



## East Ilsley Parish Council

### ANNUAL MEETING of the PARISH COUNCIL

I hereby give you Notice that the Annual Meeting of East Ilsley Parish Council is to be held on:

Tuesday 10<sup>th</sup> May 2022, after the APM (approx. 8.30pm) at The Ilsleys Primary School

All members of the Council are hereby summoned to attend this Annual Parish Council Meeting.

### AGENDA

1. To elect the Chairman of East Ilsley Parish Council for 2022 / 2023.
2. To elect the Vice Chairman of East Ilsley Parish Council for 2022 / 2023.
3. To complete the Acceptance of Office forms for both the Chairman and Vice Chairman.
4. To receive apologies for absence from members of the Council.
5. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation for items on the agenda.
6. To receive questions or comments from members of the public regarding items on the agenda and representations from any member who has declared a personal interest.
7. To approve the [minutes](#) of the previous meeting on 8<sup>th</sup> March 2022 and review the actions from the meeting.
8. To consider the co-option of 2 new Councillors to join the Parish Council from the recent round of applicants. Each candidate will be invited to speak for up to 3 minutes. The Chair will seek proposers and seconders for each nomination. A vote will be taken to formally co-opt each person to the Council. The Declaration of Office and other forms will be completed in the meeting.
9. Annual Governance & Accountability Return (AGAR) 2021 / 2022
  - a. To consider the findings of the [Internal Audit Report](#) from Heelis & Lodge
  - b. To approve the [Annual Governance Statement](#) by resolution
  - c. To consider the [Accounting Statement](#) and the [Receipts and Payments Summary](#)
  - d. To approve the Accounting Statements by resolution
10. To review and confirm the [Staffing Committee](#) members and Terms of Reference.
11. To determine the appointment of any new Committees.
12. To review and confirm the [Standing Orders](#) for East Ilsley Parish Council.
13. To review and confirm the Financial Regulations for East Ilsley Parish Council.
14. To review and confirm the [subscriptions](#) to:
  - a. BALC / HALC / NALC / CCB / Friends of the Ridgeway / Microsoft 365

15. To review the [Direct Debits](#) approved by the Council.
16. To review the [Asset Register](#).
17. To review the [insurance](#) cover in respect of all risks.
18. To review the following policies:
  - a. Complaints Policy
  - b. Freedom of Information Policy
  - c. Data Protection Policy
  - d. Media Policy
  - e. Employment Policies (Anti-Bullying / Grievance & Disciplinary / Equality Policies)
  - f. Temporary Scheme of Delegation
  - g. Pond Policy
19. To review the [S.137 expenditure](#) incurred for 2021 / 2022 and to confirm the new values for 2022 / 2023.
20. To determine the time and place for [future meetings](#) of the Parish Council.
21. To consider [areas of responsibility](#) for each member of the Council.
22. To consider the purchase of replacement litter bins, fencing and benches at the Recreation Ground.
23. To consider making an S.137 donation to the Citizen's Advice West Berkshire which will be match funded by the Greenham Trust.
24. To review the planning application ref 22/00927/FUL for the covered outdoor seating area at the Crown and Horns Pub and to complete the Parish Observation Sheet.
25. To review and finalise the Jubilee Celebration plans for June including any additional spend that is required.
26. To consider a new authorised signatory on the bank account and to complete the form to remove a recently resigned councillor from the bank.
27. To receive the [Clerk's Report](#): Finance, Correspondence, and miscellaneous items.
28. To discuss matters for future consideration.
29. Further questions or comments from members of the public.

Next Meeting of the Parish Council: TBC

All are welcome to attend.

Clerk to the Council: Mrs. Fenella Woods. Dated: 05/05/2021

Signature: 



## East Ilsley Parish Council

### Minutes of the Full Parish Council Meeting

Tuesday 8<sup>th</sup> March 2022 at 7.30pm in the School Hall

Minute Ref: 010/080322/PCM

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<b>Members Present:</b>	Cllr. Nick Watkins, Cllr. Stephen Meadows and Cllr. Mike Pembroke
<b>Members Absent:</b>	Cllr. Mike Lewis & Cllr. Andrew Sharp
<b>Officers Present:</b>	Fenella Woods (Clerk & RFO)
<b>In Attendance:</b>	0 Members of Public
<b>Meeting Start Time:</b>	19.34pm
<b>Meeting End Time:</b>	20.50pm

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- 127/22 Cllr. Watkins chaired the meeting (in the absence of both the Chair and Vice Chair). Apologies were **received** and **accepted** from Cllr. Mike Lewis and Cllr. Andrew Sharp. Quorum was achieved.
- 128/22 There were no declarations of interest presented, nor any requests for dispensation.
- 129/22 There were no questions or comments regarding the agenda, nor any representations.
- 130/22 The minutes of the previous meeting dated 8<sup>th</sup> February 2022 were read and **approved** as an accurate record. Cllr. Watkins signed a hard copy for the records.
- 131/22 There were no matters arising from the minutes of the meeting dated 8<sup>th</sup> February 2022 and the clerk confirmed all actions have been **completed**.
- 132/22 Planning Application ref: 22/00401/HOUSE for Little Mallards was reviewed and discussed. There were **no objections** to the new double garage with bedroom and ensuite to the first floor. The clerk will complete the Parish Observation Sheet and return it to the West Berkshire Planning team.
- 133/22 The recent Playground Inspection Report was scrutinised in more detail and the following was discussed and agreed:
- 1) A new sign is required for the entry gate that details the address and emergency phone number. At present there is an old phone number no longer in service and no indication of address or postcode. All Councillor's present **approved** the purchase of

the replacement sign and the clerk will seek out a supplier and email a proof before purchase.

- 2) Rotting Timber - the perimeter fence has seen better days and is rotten in places. It will be a big project to replace all the fencing and not something we have budgeted for, nor have any ear marked reserve funds for. Cllr. Meadows **agreed** to check the site for safety and to remove any projecting nails / secure anything loose in the meantime. The clerk will investigate available grants and costings for discussion at the next meeting.
- 3) Both the wooden litter bins and picnic benches are also showing signs of rot and water damage. Due to lack of funds and no available budget this will be discussed at the next meeting once funding options have been explored.

134/22 A request has been received from 'Friends of the Ridgeway', a charity set up to campaign for the upkeep and preservation of the Ridgeway. The cost is £15.00 per annum for membership. All Councillors present **approved** the payment of this membership fee and it will be added to our annual list of subscriptions for renewal at the Annual Meeting every May.

135/22 It was **agreed** to **postpone** the discussion regarding the setting up of an Events Committee to the Annual Meeting in May.

136/22 All Councillors present **agreed** to the purchase of a Jubilee Plaque from the RBL for the copse in the recreation ground. Total cost for the plaque, including the stakes is £144.99 and will be purchased using the Council credit card under LGA 1972, S. 144. The unveiling of the plaque will form part of the Jubilee celebrations on 2<sup>nd</sup> June 2022.

137/22 The clerk presented the High Street Safari 'Jubilee Beacon' augmented reality trail proposal. Total cost is £499.00 and sponsorship of the trail has been secured via the Crown and Horns Pub who will donate the amount to the Council. The Crown and Horns will also sponsor the purchase of the Jubilee Beacon at a cost of £490.00 which will be lit on the evening of 2<sup>nd</sup> June 2022. All Councillors present **approved** of the jubilee plans and thanked the Crown and Horns for their generous sponsorship of these key village events.

138/22 The Risk Assessment for 2021 / 2022 was read and **approved** by all Councillors present. The risks around the Pond have reduced in severity since last year, due to the excavation works, and the installation of a life buoy and signs. A hard copy was signed for the records.

139/22 Clerk Update:

- a) The monthly finance report was presented to all Councillors present, it had previously been shared via email to all members. We remain in a good position financially but we have a large invoice for the pond silt removal to pay in March.
- b) It was **agreed** to add Cllr. Mike Pembroke to the list of authorised signatories on the bank account. The Unity Trust Bank form was signed by Cllr. Meadows and Cllr., Pembroke. The clerk needs to obtain the signatures of Cllr. Lewis and Cllr. Sharp before submitting to Unity Trust Bank.
- c) The final invoice from T L Contracting has been received for the silt removal to the recycling centre. Final amount is £16,001.00 (£19,201.20 including VAT. It was **approved** by all councillors present to transfer £15,000.00 from the Deposit Account into the Current Account to be able to make full payment of the total invoice. Our Year end VAT claim is estimated to be £8.2K which will be transferred back to the Deposit Account once received from HMRC.
- d) A proforma invoice for £203.93 has been received from West Berkshire Council for the bin emptying (litter and dog waste) for 2021 / 2022. It was noted that the litter bin on Cow Lane by the footpath has disappeared completely and had not been in situ for at

least six months. We will request with West Berkshire to reduce the invoice slightly to account for the missing bin. All Councillors present **approved** the payment of this invoice when received. It was requested that we look to replace the missing bin and the clerk will bring costings to the next meeting.

- e) The clerk advised that the annual direct debit for our Data Protection fee with the ICO is due to leave our account on 1<sup>st</sup> April 2022. Total amount will be £35.00. All Councillors present **approved** this payment.
- f) Notification has been received from Trade UK that our account card (used to purchase flood defence items from Screwfix) has been dormant for a while. After a brief discussion it was **agreed** that we no longer have a requirement for this card as we have access to the Council credit card. All Councillors present **approved** to close this account.

140/22

Issue 108 of the East Ilsley Communicator will be with residents by 17<sup>th</sup> March 2022. This edition will be the last one edited by Sally Allsop. The Council would like to express their thanks to Sally for editing the EIC for the past year. It was **agreed** to seek a replacement editor and an advert would be created for our website and social media channels. It was **agreed** that the clerk would step in to edit the next edition if no one comes forward within a reasonable timeframe. It was also **agreed** to make the EIC a **quarterly** magazine and an issue would be printed in March, June, September, and December of each year. We would be aiming for distribution by the middle of the month, however the June edition in 2022 will be slightly earlier to account for the Jubilee celebrations.

141/22

Training:

- 1) All Councillors present **approved** the clerk's attendance at the SLCC Berkshire Branch Training session on Friday 11<sup>th</sup> March at Shinfield Parish Council. The £10 fee would be paid by the Clerk and reimbursed by the Council through the pay run at the end of March. Mileage for the clerk would also be paid at 0.45p per mile.
- 2) All Councillors present **approved** the clerk's attendance at the SLCC South East Training Seminar in Wokingham on 11<sup>th</sup> May 2022 at a cost of £85.00. The Council will be for this via invoice and complete a BACS transfer.
- 3) Cllr. Pembroke **agreed** to attend the Knowledge and Core Skills training course on 28<sup>th</sup> June and 12<sup>th</sup> July. This is a free course accessed via the Berkshire Association of Local Councils. All members present **approved** this. If we manage to co-opt a new councillor for our vacancy at the May meeting we intend to add them to the training course as well.

142/22

Public Correspondence:

- 1) The BT phone line running across Broad Street is being compressed due to over-hanging branches, and in turn putting stress on the fascia of Hall Cottage. It was **agreed** to request Mike Cairns remove the branches that are causing the stress to the line.
- 2) 11A Churchside wish to request lopping the hornbeam trees along the side of their garden. It was **agreed** to allow the lopping to a minimum height of 4m. The clerk will advise Mike Cairns of this decision.
- 3) The tenant of allotment pitch one has requested approval for a wooden shed 8ft x 6ft as per the terms in their agreement. It was **agreed** to allow this and the Clerk will advise the tenant to proceed.
- 4) The fallen ash tree from the recent storm needs chipping. The clerk will request this to be actioned by Mike Cairns.
- 5) Our District Councillor, Carolyne Culver was unable to attend the meeting but has submitted a report which has been attached to these minutes in appendix one.

With their being no further business, Cllr. Watkins thanked all for attending and the meeting closed at 20.50pm.

<b>Actions from the Meeting:</b>			
	Description	Assigned to	Completed
1	Complete Parish Observation Sheet for Little Mallards	Clerk	✓
2	Seek a new sign for the playground	Clerk	
3	Make remedial fixes to the fencing at the playground	Cllr. Meadows	
4	Search for funding to help pay for fencing, litter bin and bench replacements and add to the May agenda.	Clerk	
5	Pay membership fee for Friends of the Ridgeway	Clerk	✓
6	Add events committee to the May agenda	Clerk	✓
7	Purchase Jubilee Plaque from RBL	Clerk	✓
8	Order the Jubilee Trail and Beacon and work with C & H on sponsorship	Clerk	✓
9	Complete Authorised Signatory form or Unity Trust Bank	Clerk / Cllr. Lewis / Cllr. Sharp	✓
10	Arrange transfer of £15K from Deposit Account to Current Account and pay final pond invoice	Clerk	✓
11	Close Trade UK Account	Clerk	✓
12	Prepare advert for replacement EIC Editor	Clerk	
13	Book all training courses	Clerk	✓
14	Answer public correspondence	Clerk	✓

Signed: .....

Date: .....



# HEELIS & LODGE

Local Council Services • Internal Audit

## **Internal Audit Report for East Ilsley Parish Council – 2021/2022**

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £43,748                      Expenditure: £63,356                      Reserves: £15,260

### AGAR 2021 / 2022 Completion:

Section One: Yes not signed

Section Two: Yes not signed

Annual Internal Audit Report 2021 / 22: Yes

Certificate of Exemption: Not applicable

**Proper book-keeping**    Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

*All were found to be in order. LGAs137 and VAT payments are tracked and identified within the year-end accounts.*

*The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.*

**Financial regulations**    Standing Orders and Financial Regulations  
Tenders  
Appropriate payment controls including acting within the legal framework with reference to council minutes  
Identifying VAT payments and reclamation  
Cheque books, paying in books and other relevant documents

Standing Orders in place:            Yes  
Reviewed: 4<sup>th</sup> May 2021 (Ref: 028/21)  
Financial Regulations in place:    Yes  
Reviewed: 4<sup>th</sup> May 2021 (Ref: 029/21)

VAT reclaimed during the year:    Yes    Registered: No

General Power of Competence:    No

*There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold although the ponds maintenance project did eventually exceed this figure.*



## Risk Assessment

Appropriate procedures in place for the activities of the council  
Compliance with Data Protection regulations

Risk Assessment document in place: Yes

Data Protection registration: Yes – Z3620657 Expiry 01/04/2023

### **Data Protection**

*The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.*

Privacy Policy published: Yes

*Insurance was in place for the year of audit. The Risk Assessment, including Internal Controls, were reviewed at a meeting held on 8<sup>th</sup> March 2022 (Ref: 138/22).*

*The Council have good internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.*

*The annual play area inspection has been undertaken during the year and the inspection report was reviewed at the meeting on 8<sup>th</sup> March 2022 (Ref: 133/22).*

Fidelity Cover: £150,000

*The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.*



## Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No

Website: [www.eastilsley-pc.gov.uk](http://www.eastilsley-pc.gov.uk)

*The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.*

Under **The Accounts & Audit Regulations 2015 13(1a)** councils must publish on their website:

Statement of Accounts, External Audit report and Annual Governance statement.

*2021 Annual Return, Section One Published – Yes*

*2021 Annual Return, Section Two Published – Yes*

*2021 Annual Return, Section Three Published – Yes*

Under **The Accounts & Audit Regulations 2015 15(2b)** councils must publish on their website:

Notice of period for the exercise of public rights

*Published – Yes*

Period of Exercise of Public Rights

Start Date 14<sup>th</sup> June 2021

End Date 23<sup>rd</sup> July 2021

## Budgetary controls

Verifying the budgetary process with reference to council minutes and supporting documents

Precept: £19,935 (2021 / 2022)

Date: 19<sup>th</sup> January 2021 (Ref: 10)

Precept: £19,024 (2022 / 2023)

Date: 11<sup>th</sup> January 2022 (Ref: 110/22)

*Good budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.*

## Income controls

Precept and other income, including credit control mechanisms

*All were found to be in order. Income controls were checked and income received and banked cross-referenced with the Cash Book and bank statements.*

<b>Petty Cash</b>	<p>Associated books and established system in place</p> <p><i>A satisfactory expenses system is in place with supporting paperwork and a clear audit trail. No Petty Cash held.</i></p>				
<b>Payroll controls</b>	<p>PAYE and NIC in place where necessary.  Compliance with Inland Revenue procedures  Records relating to contracts of employment</p> <p>PAYE System in place: Yes – PAYE Tools  Employer PAYE Reference: 475/WA63643  P60's issued: Yes</p> <p><i>The Council continue to operate RTI in accordance with HMRC regulations. All supporting paperwork is in place and a P60 has been produced as part of the year-end process. The Council has not joined the LGPS / NEST pension scheme.</i></p>				
<b>Asset control</b>	<p>Inspection of asset register and checks on existence of assets  Cross-checking on insurance cover</p> <p><i>A separate asset register is in place. Values are recorded at cost value. The total value of assets is recorded at £104,435.48 The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.</i></p>				
<b>Bank Reconciliation</b>	<p>Regularly completed and cash books reconcile with bank statements</p> <p><i>All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.</i></p> <p><i>Reconciled Bank Balances at 31<sup>st</sup> March were confirmed as:</i></p> <table border="0" style="margin-left: 40px;"> <tr> <td><i>Unity Current</i></td> <td style="text-align: right;"><i>£5,613.10</i></td> </tr> <tr> <td><i>Unity Savings</i></td> <td style="text-align: right;"><i>£9,646.83</i></td> </tr> </table>	<i>Unity Current</i>	<i>£5,613.10</i>	<i>Unity Savings</i>	<i>£9,646.83</i>
<i>Unity Current</i>	<i>£5,613.10</i>				
<i>Unity Savings</i>	<i>£9,646.83</i>				
<b>Reserves</b>	<p>General Reserves are reasonable for the activities of the Council  Earmarked Reserves are identified</p> <p><i>As at the 31<sup>st</sup> March 2022 the Council has, due to the overspend on the pond clearance project, a negative general reserve of £1,012.25. The council has identified earmarked reserves (£16,272.18) in its year-end accounts. A VAT reclaim of £8,410.99 for 2021/2022 was submitted on the 31<sup>st</sup> March 2022. Had the council reclaimed VAT during the year as it was spent, they would have avoided the negative General Reserves.</i></p>				

**Year-end procedures** Appropriate accounting procedures are used and can be followed through from working papers to final documents  
Verifying sample payments and income  
Checking creditors and debtors where appropriate.

*End of year accounts is prepared on a Receipts & Payments basis.*

**Sole Trustee** The Council has met its responsibilities as a trustee

*The Council is not a sole trustee.*

**Internal Audit Procedures**

*The 2021 Internal Audit report was considered by the Council at a meeting held on 4<sup>th</sup> May 2021 (Ref: 025/21).*

*A review of the effectiveness of the Internal Audit was carried out on 9<sup>th</sup> November 2021 (Ref: 098/21).*

*Heelis & Lodge were appointed as Internal Auditor at a meeting held on 9<sup>th</sup> November 2021 (Ref: 098/21).*

**External Audit**

*The Council formally approved the AGAR at a meeting of the full Council held on 4<sup>th</sup> May 2021 (ref: 25/21b&c).*

*The External Auditor's report was considered at a meeting held on 14<sup>th</sup> September 2021 (Ref: 083/21).*

*There were no matters arising from the External Audit.*

**Additional Comments/Recommendations**

- The Annual Parish Council meeting was held on 4<sup>th</sup> May 2021 . The first item of business was the Election of the Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for the quality of documentation presented in the Audit File.



**Dave Crimmin PSLCC**  
**Heelis & Lodge**  
12<sup>th</sup> April 2022



## Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

### Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The Annual Internal Audit Report must be completed by the authority's internal auditor.
  - Sections 1 and 2 must be completed and approved by the authority.
  - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published on the authority website/webpage before 1 July 2022.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both) no later than 30 June 2022. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2022
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

### Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 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 2021/22, approved and signed, page 4
- Section 2 - Accounting Statements 2021/22, approved and signed, page 5

Not later than 30 September 2022 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.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor before 1 July 2022.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2022</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2021/22

East Ilsley Parish Council

www.eastilsley-pc.gov.uk

PUBLICLY AVAILABLE WEBSITE

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.			✗ NONE 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).	✓		
<b>O. (For local councils only)</b>	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

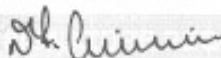
Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY 12/04/2022

DAVE CLIMMIA (ON BEHALF OF HELLIS + LODGE)

Signature of person who carried out the internal audit



Date

12/04/2022

\*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:

East Ilsley 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*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:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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## Section 2 – Accounting Statements 2021/22 for

East Ilsley Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	63,039	34,869	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	14,430	19,935	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	29,697	23,812	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	6,837	6,190	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	65,460	57,166	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	34,869	15,260	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	34,869	15,260	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	100,406	104,435	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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

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

In respect of

East Ilsley 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

# Accounting Statement (Annual Return)

**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 MARCH 2022**  
**East Ilsley Parish Council Current Year**

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Receipts and Payments.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
<b>1</b> Balances brought forward	63,039	34,869	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.
<b>2</b> (+) Precept or Rates and Levies	14,430	19,935	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
<b>3</b> (+) Total other receipts	29,697	23,812	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
<b>4</b> (-) Staff costs	6,837	6,190	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.
<b>5</b> (-) 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).
<b>6</b> (-) All other payments	65,460	57,166	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
<b>7</b> (=) Balances carried forward	34,869	15,260	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
<b>8</b> Total value of cash and short term investments	34,869	15,260	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.
<b>9</b> Total fixed assets plus long term investments and assets	100,406	104,435	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.
<b>10</b> Total Borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March



# Receipts & Payments Summary

## East Ilsley Parish Council Current Year

### Summary Receipts and Payments for Year Ended 31st March 2022

Last Year Ended 31st March 2021		Current Year Ended 31st March 2022
	<b>Operating Income</b>	
37,712.80	Income	40,270.35
8,414.52	VAT Data	3,478.99
<b>44,127.32</b>	<b>Total Receipts</b>	<b>43,747.34</b>
	<b>Running Costs</b>	
44,855.53	Land	38,629.38
2,291.15	Fees, Dues, Subscriptions	2,850.56
11,137.21	Clerk & Office	8,812.17
5,348.97	Miscellaneous	4,653.02
8,666.29	VAT Data	8,410.99
<b>72,297.15</b>	<b>Total Payments</b>	<b>63,356.12</b>
	<b>Receipts and Payments Summary</b>	
<b>63,038.54</b>	Opening Balance	<b>34,868.71</b>
44,127.32	Add Total Receipts(As Above)	43,747.34
107,165.86		78,616.05
72,297.15	Less Total Payments(As Above)	63,356.12
<b>34,868.71</b>	Closing Balance	<b>15,259.93</b>
	<b>These cumulative funds are represented by:</b>	
10,234.11	Unity Current A/C	5,613.10
24,634.60	Unity Deposit A/C	9,646.83
0.00	-	0.00
0.00	-	0.00
0.00	Trade UK A/C	0.00
0.00	Commercial Multipay Credit	0.00
<b>34,868.71</b>		<b>15,259.93</b>
	<b>Reserve Balances are represented by:</b>	
-28,169.83	Current Year Fund	-19,608.78
38,646.51	General Reserves	18,596.53
2,000.00	EMR - Land Registration	2,000.00
600.00	EMR - Village Info Board	600.00
2,456.95	EMR - S106 Grant	2,456.95
0.00	EMR - Play area repair/replace	2,045.62
3,468.09	EMR - CIL 18/19	3,468.09
880.45	EMR - Emergency Planning	429.11
10,877.54	EMR - Pond	0.00
4,109.00	EMR - Prestwell Field	5,272.41

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East Ilsley Parish Council Current Year

Summary Receipts and Payments for Year Ended 31st March 2022

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Last Year Ended  
31st March 2021

34,868.71

Current Year Ended  
31st March 2022

15,259.93

Signed : \_\_\_\_\_ (Chairman) \_\_\_\_\_ (RFO)





## Staffing Committee

Current Members: Stephen Meadows - require 4 Councillors in total, the Chairman is automatically added to this committee. Quorum is 3, as long as the Chairman is present.

Terms of Reference:

### East Ilsley Parish Council

#### Terms of Reference for the Staffing Committee

a) General

- i. Membership of the Staffing Committee and its quorum will be determined by Council.
- ii. The Committee will be mindful:
  - 1) of the legal framework for, and good practice in, employment matters
  - 2) of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
  - 3) of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council
  - 4) of relevant council protocols and policies

b) Matters for recommendation to council

The Committee will receive reports from the Clerk and make recommendations to Council regarding:

- i. staffing & office requirements including budget allocations
- ii. all policy issues relating to staff

c) Matters for delegation to the staffing committee

The Committee will receive reports from the Clerk and will:

- i. be responsible for staff recruitment
- ii. confirm individual Contracts of Employment and all terms and conditions
- iii. make arrangements for an annual appraisal of the Clerk's performance by this committee and take necessary action thereon
- iv. decide upon annual salary awards
- v. appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk
- vi. consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon
- vii. as and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting
- viii. Consider recommendations from the Appeal Panel and take necessary actions thereon.

To be approved at the Council Meeting on 10<sup>th</sup> March 2020



## Standing Orders

NALC have updated Model Standing Order 18 (financial controls and procurement) to bring it into line with the procurement position post-Brexit and the recently reissued Legal Topic Note (LTN) 87, which contains the current procurement threshold figures. They have also simplified the model standing order and taken out references to the European Union. The change is only to model standing order 18 and they will be updating model standing orders later this year. We will need to re-approve the revised Standing Orders in full when NALC issues them.

In this meeting, we are required to approve them as per the amendment to section 18.



## Subscriptions

- 1) BALC / HALC / NALC = £128.88
- 2) Connecting Communities Berkshire = £35.00
- 3) SLCC = £130.00 not due for renewal until 01/11/2022. Aldworth PC will contribute 50% of the fee.
- 4) Friends of the Ridgeway = Annual Membership of £15.00, next renewal due in March 2023.
- 5) Microsoft 365 for Clerk Laptop = £79.99 on 3<sup>rd</sup> June 2022 via Parish Council Credit Card.
- 6) Rialtas Annual Support (Finance Software) = £121.00 paid in May 2022.





## Direct Debits

- 1) Castle Water (Allotment) - £0.00 - currently in credit by £69.78. next bill due end of May.
- 2) Google Ireland (Gmail [eastilsleypc@gmail.com](mailto:eastilsleypc@gmail.com)) - £4.60 per month
- 3) Google Drive 1TB Storage - £15.99 annual amount
- 4) ICO - Data Protection Fee - £35.00 annual amount
- 5) Lloyds Bank - Monthly Credit Card Fee - £3.00
- 6) Unity Trust Bank - Quarterly Service Charge - £18.00 x 4 = £72.00

Other Direct Debits only active when used:

- 1) The Good Exchange - Platform Fee if used (amount dependant on amount raised)
- 2) Lloyds Bank MultiPay Card - Credit Card is collected by Direct Debit (currently £0)



# Asset Register

04/05/2022  
16:30

**East Ilsley Parish Council**  
**ASSET LIST BY GROUP AND LOCATION**

Page 1  
User: FW

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
<b>Fencing - Millennium Green</b>				
WF001	Wooden Fencing	871.50	871.50	871.50
<b>TOTAL FOR Fencing - Millennium Green</b>		<b>871.50</b>	<b>871.50</b>	<b>871.50</b>
<b>Fencing - Prestwell Field</b>				
WF002	Wooden Fencing	11,791.68	11,791.68	11,791.68
<b>TOTAL FOR Fencing - Prestwell Field</b>		<b>11,791.68</b>	<b>11,791.68</b>	<b>11,791.68</b>
<b>Flood Defence - Small Storage Container</b>				
FD001	Petrol Generator	531.44	531.44	531.44
FD002	Petrol Generator	531.44	531.44	531.44
FD003	Petrol Generator	531.44	531.44	531.44
FD004	Salt Spreader	580.00	580.00	580.00
FD005	Hi-Vis Jackets (5) Hi -Vis Vests (20)	276.36	276.36	276.36
FD006	Dirty Water Pump x 2	198.35	198.35	198.35
FD007	Brush Cutter	498.00	498.00	498.00
FD008	Various Smaller Items	900.00	900.00	900.00
FD009	Gazebo	89.00	89.00	89.00
FD010	Gazebo	89.00	89.00	89.00
FD011	First Aid Kit	13.98	13.98	13.98
FD012	Rope	8.49	8.49	8.49
<b>TOTAL FOR Flood Defence - Small Storage Container</b>		<b>4,247.50</b>	<b>4,247.50</b>	<b>4,247.50</b>
<b>Land - Allotments</b>				
VG001	Prestwell Field (Common Field)	1.00	1.00	1.00
VG002	Land along side of Compton Road	1.00	1.00	1.00
VG004	Pit Meadow / Allotment Land	1.00	1.00	1.00
<b>TOTAL FOR Land - Allotments</b>		<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>Land - Broad Street</b>				
VG007	Land along Broad Street	1.00	1.00	1.00
<b>TOTAL FOR Land - Broad Street</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Land - Church Hill</b>				
VG003	Pond and land surrounding it	1.00	1.00	1.00
VG006	Church Green	1.00	1.00	1.00
<b>TOTAL FOR Land - Church Hill</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Land - High Street</b>				
VG008	Land along High Street	1.00	1.00	1.00
<b>TOTAL FOR Land - High Street</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Land - Top of Churchside</b>				
VG005	Recreation Ground (3.21 acres)	1.00	1.00	1.00
<b>TOTAL FOR Land - Top of Churchside</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Lighting - Broad Street</b>				
SL002	Street Lamp	800.33	800.33	800.33
<b>TOTAL FOR Lighting - Broad Street</b>		<b>800.33</b>	<b>800.33</b>	<b>800.33</b>
<b>Lighting - Church Hill</b>				
SL003	Street Lamp	800.33	800.33	800.33
<b>TOTAL FOR Lighting - Church Hill</b>		<b>800.33</b>	<b>800.33</b>	<b>800.33</b>
<b>Lighting - Top of Churchside</b>				

Asset Code	Description	Original Cost	Current Value	Insurance Value
SL001	Street Lamp	800.33	800.33	800.33
<b>TOTAL FOR Lighting - Top of Churchside</b>		<b>800.33</b>	<b>800.33</b>	<b>800.33</b>
<b>Miscellaneous - Broad Street</b>				
MC004	Dog Waste Signage x 5	125.00	125.00	125.00
<b>TOTAL FOR Miscellaneous - Broad Street</b>		<b>125.00</b>	<b>125.00</b>	<b>125.00</b>
<b>Miscellaneous - Church hill, by School</b>				
MC005	Salt Bin and Scoop x 2	235.64	235.64	235.64
<b>TOTAL FOR Miscellaneous - Church hill, by School</b>		<b>235.64</b>	<b>235.64</b>	<b>235.64</b>
<b>Miscellaneous - Red Phone box on Broad Street</b>				
MC001	Defibrillator	1,775.00	1,775.00	1,775.00
<b>TOTAL FOR Miscellaneous - Red Phone box on Broad Street</b>		<b>1,775.00</b>	<b>1,775.00</b>	<b>1,775.00</b>
<b>Miscellaneous - St Mary's Church</b>				
MC002	Roll of Honour	222.85	222.85	222.85
MC003	War Memorial Plaque (Rex Wells)	665.00	665.00	665.00
<b>TOTAL FOR Miscellaneous - St Mary's Church</b>		<b>887.85</b>	<b>887.85</b>	<b>887.85</b>
<b>Notice Boards - Broad Street</b>				
NB001	Main Parish Noticeboard	1,525.00	1,525.00	1,525.00
<b>TOTAL FOR Notice Boards - Broad Street</b>		<b>1,525.00</b>	<b>1,525.00</b>	<b>1,525.00</b>
<b>Notice Boards - Church hill, by School</b>				
NB002	Small Parish Noticeboard	275.00	275.00	275.00
<b>TOTAL FOR Notice Boards - Church hill, by School</b>		<b>275.00</b>	<b>275.00</b>	<b>275.00</b>
<b>Office Equipment - Clerks's Home</b>				
OF001	Old Clerk Laptop (back up)	394.00	394.00	394.00
OF002	New Clerk Laptop	823.53	823.53	823.53
OF003	4 Drawer Filing Cabinet	148.00	148.00	148.00
OF004	Monitor	100.00	100.00	100.00
OF005	Wireless Keyboard & Mouse	50.00	50.00	50.00
<b>TOTAL FOR Office Equipment - Clerks's Home</b>		<b>1,515.53</b>	<b>1,515.53</b>	<b>1,515.53</b>
<b>Playground - Recreation Ground</b>				
PG001	Aerial Run / Swing	3,325.00	3,325.00	3,325.00
PG002	Junior Swings	1,300.00	1,300.00	1,300.00
PG003	Basketball Post / Net / Board	1,383.00	1,383.00	1,383.00
PG004	Nest Rotator	6,000.00	6,000.00	6,000.00
PG005	Bollards / Stepping Stones	359.10	359.10	359.10
PG006	Welcome Sign	750.59	750.59	750.59
PG007	Train & Carriages	6,018.00	6,018.00	6,018.00
PG008	2 Goal Posts & Nets	440.00	440.00	440.00
PG009	Toddler Multi Play Centre	15,530.00	15,530.00	15,530.00
PG010	Baby Swings	3,790.00	3,790.00	3,790.00
PG011	5m Pyramid Skynet	17,540.40	17,540.40	17,540.40
PG012	Table Tennis Table	1,291.63	1,499.96	1,499.96
PG013	Table Tennis Bats x 4	49.83	49.83	49.83
PG014	Table Tennis Balls	7.46	7.46	7.46
PG015	Junior Gaelic Goal Posts x 2	1,098.00	1,098.00	1,098.00
PG016	Nets for Gaelic Goals x 2	54.17	54.17	54.17
<b>TOTAL FOR Playground - Recreation Ground</b>		<b>58,937.18</b>	<b>59,145.51</b>	<b>59,145.51</b>
<b>Pond - Pond</b>				

Asset Code	Description	Original Cost	Current Value	Insurance Value
PD001	Spring Bulbs	429.89	429.86	429.86
PD002	Danger Signs for Pond Area	32.28	32.28	32.28
PD003	Lifebuoy	355.46	355.46	355.46
<b>TOTAL FOR Pond - Pond</b>		<b>817.61</b>	<b>817.58</b>	<b>817.58</b>
<b>Seating - High Street</b>				
SB001	Single Bench Seat	318.00	318.00	318.00
<b>TOTAL FOR Seating - High Street</b>		<b>318.00</b>	<b>318.00</b>	<b>318.00</b>
<b>Seating - Millennium Green</b>				
SB009	Single Bench Seat	318.00	318.00	318.00
SB010	Single Bench Seat	318.00	318.00	318.00
SB011	Single Bench Seat	318.00	318.00	318.00
SB012	Single Bench Seat	318.00	318.00	318.00
SB013	Single Bench Seat	318.00	318.00	318.00
SB014	Single Bench Seat	318.00	318.00	318.00
<b>TOTAL FOR Seating - Millennium Green</b>		<b>1,908.00</b>	<b>1,908.00</b>	<b>1,908.00</b>
<b>Seating - Pond</b>				
SB003	Single Bench Seat	318.00	318.00	318.00
SB004	Single Bench Seat	318.00	318.00	318.00
SB005	Single Bench Seat	318.00	318.00	318.00
SB006	Single Bench Seat	318.00	318.00	318.00
<b>TOTAL FOR Seating - Pond</b>		<b>1,272.00</b>	<b>1,272.00</b>	<b>1,272.00</b>
<b>Seating - Recreation Ground</b>				
PB001	Picnic Bench	500.00	500.00	500.00
PB002	Picnic Bench	500.00	500.00	500.00
PB003	Picnic Bench	500.00	500.00	500.00
PB004	Picnic Bench	500.00	500.00	500.00
SB007	Single Bench Seat	318.00	318.00	318.00
SB008	Single Bench Seat	318.00	318.00	318.00
<b>TOTAL FOR Seating - Recreation Ground</b>		<b>2,636.00</b>	<b>2,636.00</b>	<b>2,636.00</b>
<b>Seating - St Mary's Church</b>				
SB002	Single Bench Seat	318.00	318.00	318.00
<b>TOTAL FOR Seating - St Mary's Church</b>		<b>318.00</b>	<b>318.00</b>	<b>318.00</b>
<b>Small Buildings - Allotments</b>				
BD003	Large Storage Container	1,415.00	1,415.00	1,415.00
BD004	Small Storage Container	2,154.00	2,154.00	2,154.00
<b>TOTAL FOR Small Buildings - Allotments</b>		<b>3,569.00</b>	<b>3,569.00</b>	<b>3,569.00</b>
<b>Small Buildings - Broad Street</b>				
BD001	Bus Shelter	8,000.00	8,000.00	8,000.00
BD005	Red Phone Box	1.00	1.00	1.00
<b>TOTAL FOR Small Buildings - Broad Street</b>		<b>8,001.00</b>	<b>8,001.00</b>	<b>8,001.00</b>
<b>Small Buildings - Pond</b>				
BD002	Well	1,000.00	1,000.00	1,000.00
<b>TOTAL FOR Small Buildings - Pond</b>		<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>
<b>TOTAL</b>		<b>104,435.48</b>	<b>104,643.78</b>	<b>104,643.78</b>



## Insurance

Your period of insurance:

Date this cover starts: 1st October 2021

Date this cover expires: 30th September 2022

Renewal date: 1st October 2022

Your 3 Year Long Term Agreement Premium

Premium: £849.59

Insurance Premium Tax (IPT) at the current rate: £101.95

Total: £951.54

### Quote covers

<b>Property damage section</b>	<b>Included</b>
<b>Property insured</b>	<b>Sum insured</b>
All risks including theft	
Buildings including subsidence (unless otherwise specified)	£0.00
General Contents	£0.00
Gates & Fences	£12,663.18
Mowers & Machinery	£4,047.03
Natural Surfaces	£0.00
Other Surfaces	£0.00
Office Contents	£1,515.53
Outside Equipment	£3,659.00
Playground Equipment	£53,862.50
Sports Equipment	£4,968.30
Street Furniture	£20,403.58
War Memorials	£887.85



## Section 137 Spend for 2021 / 2022

04/05/2022		East Ilsley Parish Council 2021/2022				Page 1	
16:37		Nominal Ledger Report by ACCOUNT				User :FW	
<b>A/c Code</b>	4305 S.137 Expenditure					<b>Annual Budget</b>	200
<b>Centre</b>	230 Miscellaneous						
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
					<b>Opening Balance</b>	<b>0.00</b>	
	23/09/2021	BACS	Cashbook	Annual Library Donation		100.00	
	09/11/2021	BACS	Cashbook	Wreaths & Annual Donation		200.00	
	09/12/2021	BACS	Cashbook	Contribution for Treasure		250.00	
	12/01/2022	BACS	Cashbook	S137 Donation to Scout Hut		1,000.00	
	13/01/2022	BACS	Cashbook	S137 Grant for Grass Cutting		400.00	
		<b>Account S.137 Expenditure</b>			<b>Account Totals</b>	<b>1,950.00</b>	<b>0.00</b>
		<b>Centre Miscellaneous</b>			<b>Net Closing Balance</b>	<b>1,950.00</b>	

Total S137 Spend in 2021 / 2022 = £1,950.00

The appropriate sum for parish councils for the purposes of section 137(4) (a) of the Local Government Act 1972 for 2022/23 is £8.82 per elector. This amount increases from £8.41 for 2021/22.

As of January 2022, East Ilsley have 446 people registered on the Electoral Roll meaning up to £3,93372 can be spent for the community.



## Future Meeting Dates

### Ordinary Meetings:

- July 2022
- September 2022
- November 2022
- January 2023
- March 2023
- May 2023

Annual Staffing Committee Meeting - May 2022 (Clerk Appraisal)

Planning Meetings ad-hoc or added into an ordinary meeting.





## Councillor Responsibilities

Allotments Officer:

Playground Officer:

Common Land Officer:

Digital Officer:

Footpaths Officer:

Pond Officer:

Traffic & Highways Officer:

Village Design Statement Officer:

Community Engagement Officer:

To be agreed at the Annual Meeting.



## Clerk's Report

Bank Accounts (as of 5<sup>th</sup> May 2022):

Current Account: £13,753.24

Deposit Account: £9,646.83

Total: £23,400.07

Transactions in April / May 2022 thus far:

01/04/2022	DD	ICO Data Protection Fee	-£35.00
07/04/2022	DD	Google Ireland	-£4.60
11/04/2022	DD	Credit Card	-£165.58
19/04/2022	Credit	Allotment Rent	+£20.00
19/04/2022	Credit	Allotment Rent	+£20.00
19/04/2022	Credit	Allotment Rent	+£40.00
20/04/2022	Debit	Jubilee AR Trail	-£499.00
20/04/2022	Credit	Allotment Rent	+£10.00
25/04/2022	Credit	Allotment Rent	+£20.00
26/04/2022	Credit	WBC Precept 1	+£9,512.00
27/04/2022	Debit	Internal Audit Fee	-£250.00
29/04/2022	Credit	Allotment Rent	+£10.00
29/04/2022	Debit	Clerk Salary	-£537.68

Transactions awaiting approval:

Rialtas Business Solutions (Finance Software) = -£145.20

Peter Goddard Maintenance (Fencing Repairs) = -£180.00

VAT126 Form was submitted via post on 5<sup>th</sup> April 2022. We await our VAT reclaim for 2021 / 2022 to the value of £8,410.99. It is likely to be received in June.

