

YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MINUTES
Wednesday 15 June 2022
Yarnfield Park Conference Centre

Present (for all or part of the meeting): -

Councillors:

David Beeston	Brian Eyre
Malcolm Beeston	Stella Hughes
Frank Cromey	Sally Parkin (Chairperson)

Officer in attendance: John Fraser, Clerk to the Parish Council

Also in attendance: Cllr R James (Stafford Borough Council)

Public at the meeting: 2

Apologies for Absence

22-253 Apologies were received from – Cllr J Pert (Staffordshire County Council)

Declaration of Interest

22-254 Nil

At the request of Cllr Parkin, and with the agreement of the meeting, agenda item 12, was brought forward on the agenda.

Internal audit and Annual Governance Return 2021-22

22-255 The internal audit, which was undertaken by Black Rose Solutions Ltd, was completed on 30th May 2022. The internal auditor has not identified any significant concerns.

22-256 Copies of the internal audit report and AGAR documents circulated at the meeting are attached at Appendix 1.

22-257 The 30 day period during which the public may examine the accounts and raise issues of concern with the external auditor will run from 17 June 2022 – 28 July 2022.

22-258 **Resolution:** It was resolved that:

- i. The Chairperson and Clerk sign the AGAR Section 1;
- ii. The Chairperson and Responsible Finance Officer sign the AGAR Section 2;
- iii. The dates for the exercise of Public Rights are noted;
- iv. The annual return is sent to the external auditor.

Public Question Time

22-259 Nil

Minutes of the Annual Parish Council meeting held on 30 May 2022

22-260 **Resolution:** It was resolved that the minutes of the Annual Meeting of the Parish Council held on 30 May 2022 were approved as a correct record of the meeting.

Minutes of the Parish Council meeting held on 30 May 2022

22-261 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 30 May 2022 were approved as a correct record of the meeting.

Update on Actions – posted on the parish council website.

22-262 The Update of Actions Report, posted on the parish council website, was noted.

22-263 A report to be brought to the next meeting of the parish council to review and consolidate outstanding actions.

Annual Parish Assembly

22-264 The Annual Parish Assembly was held on the 30 May 2022; 26 people including councillors were in attendance. Details of the areas of discussion are set out in Appendix 2.

22-265 **Resolutions:** It was resolved that:

- i. The notes of the Annual Parish Assembly were noted;
- ii. Work is done to establish a group to approach Stonegate Group with a view to agreeing how the pub can be permanently reopened.
- iii. Work is undertaken to register the Labour in Vain as a community asset with Stafford Borough Council.

Community Engagement Worker

22-266 The April 2022 meeting resolved that “the Clerk work with Support Staffordshire to develop a scheme that is beneficial to the parish council, up to a limit of £2,000.”

22-267 It is now clear from discussions with Support Staffordshire that the cost of the project will be in the region of £12,000; requiring a match funded cost of £6,000 from the parish council

22-268 A 12 month project could be funded over two financial years of £2,000 each year, however this would still leave a short fall of £2,000.

22-269 An application could be made to the National Lotteries small grants fund to help fund the project.

22-270 An agreement has been reached with the Yarnfield Park Conference Centre to allow the community support worker to use the centre as a base.

22-271 **Resolution:** It was resolved that an application is made to the National Lotteries to support the cost of the project.

Queen’s Platinum Jubilee

22-272 The jubilee events arranged by the Parish Council, Fete Committee and Village Hall Committee were extremely well attended and proved to be a great success.

- 22-273 The history talk, held in the village hall, was over subscribed and arrangements are being made to hold a second event.
- 22-274 The combined events raised £1,116 after all expenses had been paid.
- 22-275 With the agreement of the Fete Committee and Village Hall Committee the money raised will be distributed to Katharine House Hospice, Dougie Mac Hospice and the village PTA.
- 22-276 The Parish Council received a donation of £100 from the Bakers Food and Allied Workers Union which will be donated to the charities.

	£
Friends of Springfield School (PTA)	85.00
Dougie Mac Hospice	375.00
Katharine House Hospice	375.00
Community Action Group – defibrillator fund	181.00
	1,016.00

- 22-277 A proposal has been made, building on the success of the Queen’s Platinum Jubilee events, to invite the Fete Committee to become part of the Parish Council as a newly formed events committee.

22-278 **Resolution:** It was resolved that:

- i. Donations are made to;
 - a. The Dougie Mac Hospice £375.00
 - b. Katharine House Hospice £375.00
 - c. Friends of Springfields School PTA £85.00
- ii. A meeting is arranged with the members of the Fete committee to confirm the arrangements for the transfer of the work of the Fete committee to the parish council.
- iii. A second History Talk is organised for later in the year

Minutes of the Community Action Group

- 22-279 The minutes of the Community Action Group, set out in Appendix 3, held on 19 April 2022 were received.

Parish Clerk’s report

Budgets

- 22-280 Schedule of invoices awaiting payment since the last meeting = £2,471.11
- 22-281 Current Account bank reconciliation on 15 June 2022 = £19,252.87
- 22-282 Reserve Account bank reconciliation on 30 May 2022 = £6,001.99
- 22-283 **Resolution:** It was resolved that the schedule of payment for the period 1 – 15 June 22 set out in Appendix 4 is approved.

Correspondence

- 22-284 The Notice of Casual Vacancy has been published on the notice boards and parish council website.

- 22-285 A request has been received to reimburse the cost of a phone call to the company responsible for the Network Plus traffic management to report a fault with the operation of the lights.
- 22-286 **Resolution:** It was resolved that:
- i. The payment is made;
 - ii. Network Plus and the Staffordshire County Council are contacted to express the parish council's concern about the use of a premium phone number to report defects with the traffic management lights.
- 22-287 A letter from a young resident has been received raising concern about litter in the parish. The letter included two posters and asked that they are placed on the parish council notice boards.
- 22-288 **Resolution:** It was resolved that a letter of thanks is sent and that the notices are displayed on the parish council notice boards.
- 22-289 PCSO report – previously circulated. An invitation has been made to the PCSOs who have given a commitment to attend the next meeting of the parish council if their shift pattern permits.

Repeat payments

- 22-290 The Council's Financial Regulation allow the Council to draw up a list of payments which arise on a regular basis. These payments can be approved annually thereby removing the need to delay payment until after a parish council meeting.
- 22-291 Payments managed in this way can include any continuing contractual payments, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE) and regular maintenance contracts.
- 22-292 **Resolution:** It was resolved that the repeat payments set out in Appendix 5 are approved provided the value of each payment does not exceed the approved value or the budget line for the work.

General Powers of Competence

- 22-293 The Localism Act 2011 provides for parish councils the ability to exercise a 'general power of competence' (GPC). The GPC is a very broad ranging power which will allow a parish council to do anything which an individual of full capacity could do unless it is prohibited by statute.
- 22-294 Eligible parish councils must resolve at a meeting of the council and each subsequent annual meeting that it meets the eligibility criteria:
- i. Two-thirds of the councillors must have been elected to the council;
 - ii. The clerk must hold a qualification such as the Certificate in Local Council Administration;
- 22-295 The parish council meets these criteria and as such now has the opportunity to resolve to use this general power of competence
- 22-296 **Resolution:** It was resolved that the criteria for eligibility relating to the electoral mandate and relevant training of the clerk have been met and the council is therefore eligible to adopt the General Powers of Competence.

Community Speed Watch Report

22-297 Elan City camera report:

Report period	9 March 2022 – 15 June 2022			
↓ = better than last report	↑ = Worse than last report		↔ no significant change	
Direction	Towards Stone		Toward Cold Meece	
Average speed	21.1 mph	↓	21.38 mph	↓
Maximum speed	82 mph	↑	49 mph	↑
Date and time of maximum speed	Monday 11 April 8 09 am		Sunday 17 April 5 47 pm	
Vehicle count	78,117		60,933	
Daily average	789	↔	615	↓

22-298 After a long period of inactivity, due in part to Covid-19, the parish's Community Speed Watch group is now able to get back to more normal operation.

22-299 Contact has been made with the group to reform and agree a timetable for monitoring traffic speed in the parish.

22-300 **Resolution:** It was resolved that:

- i. The high speeds being recorded by the Elan City camera are reported to the Staffordshire Road Policing Unit with a request that they carry out enforcement work on Yarnfield Lane;
- ii. An approach will be made to the Staffordshire Community Speed Watch coordinator to establish whether members of the local group will require refresher training.

Planning – to consider any planning applications in the parish

22/35524/FUL - 4 North Road, Cold Meece, Stone

22-301 The building currently consists of 2 apartments. This is to be sub-divided without any additional floor space being created, to form three apartments.

22-302 The layout will be very similar to the existing layout. Minor alterations internally to form the additional apartment by the bricking up of two internal doors. No external alterations are required. There is adequate space for parking to accommodate the formation of an additional dwelling.

~~22-237~~ **Resolution:** It was resolved that the following comment is submitted:

303

- i. The application to form three apartments will support the housing needs survey commissioned by the Parish Council in 2021 which identified the need for a greater number of smaller housing in the parish.
- ii. The Parish Council is concerned about the intensification in the use of the site which will result in greater use of the access onto Meece

Road but will be guided by the views of the Highway Authority on this issue.

Date and time of next meeting

~~22-238~~ 13th July 2022 at 7.30pm
304



Signed
Chairperson of the Parish Council
Date: 13th July 2022

Meeting closed 9:06pm

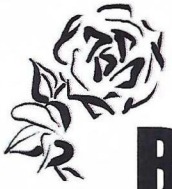
Yarnfield and Cold Meece Parish Council

Annual Governance and Accountability Return 2021/22

AGAR Part 3 evidence

1. Internal Audit
 - a. Conclusions of Internal Audit letter
 - b. Annual Internal Audit Report
2. Annual Governance Statement (Section 1)
3. Accounting Statement (Section 2)
4. Blank external Audit Report (Section 3)
5. Bank reconciliation
6. Analysis of any significant year on year variances
7. Details of Actions Taken following internal and external audit reports
8. Confirmation regarding the exercise of public rights
9. Confirmation of Contact details

John Fraser
Parish Clerk
16 June 2022



Black Rose Solutions Limited

74 Leacroft Road
Penkridge
Staffs
ST19 5BU

0781 321 7576

sandie.morris@blackrosesolutions.co.uk

30th May 2022

Dear John,

Yarnfield Parish Council - Internal Audit 2021/22

I confirm that I have carried out an examination of your accounts and procedures, in accordance with the requirements of the Accounts and Audit Regulations 2015.

I can state that I have no significant concerns about your internal control procedures (any minor observations are detailed in attached report.) I found no material errors, omissions or irregularities in your financial records.

I would also confirm that I am totally independent of your Council and have no contact, at any level, with any Member, employee or supplier.

Your sincerely,

Mrs Sandra Morris ACMA

Black Rose Solutions Ltd

Internal Audit - Report

Name of Council

Yarnfield and Cold Meece Parish Council

Date of Audit

26/05/2022

Annual Return - Internal Control Objectives

A. Appropriate accounting records have been properly kept throughout the financial year.	YES
Is the cashbook maintained and up to date?	yes
Is the cashbook arithmetic correct?	yes
Is the cashbook regularly balanced?	yes
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES
Are payments supported by invoices?	yes
Is all expenditure approved?	yes
Is VAT appropriately accounted for?	yes
Does the Council hold Power of Competence?	no
If not, does the council monitor s137 expenditure against limit?	yes
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES
Does a review of the minutes identify any unusual financial activity?	no
Do minutes record the council carrying out an annual risk assessment?	2/21 & 5/22
Is Insurance cover appropriate and adequate?	yes
Are internal financial controls documented and regularly reviewed?	yes
Date of review/update Financial Regs	u4/21
Date of review/update Standing Orders	u4/21
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES
Has the council prepared an annual budget in support of its precept?	yes
Is actual expenditure against the budget regularly reported to the council?	yes
Are there any significant unexplained variances from budget?	no
Are reserves appropriate?	yes
The council has reserves of £19984, of which £4000 are earmarked. This leaves general reserves at around 7 months of expenditure. This is within guidelines (3-12 months).	

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES
Is income properly recorded and promptly banked?	yes
Does the precept recorded agree to the Council Tax authority's notification?	yes
Are security controls over cash and near-cash adequate and effective?	yes
Is the council VAT registered?	no
Are returns submitted in a timely manner.	yes
Is VAT reclaimed on exempt business activities reviewed and considered insignificant?	n/a
Are receipts for business activities within the registration threshold?	yes
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/a
Is all petty cash spent recorded and supported by VAT invoices/receipts?	
Is petty cash expenditure reported to each council meeting?	
Is petty cash reimbursement carried out regularly?	
No petty cash held	
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	YES
Do all employees have contracts or employment with clear terms and conditions?	yes
Do salaries paid agree with those approved by the council?	yes
Are other payments to employees reasonable and approved by the council?	yes
Have PAYE/NIC been properly operated by the council as an employer?	yes
Does line 4 include only Salary, NI & Pension	yes
H. Asset and investments registers were complete and accurate and properly maintained.	YES
Does the council maintain a register of all material assets owned or in its care?	yes
Are the assets and investments registers up to date?	yes
Do asset insurance valuations agree with those in the asset register?	yes
I. Periodic and year-end bank account reconciliations were properly carried out.	YES
Is there a bank reconciliation for each account?	yes
Is a bank reconciliation carried out regularly and in a timely fashion and approved by council?	yes
Are there any unexplained balancing entries in any reconciliation?	no
Is the value of investments held summarised on the reconciliation?	n/a

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	yes
Are year end accounts prepared on the correct accounting basis (receipts	R&P
Are debtors and creditors properly recorded?	n/a
Do accounts agree with the cashbook?	yes
Is there an audit trail from underlying financial records to the accounts?	yes

K. If the authority certified itself as exempt from a limited assurance review, it met the exemption criteria and correctly certified itself exempt	n/a
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L. The authority publishes information on a website/webpage up to date at the time of the internal audit in accordance with any relevant Transparency Code requirements	YES
Transparency Code for Smaller Councils (income/expenditure under £25k)	
All items of expenditure above £100	yes
End of Year Accounts	yes
Annual Governance Statement	yes
Internal Audit Report	yes
List of Councillor or member responsibilities	yes
Location of public land and building assets	yes
Minutes, Agendas and papers of formal meetings	yes
Transparency Code for Larger Authorities (income/expenditure >£200k)	
Quarterly:-	
All items of expenditure above £500	yes
Government Procurement Card transactions	n/a
Procurement information (initiations to tender > £5k)	n/a
Annually:-	
local authority land	yes
social housing assets	n/a
grants to voluntary, community and social enterprise organisations	yes
organisation chart	n/a
trade union facility time	n/a
parking account	n/a
parking spaces	n/a
senior salaries (>£50k)	n/a
constitution (standing orders)	yes
pay multiple	n/a
social housing fraud	n/a
One off:-	
Waste contracts	n/a
The council falls between the small and large authority thresholds for Transparency requirements so the code is advisory and considered best practice. A later briefing paper states that the government expects that medium councils will follow the guidance.	

M. 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. (Evidenced by website or minutes)		YES
Publication Date	10/05/2022	
Date from	11/05/2022	
Date to	22/06/2022	
N. The authority has complied with the publication requirements for 2020/21 AGAR.		YES
Notice of Period for Exercise of Electors Rights	yes	
Section 1 Annual Governance Statement	yes	
Section 2 Accounting Statements	yes	
Notice of Conclusion of Audit	yes	
Section 3 External Audit Report & Certificate	yes	
Internal Audit Report	yes	
O. Trust funds (including charitable) – The council met its responsibilities as a trustee.		N/a

Annual Internal Audit Report 2021/22

Yarnfield and Cold Meece Parish Council

ENTER PUBLICITY WEBSITE ADDRESS www.ycm-pc.org.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. NO PETTY CASH HELD			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 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")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

26/05/2022

Name of person who carried out the internal audit

SANDRA MORRIS ACMA

Signature of person who carried out the internal audit



Date

30/05/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Yarnfield and Cold Meece Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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>
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>
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>
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>
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>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<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>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

15 June 2022

and recorded as minute reference:

22 - 258 (i)

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

Chairman

Sally Paine

Clerk

JR Jones

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Section 2 – Accounting Statements 2021/22 for

Yarnfield and Cold Meece Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	4,285	11,067	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	24,840	25,194	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	2,712	10,095	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	8,052	8,918	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	12,718	17,454	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	11,067	19,984	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	11,067	19,984	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	72,105	72,472	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

J. Fraser

15 June 2022

Date

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

15 June 2022

as recorded in minute reference:

22-258(ii)

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

Sally Pan

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

Yarnfield and Cold Meece Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Yarnfield and Cold Meece Parish Council - Bank reconciliation
Financial year ending 31 March 2022

Prepared by John Fraser: Parish Clerk

Date: 05/04/2022

Balance per bank statements as @ 31 March 2022		£	£
Current account		20,566.18	
Reserve Account		4,001.35	
Other accounts - if any		-	
Petty cash float (if applicable)		-	
			24,567.53
Less: any un-presented cheques @ 31 March 2022			
Cheque number	Detail		
104	Mrs Parkin	Christmas lunch - refund	34.00
121	Notice Board Co Ltd (Cumbria)	Notice Boards	2,667.60
122	Support Staffordshire	Safeguarding training	160.00
123	Staffordshire Wildlife Trust	SER - Plan evidence	600.00
124	Urban Vision	Neighbourhood plan	945.00
125	AED Dotate	Defibrillator pads	46.79
126	Eddy's Building Services	Bench installation	130.00
			4,583.39
Plus un-banked cash @ 31/03/22			-
Net balances as @ 31/03/22			19,984.14

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK

Opening Balance @ 1 April 2021			
Cashbook		7,066.45	
Reserve Account		4,000.96	
Precept		25,193.74	
General Credits and grants		10,095.40	
			46,356.55
Less: Payments in the year			
Salary and PAYE		8,918.01	
Other payments		17,454.40	
			26,372.41
Closing balance per cash book [receipts and payments book] as at 31 March 2022 (must equal net balances above)			19,984.14

* **Note:** Long-term investments should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They must be shown in Section 2, Box 9 and recorded in the asset and investment register.

This reconciliation must include **all** bank and building society accounts and other short-term investments*. It **must** agree to Box 8 in the column headed "Year ending 31 March 2020" in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis.

Explanation of significant variances in the accounting statements
Yarnfield and Cold Meece Parish Council

	2020-21	2021-22	Variance	Detailed explanation of variance	
	£	£	(+/-)		
Box 2 - Precept	24,840	25,194	1.42%	-	
Box 3 - Other Income	2,712	10,095	272.25%	The parish council received 4 donations from residents and charities	2569.5
				Neighbourhood planning grant	1435
				Severn Trent payment for repair to the village green	2580
				VAT refund (£554 in 2020/21)	1579.49
					<u>8163.99</u>
Box 4 - Staff costs	8,052	8,918	10.76%	The payment of the parish clerk's salary has been moved from being paid in arrears. This resulted in 13 payments during the year. This anomilie will not recur in future years.	
Box 5 - Loan interest/capital	-	-	-	-	
Box 6 - Other payments	12,718	17,454	37.24%	The increase in other payments results from the 2020/21 work programme set by the council.	2020-21 2021-22
				Grass cutting - increased cutting arrangements	5,902 6,714
				Purchase of three parish notice boards	2,668
				Neighbourhood Plan - evidence from Staffs Wildlife Trust	600
				Neighbourhood plan - consultancy	945
					<u>5,902 10,927</u>

Explanation of significant variances in the accounting statements
Yarnfield and Cold Meece Parish Council

	2020-21	2021-22	Variance	Detailed explanation of variance	
	£	£	(+/-)		
Box 7 - Balances	11,067	12,918	16.72%	In 2020/21 a significant highway project with the County Council was delayed because of issues cause by the Covid-19 pandemic.	4,000
Box 8 - Total value of cash and short term investments	11,067	19,984	80.57%	See Box 7 response	
Box 9 - Fixed assets & long term assets	72,105	72,472	0.51%	-	
Box 10 - Total Borrowing	-	-	-	-	

John Fraser
Parish Clerk
12-Jun-22

Yarnfield and Cold Meece Parish Council

Details of Actions Taken

Accounts for the year ended 31st March 2022

Details of action taken in response to recommendations made by the external auditor following the 2020/21 audit.

Recommendation - In future the Council should ensure the Annual Governance and Accountability Return is accurate and complete.

- Understanding of completion and administration of the AGAR 3 revisited with particular reference to the Practitioners Guide.
- Review of significant variances now incorporates a check to confirm whether any figures should be restated.
- Clerk completed CILCA qualification.

John Fraser
Parish Clerk
12 June 2022

Confirmation regarding the exercise of public rights

Parish Council name: **Yarnfield and Cold Meece**

The Parish Council must inform the electorate of an exact 30 working day period during which public rights may be exercised. This is inclusive of the start and finish dates.

The inspection period **must** commence no later than 1 July 2022.

The elector's rights must start EXACTLY one day after the annual return has been published on your website (or other free to access website used by the Council) with the statutory notice at Attachment 3.2. Publication of the annual return must be as soon as practical after the unaudited annual return has been approved by the Parish Council.

Working days are defined as Monday – Friday. They do not include Saturdays, Sundays and Bank holidays.

The inspection period commences on: **17 June 2022**

And ends on: **28 July 2022**



Signed:

Date: 15 June 2022

Position held: Parish Clerk

Yarnfield and Cold Meece Parish Council

Confirmation of contact details

Clerk's name: John Fraser	RFO's name (if not clerk)	Chair's name: Cllr Sally Parkin
Clerk working hours: - Variable - No fixed hours set	RFO working hours (if not clerk):	
Parish Council registered address: 5 De Havilland Drive Yarnfield Staffordshire ST15 0SX	Parish Council registered address:	Chair contact address: 6 De Havilland Drive Yarnfield Staffordshire ST15 0SX
Telephone: Primary contact number: 07546 456771 Mobile/Alternative number: 01785 760829	Telephone: Primary contact number: Mobile/Alternative number:	Telephone: Primary contact number: 01785 761553 Mobile/Alternative number: 07528 838482
Generic e-mail address for the Authority ycmclerk@gmail.com		

Annual Parish Assembly

1 Topic areas discussed:

a) Physical State of the Parish

- State of the pavements; older parts of the village, risk of falling and subsequent harm.
- Hedges
 - o overgrown and restricting use of pavements for all users, wheelchair users and push chairs.
- Public footpaths
 - o Maintenance
 - o Promotions
 - o Walks around the parish
 - o Set up group of volunteers
 - o Survey of stiles -> report to Rights of Way

a) Community

- 2 halves of Yarnfield Village
- Cold Meece; still seem as a separate community
- If people don't get involved with events should we be asking what they would like to see happening?
 - o How do we bring People together?
 - o How do we engage with young people and families?
 - o Always need better communication
 - o Are we asking the right questions?
- Community Engagement Officer

b) Communication

- o Need to use multiple channels for communication
- o Too many different places to look
 - Parish Council
 - Village Hall
 - Yarnfield and Swynnerton News
 - etc

c) The pub

- o This could be the hub for the village
- o Is this a role of the Parish Council to be involved with? (Mixed response)
- o Community Pub
 - Viable business model
 - Would need funding
 - Would need to form a group of people with skills and enthusiasm to make it happen
 - Would Stonegate sell?
 - Possible Asset of Community Value
- o Labour in Vain – possible Asset of community Value application - <https://www.staffordbc.gov.uk/assetscommunityvalue>

HS2

- Parish Council is working with HS2 and contractors to improved communication for residents
- Need to deliver on the cycle route provision between Yarnfield and Stone

YARNFIELD AND COLD MEECE PARISH COUNCIL

Community Action Group Committee

Minutes of the meeting held on Tuesday, 19th April, 2022 at 7.30pm in Yarnfield Village Hall.

PRESENT: Councillor Stella Hughes (chair), Mrs Margaret Broader, Mrs Tina Collins, Mr Stan Collins, Mr John Smee, Mrs Linda Eyre, Councillor Frank Cromey.

CAG 22-26 APOLOGIES: Ms Karen Chapman

CAG 22-27 DECLARATIONS OF INTEREST: None

CAG 22-28 Minutes of the previous meeting held on Tuesday, 22nd February, 2022 were approved and duly signed: proposed by Mrs Tina Collins; seconded by Mr John Smee and Councillor Frank Cromey

Defibrillators

CAG 22-29 A further delay to the defibrillator has been unavoidable. Instructions from AED did not include an earth. This will involve an additional cost which the Parish Council will meet.

Post meeting note. The defibrillator is now installed. Members of CAG were invited to attend a brief meeting of all concerned. Councillor Hughes was unable to attend as she was away on holiday.

CAG22-30 Councillor Hughes had been in touch with a manager at West Midlands Ambulance Service to seek his guidance with regard to installation of a defibrillator in an insulated jacket rather than a heated cabinet. He had not come across this system and was not convinced that this would be satisfactory. WMAS does not have a good relationship with CHT.

CAG 22-31 He confirmed that the uni-pad was unsuitable for the very obese.

CAG 22-32 An alternative would be to use slightly cheaper stat-pads which are like conventional pads.

CAG 22-33 Defibrillators manufactured abroad had to meet strict import controls including a certificate of compliance from the Medical Devices Agency.

CAG 22-34 The only device he would not recommend was produced by Mediana, an unusual defibrillator for which pads were difficult to obtain.

CAG 22-36 If an incident came to court the manager felt that limited funds would be considered mitigating circumstances for the purchase of the CHT defibrillator.

CAG 22-37 The WMAS manager would contact both Eccleshall and Stone First Responders with regard to training. As no reply has been received Councillor Hughes contacted Eccleshall First Responders but received no reply and Mr Collins contacted Stone First Responders. Unfortunately the reply from Stone was incomprehensible.

- CAG 22-38** Biffa had confirmed that they would donate £500 towards the cost of a defibrillator. Councillor Hughes had written to thank Biffa for their generous donation and suggested that we consider approaching other businesses in the parish. Details had been provided and the cheque was awaited.
- CAG 22-39** Councillor Hughes had overlooked contacting Major (R) Jim Salisbury to ensure that the guards room is fully informed of any emergency procedure regarding use of the camp defibrillator. She would ensure that this was done.

CAG 22-40 The Committee will need to consider how to raise additional funds. One suggestion is to start local fund-raising in the community.

Spring Clean and Litter Picking

- CAG 22-41** John Fraser had produced 30 posters which Councillor Hughes had displayed around the village. Unfortunately helpers from Drake Hall were unable to take part as their supervisor had left. It was felt it was very important to try to maintain this relationship.
- CAG 22-42** Jobs done included: tidying and clearing litter from the “telegraph pole” walk; washing the bus shelter; washing play equipment and tables; washing benches and bollards; cleaning out the stream; weeding the garden adjacent to High Winds and litter picking.
- CAG 22-43** The Committee might wish to reconsider provision for children in the light of this for the Autumn Clean Up.

Strawberry Tea Queen’s Platinum Jubilee Celebration

- CAG 22-44** The menu had been agreed.
- CAG 22-45** Hilary Pemberton and Rachel Cooper had agreed to help. Councillor Cromey would enquire if his wife would be willing to help in some way. Councillor Hughes had costed the price of food and flowers needed for the event.
- CAG 22-46** Councillor Hughes had noted an article in “The Sunday Times” that indicated it was possible to hold an incidental raffle on this occasion. She had discussed this with the Parish Clerk who had done further research to establish that we could hold a raffle.
- CAG22-47** **It was resolved that we would hold a raffle and a number of committee members offered to supply prizes.**
- CAG 22-48** **It was resolved that proceeds from the raffle would go to local charities: Douglas Macmillan and Donna Louise Trust. Takings could be augmented by sale of cake and flowers at the end of the afternoon.**
- CAG 22-48** **It was resolved to hold an additional ad-hoc meeting at Springfield Cottage to ensure everything was in place for the event.**
- CAG 22-49** The Parish Clerk would arrange for advertising the event and the printing of tickets.

Improvements to the appearance of the village

- CAG 22-50** Councillor Hughes would check that the Parish Clerk had contacted Barratts and Highways with regard to daffodil planting.
- CAG 22-51** The raised bed at High Winds had been prepared but might need additional weeding before planting wild flower seeds.
- CAG 22-52** The wild flower mix (pixie) was ordered at a cost of £49.50.
- CAG 22.53** **It was resolved that Mrs Linda Eyre would help Councillor Hughes to tidy the bed on the Green and the Furlong.**
- CAG 22.54** **It was resolved that Councillor Hughes could spend between £100 and £150 on summer bedding and compost. Councillor Hughes would endeavour to plant these in time for the Jubilee Celebrations.**
- CAG 22-55** With a newspaper stand displayed outside the shop it appeared that there would not be space for a flower display.
- It was resolved that Councillor Hughes should approach the owner of the shop with regard to this matter.**

Friday Morning Coffee Club

- CAG 22-56** The coffee club was doing well.

Training Session

- CAG 22-57** A brief discussion was held regarding the Safeguarding information from the training session. Committee members were reminded that any concerns with regard to safe-guarding issues should be reported to Sally Parkin.
- CAG22-58** **Date of next meeting; 19TH JULY, AT 7.30, IN YARNFIELD VILLAGE HALL.**

Remaining Dates of CAG Meetings for 2022-2023

18th October, 2022.

17th January, 2023.

18th April, 2023.

Yarnfield and Cold Meece Parish Council
Schedule of Payments - June 2022

Date	Ref/Chq no	Payee	Description	NET	VAT	Payment
15/06/2022	140	Black Rose Solutions Ltd	Internal Audit Fee	90.00	18.00	108.00
15/06/2022	141	Panda Press	History Talk display	36.00	7.20	43.20
15/06/2022	142	Trent Grounds Maintenance	Grounds maintenance	890.90	178.18	1,069.08
15/06/2022	143	Bouncy Bouncy Boo	QPJ - inflatable hire	400.00		400.00
15/06/2022	144	Clerk	Salary	561.06		561.06
15/06/2022	144	Clerk	Office expenses	142.89	6.48	149.37
15/06/2022	145	HMRC	PAYE payment	140.40		140.40
				2,261.25	209.86	2,471.11

Chairperson:



Date:

15-Jun-22

List of annually approved payments

Yarnfield and Cold Meece Parish Council – Finance Regulations

- 5.6 *For each financial year the Clerk/RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to.*
- 5.7 *A record of regular payments made under 5.6 above shall be drawn up and such payments shall be submitted to the next appropriate meeting of council thus controlling the risk of duplicated payments being authorised and / or made.*

List of regular payments

- i. Annual subscriptions to
- ii. National Associations of Local Councils
- iii. Staffordshire Parish Council Association
- iv. Support Staffordshire
- v. Stafford Borough Council
- vi. Staffordshire County Council
- vii. Trent Grounds Maintenance
- viii. Salary
- ix. HMRC payments
- x. Yarnfield Village Hall