed by the Responsible Financial Officer (RFO) in advance of the meeting. The Chairman then countersigned Section 2 of the AGAR.

Appendix 5 – Section 2 of the AGAR for 2021/2022

m) Concurrent Functions Grant Aid 2023/2024

The following suggestions were put forward for consideration:

- Installation of Electric Vehicle (EV) charging points
- Trees (succession planting)
- Replacement noticeboards

The Clerk advised that quotations are required to be submitted with the grant aid applications. Applications are limited to two per year, per council. Realistically, it would not be possible to produce a business case for the installation of EV charging points within the borough council's deadline this year. Nevertheless, the Assistant Clerk is booked onto a training session regarding the installation of EV points in June.

This item to be reconsidered at the next Full Council meeting.

n) VAT return 1.10.2021 – 31.3.2022

A VAT refund of £9,178.82 is due. The VAT 126 form to be submitted to HMRC at the earliest opportunity.

o) End of Year Pension Return submitted to Surrey County Council

The end-of-year pension return had been submitted to Surrey County Council on 25 April 2022.

p) Quarterly financial check undertaken 22 April 2022

Cllr G Adam had undertaken the quarterly financial check on 22 April 2022 and had found no matters of concern.

It was proposed by Cllr G Adam, seconded by Cllr B Ahier that Cllr G Adam's report be approved and accepted.

q) Audio visual (AV) system required in Council Chamber to facilitate professional hybrid meetings

Due to the serious sound issues experienced at the hybrid Flood Forum meetings, the Clerk had obtained advice and quotations for the installation of an AV system into the Council Chamber.

Following discussion, it was agreed that the simpler solution of trialling a separate speaker be used before purchasing a full AV system.

Cllr C Riley offered to loan the Parish Council a speaker in the first instance.

r) Replacement notice boards – Fairlands and Wood Street Village Green

It was agreed that the replacement of the noticeboards would be delayed until 2023 to enable the Parish Council to submit an application for Concurrent Function Grant Aid from Guildford Borough Council.

s) Annual tree inspection - survey fee (specialist company)

It was proposed by Cllr M Fance, seconded by Cllr J Messinger, and unanimously **RESOLVED** that the cost of the annual tree inspection be approved. Total cost £1,800 & VAT.

t) KSS Air Ambulance Trust – Donation £300

A letter of thanks had been received from the KSS Air Ambulance Trust.

u) Vehicle Activated Signs (VAS)

Peter Harris the Speed Survey Technician for the Surrey Safer Camera Partnership had suggested the installation of two permanent speed signs in Perry Hill/Rickford – subject to the results of a Speed Data Survey. Surrey County Council is willing to loan two temporary VAS signs on a long-term basis, provided the Parish Council supplies the batteries.

Following discussion, it was proposed by Cllr J Messinger, seconded by Cllr B Nagle, and unanimously **RESOLVED** that a maximum budget of £5,500 be allocated towards the purchase of two permanent VAS signs, subject to evidence of a speeding issue at this location being obtained, and four new batteries for the temporary VAS signs.

At 21:45 the Chairman declared a five-minute comfort break.

The meeting reconvened at 21:50.

172-2022 - Planning Applications for consideration

Members considered the following applications:

Planning Application No: 22/P/00489 - Land to the east of Wildfields Farm, Pinks Hill, Wood Street Village, GU3 3BP - Variation of Condition 2 (plans) to allow for design changes relating to application 21/P/00594 approved 02/02/2022.

It was **RESOLVED**: leave to planners.

Planning Application No: 22/P/00573 - 8 Liddington Hall Drive, Guildford, GU3 3AF - Erection of single storey front and rear extensions.

It was **RESOLVED**: leave to planners.

Planning Application No: 22/P/00587 - 23A The Oval, Wood Street Village, Guildford, GU3 3DL - Erection of a single storey rear extension.

It was **RESOLVED**: leave to planners.

Planning Application No: 22/P/00609 - 30 Frog Grove Lane, Guildford, GU3 3EX - Single storey extensions with roof lanterns to the rear of the existing bungalow with rooms in the roof following the demolition of two existing conservatory structures.

It was **RESOLVED**: leave to planners.

Planning Application No: 22/P/00691 - 1 Fairlands Avenue, Fairlands, Guildford, GU3 3LX - Variation of condition 2 (drawings no's) re: 18/P/01839 approved 16/11/2018 to facilitate staircase to the second floor.

It was **RESOLVED**: Object on the grounds that:

- the proposals represent significant changes to the original design
- the description of the works is inconsistent with the application documents
- the proposals would be out of keeping with the local street scene.

173-2022 - Parish Representatives – Annual reports

To receive a written report from each of the Parish Representatives regarding the activities of their respective organisations.

Fairwood Helpers (Cllr B Ahier)

Fairwood helpers volunteer drivers resumed their normal activities in July 2021 after a restricted service during Covid. There was a slow start but by March 2022 numbers were much the same as pre-pandemic (some forty-two interactions per month), although the number of GP appointments had decreased, and some prescription collections had continued.

There are over sixty regular users of the scheme, and some hospital trips can be as far away as St Helier hospital (for dialysis). Other medical destinations are St Peter's, Frimley, and Farnham hospitals as well as local GP surgeries and the Jarvis Centre. Clients have also been helped to attend vaccination appointments at various locations.

The area covered by the group remains Fairlands, Wood Street, Perry Hill and Rydes Hill. There are very few requests from Broadacres. Jacobs Well residents have access to an alternative scheme but can be considered if there is an urgent need. Volunteers can be accepted from outside the area.

There are currently forty-five registered volunteers, including three new drivers.

In addition to transport services, frozen food has been delivered to clients. This is generously donated by Cook, through their kindness fund. Fairwood Helpers volunteers collect forty meals per week for distribution to clients on a Thursday. On 8th of March, the chair of Fairwood helpers, Susan Harris, invited the mayor to the Cook business premises for an official thank you event.

The existence of this food delivery service has resulted in some new elderly clients hearing about the Fairwood Helpers' service for the first time.

A special trip on Swingbridge (barge) was arranged for eleven service users in September 2021. There was also a garden centre visit in December for twelve clients.

The committee continue to meet regularly and have investigated the possible introduction of a computerised system to replace the duty book handover. Advice was taken but for the time being the traditional system will continue. Donations have been made to local charities, most recently Saint Mary's church kitchen refurbishment fund and an additional sum will be given to Woking Hospice later this year.

New publicity leaflets and business cards are being printed showing that the organisation has received the Queen's Award, and these will be available soon. The committee has links with Fairlands Patient Participation group and other regional good neighbour schemes.

I have attended committee meetings this year and arranged a guest speaker who is a social prescriber and gave additional information about services for the elderly. Committee meetings are also attended by the parish Rector. The current chairperson, Sue Harris, is seeking to step down and enquiries are being made to try to find a replacement for her.

WOOD STREET VILLAGE ASSOCIATION (Cllr P Cragg)

In Cllr P Cragg's absence, there was no report for the WSVA.

WORPLESDON PARISH CHARITIES (Cllr B Nagle)

Due to a lack of volunteers, the Worplesdon Parish Charities are asking the Charity Commission to allow St Mary's Church to administer the Parish Charities moving forward.

The Church Rector has to be the Chair of the Worplesdon Parish Charities and, therefore, amalgamating the charity with the Church, who are aware of people in need within the parish seems a sensible way forward. Many people in financial need are reluctant to come forward to ask for help, which has made the task of assisting people in financial need more difficult.

FLGCA (Cllr N Mitchell)

Working relationships with FLGCA have improved.

Worplesdon Parish Council has reported on the following issues.

- ✓ The work of the flood forum and identification of key locations in Fairlands liable to flooding and the action being taken by the statutory bodies
- ✓ The antisocial behaviour on Wood Street Green
- ✓ The new road tables on Clay Lane
- ✓ The vacancies on the Parish Council
- ✓ The award of Freeman of the Parish to Sandra Morgan

Worplesdon Parish Council has assisted the FLGCA by delivering notices on riparian rights and responsibilities to the Medical Practice and the residential property east of the entrance to the community centre.

The Meetings occur on a two monthly basis, and the agenda is flexible to allow councillors to deliver their reports before the other issues of the association.

The Parish Council has provided two waste bins, which have been installed on the playing field at strategic locations relative to the table benches, as decided by the FLGCA.

Additionally, the Parish Council has purchased a Jubilee Beacon for FLGCA to commemorate the Platinum Jubilee. It would be appreciated if a councillor could attend the lighting of the beacon.

Key issues that the FLGCA have addressed during the year are: the water damage to the hall floor; protection against Unauthorised Encampment; and litter bin locations around the playing field.

The FLGCA is also finding it difficult to recruit volunteers for various positions within the management of the associations.

SALC

Dr Paul Cragg stood down as the Vice Chair of SALC.

Farnham Town Council were awarded Council of the Year in a national competition.

The Annual Meeting and Autumn Conference on 12 October 2021 at the Cranleigh Art Centre was a full day and was the first in-person meeting of the association, following the raising of Covid restrictions. Not all parish, town or district councils attended the meeting, which is disappointing.

Surrey Police gave a presentation following which there were presentations about the climate emergency and two further presentations in the afternoon by Surrey County Council. Taking each presentation in the order of the agenda

Surrey Police

Chief Inspector Michael Hodder (Roads Policing Unit) and Inspector Sam Adcock (Waverley Borough Commander) gave this presentation.

Surrey has a population of 1.2 million people and total of 1,600 officers working through 3 shifts per day, the key point here was that there is a limited resource available to the residents of Surrey.

After presenting facts and figures on the numbers of 999 and 101 calls (136,000 999 calls which are answered within 10 seconds, 330,000 calls to 101 answered within 3 minutes). In addition to officers on the beat, there is a considerable backroom staff dedicated to administration, social media, email, and Live Chat.

Surrey and Sussex are an integrated unit with respect to traffic management of the major roads in the area with a total of 60 officers active across the two counties.

We were advised that in 2020, there were 19 fatalities on the roads in Surrey, and up to September 2021 there had been 23 fatalities, suggesting that since raising of lockdown people are becoming less careful in their driving habits. We were also advised that a new Casualty Reduction Officer is expected to be in place by May 2022.

E-Scooters are not illegal to own, however they are illegal to be used on pavements or roads. They should be registered and have insurance as a minimum, as they are a powered vehicle.

The police presentation always receives a good reception at the Conference.

Climate Emergency

This presentation was by delivered by Steve Tilbury. Zero carbon by 2050 will cost the UK £1.5tn. Air quality and biodiversity are a matter at a local level.

What can we do to make a difference?

- Move around without a car
- Install solar panels
- Air Source Heat Pumps
- Wind farms or solar farms

This was very interesting presentation and had a simple message which was - don't try to solve the whole problem, solve your own local issues.

An example of the way change can be made was from Winchester. An old redundant railway viaduct that would have cost £1m to demolish and had associated annual maintenance costs, had no purpose for the residents of Winchester. However, Winchester were considering a pedestrian and cycling route from a park and ride location. The viaduct proved the best route into the city, so it was repaired and upgraded for its new purpose and is now part of the carbon free route into Winchester, a saving of both landfill and carbon emissions to the city.

In conclusion, we at WPC are carrying out, wherever possible, good practice towards carbon reduction.

The presentation was curtailed as the Surrey Police presentation had taken longer than programmed.

Surrey County Council

In the afternoon, there were two presentations the first by Katie Stewart (Executive Director for Environment, Transport, and Infrastructure) and Michael Coughlin (Deputy Chief Executive).

SCC are investigating working differently with a focus on delivery.

They are investigating Community Energy Pathways through renewable energy and increasing Electric Vehicle (EV) provision, but there are limitations because of National Policy.

They want to improve Public Transport through the initiative of Bus Back Better, for which there is a £3bn national allowance. There is only 65% of pre-Covid usage of public transport.

The closure of Aviva buses in Guildford was raised and it was quoted as being critical for Guildford in the view of the County Council.

WORPLESDON FLOOD FORUM (Cllr N Mitchell)

Three meetings have taken place in the last year:

- A walkabout on 27 August 2021 around the proposed Blackwell Farm development
- Flood Forum Meeting on 5 November 2021
- Forum Meeting on 25 February 2022

Walkabout 27 August 2021

The purpose of the walkabout was to visit various locations and to consider the potential impact the proposed development of Blackwell Farm may have on the existing communities, including Wood Street Village, Fairlands, and Blanketmill Farm, Rickford.

The locations visited were:

- Pinks Hill Farm
- The stream behind Applegarth Avenue – this stream feeds the hydrology on Whitmoor Common
- Tributary Blackwell Farm – this watercourse feeds into the Hoe Stream and impact onto Blackwell Farm
- The grille at Wildfield Close
- The grille at Baird Drive, The Oval
- Wood Street Village Pond
- The grille at Oak Hill

The key issue that was stressed to our MP (Mrs Angela Richardson) and University of Surrey was that a housing development has impacts outside of the construction area and is not an island unto itself.

After the walkabout a six-page paper was produced by the Parish Council recording the observations from the various sites and circulated to the attendees and is available for councillors.

Flood Forum 5 November 2021

This was a hybrid meeting at the Parish Office and was well attended both in the conference room and remotely using Zoom. However, there were issues with the audio-visual equipment which was giving feedback and loss of verbal interaction with the remote users.

A comprehensive report agenda was prepared in advance of the meeting and used on the AV equipment for reference. Pictures and maps gave good evidence of the flooding at the locations under review.

There was considerable input from residents on the issue of flooding in their locations.

A two-hour meeting is insufficient to address all the issues in the parish, however a longer meeting would not be as efficient.

Minutes of the meeting are published on the Parish Council's website.

Flood Forum Meeting 25 February 2022

As with the meeting on 5 November 2021 this was a hybrid meeting in the Parish Office, and similar issues with the audio-visual equipment occurred.

Once again, the agenda was used as a visual guidance for the meeting.

Additional meetings were identified from the agenda which will be further investigated during June and July. The first at St Mary's on 10 June to address the blocking of surface water drains and flooding of the Worplesdon Road, and the second a walkabout on 1 July through Perry Hill from Holly Lane roundabout down through Rickford to Christmas bakery.

Minutes of the meeting are available on the Parish Council's website.

174-2022 - Deployment of the Community SpeedWatch (CSW) (Cllr N Mitchell)

Firstly, huge thanks to Bill and Gill Ibbs, and Rupert Baker - residents who help out at deployments, giving their time freely for the benefit of the parish.

Also, I'd like to thank Cllrs Brigitte Ahier, Martin Fance and Terry Wright for their assistance at deployments. I would also point out that without the assistance of the Assistant Clerk Victoria Fear entering the deployment schedule onto the website no deployments would be possible.

Since April 2021 we have deployed a total of 47 times and have noted a total of 10,835 vehicles passing through the deployment locations and a total of 343 vehicles exceeding the notification speeds. I do have a schedule showing the number of deployments at each location and the percentages of excess speed.

During 2021, there were 31 deployments and so far, this year 16.

On average there have been 3% vehicles do exceed the notification speed, however there are two locations where the average is more than double the above, and one location where there are minimal offences.

The maximum speed that has been noted during the deployment is 55mph which has been noted on two occasions. We are expecting notification this month from Surrey Police of the new Casualty Reduction Officer whom we hopefully we see on deployments in the near future.

We are also investigating replacement equipment for the ageing kit that we currently use. This is not as simple as might first appear as the new equipment needs to be approved by Surrey Police and available from manufacturers.

175-2022 - Unauthorised Encampment – Annual Inspection Review

Carried out by Cllr J Messinger and Cllr N Mitchell on Monday 9 May 2022.

Note: A small incursion of 6 vehicles and caravans would require an area of 200m² of land for parking and access.
Date of Inspection 9 May 2022 by Councillors Messinger and Mitchell

Location	Comment
Nevins Copse	<ul style="list-style-type: none">• No action required as the likelihood of incursion is low due to location and access• Encampment identified and action taken to remove• A barrier to the common has been installed by SWT• A gate has been reinstated by Cheesman's to their property• Both of these actions are additional protection to the copse• Vehicle incursion – Probability Low• Pedestrian incursion – Probability High
Jacobs Well Recreation Ground	<ul style="list-style-type: none">• Site secured by a height barrier and ditch which restrict access.• Incursion unlikely due to location and access route.• No change from the last report• Probability - Low
Jacobs Well Playground	<ul style="list-style-type: none">• Unlikely to be viewed as a possible location for caravan• Insufficient area based on the note above• Probability - Low
Harry's Meadow	<ul style="list-style-type: none">• Site secured by a combination of padlocked gates, height barriers and kerbs. Gates and padlocks checked• This site has been inspected by Travellers during previous years• Open mesh has been placed behind the gate at the southern end of the meadow• Debris in ditch between the well and the timber post and rail fence plus dense vegetation on both sides of the fence is likely to deter access• Probability - Medium
Pitch Place Green	<ul style="list-style-type: none">• Secured by security gate, drop bollards and concrete filled metal posts.• Ground condition - Good• Probability - Low
Perry Hill Green	<ul style="list-style-type: none">• Incursion possible, levels across the green fall to southwest corner

Location	Comment
	<ul style="list-style-type: none"> • Ground condition - Good • Probability - Low
Coombe Lane	<ul style="list-style-type: none"> • Insufficient space based on above note • Ground condition – cut grass, tree bollards and thick ground cover • Ground Condition - Good • Probability - Low
Wood Street Village Green	<ul style="list-style-type: none"> • No protection as agreed with local parishioners' • Ground Condition - Good • Probability – Medium/low because of being overseen from multiple positions • <i>Local Councillors should be aware of the wording of the notice to be given to Travellers on arrival.</i>
Wood Street Community Car Park	<ul style="list-style-type: none"> • Protection in place • Incursion unlikely • Probability - Low
Wood Street Green – Triangular section	<ul style="list-style-type: none"> • No protection as agreed with local parishioners' • Timber posts have been replaced, and these restrict the access from Pound Lane. • <i>Note for May fare and WSV Horticultural Society show. Road to the side of the triangle in poor condition</i> • SCC have offered to install concrete barriers in 2020 which was rejected by the local residents. SCC may be reluctant to help promptly with future incursions. • Ground conditions – Good with large areas of tall grass and plants for biodiversity • Probability - High
Wood Street Cricket Ground	<ul style="list-style-type: none"> • Incursion possible but limited to the car park area outside of the cricket ground. • Access road in poor condition • Probability - Low
Fairlands Playground	<ul style="list-style-type: none"> • Unlikely to be viewed as a possible location for caravan • Available space less than the area in the note above • FLGCA have installed a 2.1m high barrier at the side of the building and two large logs where the trees have been cut down, • Probability - Low
Worplesdon Memorial Hall Playground	<ul style="list-style-type: none"> • Unlikely to be viewed as a possible location for caravan • Available space less than the area in the note above • Protection from the height barrier installed by WPC and gifted to Memorial Hall Trustees. • Probability - Low

Note: The WPC notification signs at the Wood Street Community Car Park need to be reinstated to include the correct email address. It is understood that this change is in hand.

176-2022 - Appointment of Parish Representatives (2022/2023)

The following appointments were made for the municipal year 2022/2023.

Organisation	Appointed representative
Fairwood Helpers	Cllr B Ahier
JWRA - Jacobs Well Residents' Association	Cllr M Price
FLGCA - Fairlands, Liddington Hall and Gravetts Lane Community Association	Cllr N Mitchell
SALC - Surrey Association of Local Councils	Cllr N Mitchell
Worplesdon Flood Forum	Cllr N Mitchell
Worplesdon Parish Charities	Cllr B Nagle
WSVA - Wood Street Village Association.	Cllr P Cragg

177-2022 - To fix the dates and times of the Full Council and Committee Meetings 2023

It was proposed by Cllr M Fance, seconded by Cllr D Bird, and unanimously **RESOLVED** the Schedule of Meetings for 2023 be approved. The requirements for the 2023 Elections having been taken into account.

Appendix 6 – Schedule of meetings for 2023

178-2022 - To appoint a councillor, or two, to undertake the quarterly financial checks in accordance with Financial Regulations

It was agreed that Cllr G Adam be appointed to undertake the quarterly financial checks. Cllr D Bird to be a substitute.

179-2022 - Worplesdon Primary School/Wood Street Village Infant School – [Proposed Joint Federation](#)

Mrs Fear gave a brief synopsis of the proposal for the two schools to become a Joint Federation.

Members considered the proposal, following which it was proposed by Cllr B Ahier, seconded by Cllr B Nagle, and unanimously **RESOLVED** that the Parish Council respond to the public consultation as follows:

- Worplesdon Parish Council is not aware of any concerns regarding the Joint Federation between Worplesdon Primary School and Wood Street Infant School and therefore has no objections to this proposal.

180-2022 - Worplesdon Parish Council official sponsors of this year's Challengers' Jazz Festival

Due to the Parish Council's ongoing support of this excellent local charity, Worplesdon Parish Council has been asked to be an official sponsor of this year's Jazz Festival on Wood Street Village Green.

There is no additional cost, and the benefits will include the following:

- An invitation to one of their annual Business Club events
- The Worplesdon Parish Council Logo on their e-tickets
- Space for our presence on the day, including a small, branded gazebo/stall to either advertise our work or for our guests to sit under
- 8 free tickets to the Jazz Festival (worth £20 each)
- They will promote our support on email marketing (to over 3,000 of their supporters) and on social media.
- Sponsors will be included in published articles pre and post the event in Village and Parish Magazines.
- A page in their Jazz Festival programme

It was agreed that the following Members/staff would attend the event, with a view to further raising the profile of the Parish Council:

- Cllr N Mitchell
- Cllr T Wright
- Cllr T Webber

- Cllr C Riley
- Cllr P Cragg
- The Clerk
- The Assistant Clerk

181-2022 - Clerk's Report

a) Reading books for Rydes Hill School, Wood Street Infant School, and Worplesdon Primary School (Platinum Jubilee commemorations)

The books have been ordered and book plates created to go into each book. The books are to be delivered to each of the schools at the earliest opportunity.

b) Tree guards for Perry Hill Green and Pitch Place Green

The metal $\frac{3}{4}$ guards have been ordered and the two tree guards at Perry Hill Green will be installed as soon as the Head Groundsman has time.

182-2022 - Chairman's Report

The Chairman had nothing to report.

183-2022 - Items for information:

- a) Community Speed Watch** - Advice regarding new equipment awaited from Surrey Police.
- b) Anti-social behaviour Wood Street Village Green** – Site meeting to be held Monday 20 June at 19:15

184-2022 - Items for inclusion on future agendas

- a) Future delivery of the parish newsletter/flyers**
- b) Heritage Trail** – Progress report from Cllr B Ahier and Cllr J Messinger.

185-2022 - Date of next Full Council meeting – Thursday 30 June 2022 - 19:30.

Meeting close: 22:27

Signed:

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Chairman, Worplesdon Parish Council

Date: 30 June 2022