

Intermediate Request Document

- a) Provide
- i) A confirmation that the notice of completion of the prior year's audit was properly displayed:

Notice of Conclusion of Audit 2023

Meeting Reference: 2023-007

back and forth between the County and Borough Councils. Eventually the resident copied the local MP into the emails and finally got a response.

- Resident would like to see a schedule of blasting published on Borough and Parish websites so they can prepare for the blasting, be present on the property and monitor the site for any damage during blasts.

9. Accounts for Payment

Including orders for payment approved by the Council:

Total payments amounted to £12234.90.

- £2887.18 to HMRC for quarterly tax payment.
- £880.51 for BHIB Insurance for Snowhill Rec Ground.
- £756 for Audit Fees to Moore Group.

10. Financial Report

- Financial report Income received: £56060.58 including £51529.16 for second precept payment.
- Balance at the end of the month £95288.07 Current, £115842.84 in reserves.

Invoices & Financial approved by the Council – Propose Roberts, Seconded Parker.

10.1 Notice of Conclusion of Audit

- Accounts audited By Moore UK with no cause for concern or further action – comments received reviewed by Council.
- Notice of completion published on website and notice boards – accounts and audit documents available for inspection by appointment with the Clerk.p
- Chairperson wished to express her thanks to the Clerk for her work during the Internal and External Audit process - Propose Roberts, Seconded Parker.

ii) Location of Notices

- Hartshill Community Centre Notice Board – Church Rd, Hartshill
- Hartshill Post Office Notice Board – Outside Hartshill Post Office, Church Rd, Hartshill
- Coleshill Rd Notice Board, Coleshill Rd, Hartshill
- Hartshill Green Notice Board, Next to Drayton Close Flats, Atherstone Rd, Hartshill
- Website - <http://www.hartshill-pc.org.uk/> - annual return: <http://www.hartshill-pc.org.uk/page.php?id=479>



Documents

[Annual Financial Audit 2022/23](#)

[Notice of Conclusion of Audit 2022/23](#)

[External Auditors Report](#)

[Notice of Commencement of the period for exercise of public rights 2023](#)

The Notice of conclusion of audit is available for download from our website by clicking on the link and the notice itself will download as the file below:

- iii) Evidence of its publication.

Smaller Authority Name: Hartshill Parish Council

**NOTICE OF CONCLUSION OF ANNUAL AUDIT
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023
Accounts and Audit Regulations 2015**

- 1 The audit of accounts for Hartshill Parish Council for the year ended 31 March 2023 has been completed and the accounts have been published.**
- 2 The Annual Return is available for inspection by any local government elector in the area of Hartshill.
on application to**
 - (a) Mrs O Hardy**

 - (b) Parish Office
Hartshill Community Centre
Church Rd
Hartshill CV10 0LY**
 - (c) (Telephone/email, and hours and arrangements to view)
9.30AM – 2.30PM Monday to Friday**
- 3 Copies will be provided to any person on payment of £0 for each copy of the Annual Return**

Announcement made by (Name of Clerk)

Olwyn Hardy -



Date of Announcement

20th September 2023

B) Provide

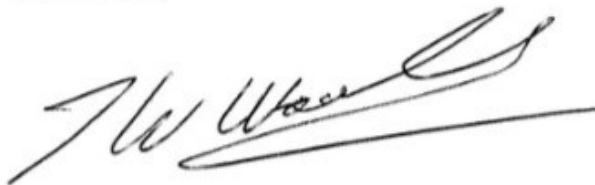
i) A confirmation that the internal auditor does not undertake tasks outside their internal audit role, such as processing transactions or being involved in decision making, which may compromise their independence;

Our Internal Auditor was recommended to us by WALC (Warwickshire Association for Local Councils) and was trained as an internal auditor by WALC and has no association with Hartshill Parish Council other than acting as an internal auditor. Mr Wooliscroft included a note in his report to confirm that. See below:

It was notable that all documents required at the audit were readily available and easily "navigated," making the audit process efficient. I was impressed with the efficiency of the Clerk and the minor points above reflect this.

Please note that I can confirm that I have not undertaken any tasks concerning this Council outside my Internal Audit role, such as processing transactions or being involved in any decision making which would compromise my independence.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bill Woolliscroft', with a long horizontal flourish underneath.

Bill Woolliscroft

ii) An extract from Minutes showing re-appointment of Internal Auditor:

REF: 2425-002

12	Asset Inspection Report	To review Asset Report
.1		Assets inspected and list approved for 2024-25. Proposed Roberts, Seconded Thomason.
13	General Power of Competence	To re-adopt the General Power of Competence for the year 2024/25
		Hartshill Parish Council agrees we meet the eligibility criteria for adoption of the General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions Order 2012. We further resolve to adopt a General Power of Competence – Proposed Roberts, Seconded Thomason. Resolved.
14	Internal Audit	To approve re-appointment of Internal Auditor. Date & Time of Internal Audit 2024
		<ul style="list-style-type: none"> Internal Auditor Mr Bill Wooliscroft appointed as Internal Auditor for 2024. Internal Audit to take place at 10am on the 10th of May at the Clerk's Office, Hartshill Community Centre, Church Rd, Hartshill.
15	Insurance	Councillors asked to consider insurance schedule and approve for the year 24/25

C) Provide:

i) Evidence of issues raised with internal and external reports received during the period (1 April 2023 to 31 March 2024) have been considered by the Council:

EXTRACT FROM MINUTES BELOW OUTLINING COUNCILS REVIEW OF REPORT AND CLERK TO ACTION COMMENTS

<p>Meeting Reference: 2023-003</p> <p>11.. Accounts for Payment Invoices amounting to £10713.03 approved for payment.</p> <p>Including orders for payment approved by the Council:</p> <ul style="list-style-type: none"> 1150.00 for conservatory repairs, £245.00 mower repairs. BHIB Insurance review & renewal £4126.47 Beechwood Trees & Landscape £1620.00 <p>Proposed Cllr Robers, seconded Cllr Sharp. - Approved</p> <p>12. Financial Report</p> <ul style="list-style-type: none"> Financial report Income received: £2980.80 (current) Funding received £1020.00 WCC County fund. Current Balance: £82369.60 Reserve: £169491.57 <p>12.1 Annual Audit Internal Audit took place at Hartshill Community Centre on 31st May 2023 – report received and reviewed by the Council. Comments received relating to physical checks on petty cash, identifying s.137 payments on ledger, salary scale recording following reviews, insurance review, budget and precept, ownership of land and assets, review of policies & procedures. Clerk to action comments. Notice of Public Rights of Inspection commencing June 12th – July 21st. Councillor Roberts and RFO signed the AGAR for 2022-23. Proposed Cllr Robers, seconded Cllr Sharp. Approved.</p>
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II) An extract of the minutes where revised procedures have been adopted during this period:

Minutes from Meeting June 2023 – Revised policies & Procedures reviewed and adopted.

18. Policies & Procedures

- Standing Orders
- Transparency code
- Code of Conduct
- Publication Scheme
- Disciplinary Procedures

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Meeting Reference: 2023-003

- Equal Opportunities
- Financial Procedures
- Risk Management/Disaster Recovery
- Grievance Policy
- Health & Safety
- Safeguarding
- Transparency code
- FOI
- Scheme of Delegation
- Vexatious Complainants
- Training & Development
- Data protection
- Complaints procedure
- Social Media policy
- Grants Awarding
- Volunteering
- Lone Worker Policy – all reviewed/adopted by the Council for the year 2023 - 24.

19. Mancetter PC Meeting

- Councillor Roberts attended the annual meeting of Hartshill parish Council and felt her presence was not welcomed by the Chair of the Council. She attended in support of the issues they were having with the Traveller site and the A5 junction with Woodford Lane. She provided an update to the Council on her interactions at the meeting.

.0. Item of Confidentiality discussed by the council –

iii) Copies of agreed action plans to implement recommendations – although there was no written and adopted action plan, following the review of the audit report and comments, it was agreed that the Clerk would action the items – once items were actioned they were minuted. See below:

11.. Accounts for Payment

Invoices amounting to £10713.03 approved for payment.

Including orders for payment approved by the Council:

- 1150.00 for conservatory repairs,
- £245.00 mower repairs.
- BHIB Insurance review & renewal £4126.47
- Beechwood Trees & Landscape £1620.00

Proposed Cllr Robers, seconded Cllr Sharp. - Approved

12. Financial Report

- *Financial report Income received: £2980.80 (current)*
- Funding received £1020.00 WCC County fund.
- Current Balance: £82369.60 Reserve: £169491.57

12.1 Annual Audit

Internal Audit took place at Hartshill Community Centre on 31st May 2023 – report received and reviewed by the Council. Comments received relating to physical checks on petty cash, identifying s.137 payments on ledger, salary scale recording following reviews, insurance review, budget and precept, ownership of land and assets, review of policies & procedures. Clerk to action comments.

Notice of Public Rights of Inspection commencing June 12th – July 21st.

Councillor Roberts and RFO signed the AGAR for 2022-23.

Proposed Cllr Robers, seconded Cllr Sharp. Approved.

Actions taken:

HNJRC Payments, requested minutes of all payments made by HNJRC to be given to the Clerk, Hartshill & Nuneaton Joint Recreation Ground Committee minuted this decision during one of their meetings and all payments are recorded and minutes issued to the Clerk to make the audit trail clearer during inspection.

HARTSHILL AND NUNEATON JOINT RECREATION GROUND COMMITTEE

Minutes of meeting 179 held at Hartshill Sports Pavilion 2/07/23
This meeting delayed from 26/07/23 due to holiday arrangements

Present: J Randle, S Fowler, J Ward, J Essex and G Roberts.

1. **Welcome and Apologies:** In the absence of R Thomason JR was elected chair for the meeting. He welcomed all and committee accepted apologies from R Thomason and G Brinkworth.
2. **Declarations of Financial Interest and Announcements:** No declarations and announcements received.
3. **Minutes of last Meeting :** Agreed as a true record.
4. **Matters Arising:** All covered below.
5. **Estate:** No issues from inspection report.
Lamp post ongoing.
It was agreed to get estimates for a more permanent solution to the ongoing potholes and path erosion , possibly some land drainage, GR to action this. SF suggested asking Atherstone Landscapes if they could recommend a contractor.
The plumber who attended the Pavilion did not want to quote for new radiators but has sent a quote, £275 for supplying and fitting an outside tap near the entrance to the Pavilion.
Committee deferred a decision until quote received for water supply, item 6.
6. **Football Matters:** Another request for use of adult pitch received, GR made this team aware of decision not to rent pitch out.
Training will start at the end of July.
GR to ask HSC for training / game fixture dates and to remember to keep goal posts away from container doors when storing the post between matches.
Committee asked for quotes for taking a mains water supply from Pavilion on to the junior and senior pitch, GR to action this.
7. **Correspondence:** Already dealt with.
8. **Finance:** 8th May to 7th June bank statement shows credit balance £18,023.82
Cheque received from WCAVA for Pavilion rental.
HPC auditor has requested our minutes note the invoices initially paid by the PC on our behalf and that a copy of the minutes be sent to HPC clerk, committee agreed to this.
Cheques 101649 – 101656 written this meeting for a total of £ 1,452.37
for electricity, water, grass cutting and wages.
Cheques 101650 – 101654 for Glendale, SSE, Corona and Water Plus were initially paid by HPC.
9. **A.O.B:** None.
10. **Date of Next Meeting:** Monday 18th September 9.30am Hartshill Sports Pavilion

J. Randle
18/09/2023

S.137 payments are now identified in the ledger under their own heading.

Ledger From Scribe Accounts showing S.137 payments

6 June 2024 (2023-2024)

Hartshill Community Centre
PAYMENTS - S.137 Entries

Voucher	Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
231	Funding	05/10/2023	071123	Current Account T2	OCT10	Funding Request	Z	500.00		500.00
97	Funding	20/06/2023	040723	Current Account T2	Jun23	FUNDBNG	Z	208.00		208.00
Total								708.00		708.00

Minuted S.137 Payments in June and October 2023

June. 23

- **S.137** - Funding application received from Trinity Tots to purchase new play equipment – approved by the Council and agreed to grant funding under Section 137 of the Local Government Act 1976 for the amount of £208.00.

Oct. 23

18. S.137 Funding application

- Application received from Hartshill Scouts for £500 to help purchase new camping equipment.
- **Under Section 137 of the Local Government Act 1972 – the Council agreed to fund Hartshill Scouts £500.**

19. Items for decision on next agenda:

- Flower bed on Green

Meeting Closed 8.45pm

Date and Time of Next Meeting – November 7th 6.30pm at Friends Meeting House.

Signed: G. Roberts Date: 07.11.2023 Reference: 3324-008

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Insurance was reviewed by the Council and minuted:

May 24

12.1	Asset Inspection Report	To review Asset Report
		Assets inspected and list approved for 2024-25. Proposed Roberts, Seconded Thomason.
13	General Power of Competence	To re-adopt the General Power of Competence for the year 2024/25
		Hartshill Parish Council agrees we meet the eligibility criteria for adoption of the General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions Order 2012). We further resolve to adopt a General Power of Competence – Proposed Roberts, Seconded Thomason. Resolved.
14	Internal Audit	To approve re-appointment of Internal Auditor. Date & Time of Internal Audit 2024
		<ul style="list-style-type: none"> Internal Auditor Mr Bill Wooliscroft appointed as Internal Auditor for 2024. Internal Audit to take place at 10am on the 10th of May at the Clerk's Office, Hartshill Community Centre, Church Rd, Hartshill.
15	Insurance	Councillors asked to consider insurance schedule and approve for the year 24/25
		Insurance for Hartshill Parish Council – reviewed and approved for renewal.
16	Planning Applications	To consider any planning applications received by the Council.
17	Minutes of the Last Meeting	To approve the minutes of the last meeting 2425-001 and sign as a true record.
		Minutes signed 2425 - 001 as a True Record - Prop. Chaudry, Sec. Sharp.
18	Correspondence	To receive any correspondence received for the month April. - None

Precept Request appropriately minuted with figure as requested January 2024

Meeting Reference: 2324-010

10. Financial Report

- Financial report Income received: £12892.09 Including £1000 Grant Donation.
- Balances at end of December: Current £68561.61 – Instant Access Acc £115842.84

Invoices & Financial Report approved by the Council – Propose Thomason, Seconded Sharp.

10.1 Budget Planning

- £4000 allocated to Christmas Light Switch on.
 - £10000 allocated to installing electricity on Hartshill Green.
 - Other items to consider including replacement signage to entrance points of the village, grit bin for Hartshill Green, and lowering of larger trees in the Cemetery.
- Budget projection agreed and approved by the Council. Proposed Councillor Sharp, Seconded Councillor Thomason

11. Precept

- Proposed that the Council increase their precept request by 2.4% for the year 2024. The Tax base figure for 2024 is £1067.29. The increase will have a £2.49 effect on a BAND D property. Due to the rise in cost of utilities and maintenance it is a necessary increase as the Council's outgoings have also increased.
- Proposed Councillor Sharp, Seconded Councillor Thomason that the precept request for 2024 is £105531.72.

The Clerk actioned the Proof of ownership of land and documents are now filed in the Community Centre office.

14. Estate

- Snowhill – Barry away due to surgery recovery. Ton stepping in but would like Cemetery Groundsman to learn what to do so he can step in.
- Community Centre – no issues.
- Cemetery – positive feedback received for Groundskeepers work. Hedge trim booked for October half term week. Clerk researching land ownership documents.

15. Christmas Lights

- Councillor Roberts proposed a second set of lights to another tree.
- Light switch on to take place 1st December at 6pm on the Green. Bedworth Brass Band to attend again. Food and Drink options to be researched.

16. Remembrance Service

- Road closure in place.
- Speak to Vicar re service timing.
- 11 volunteers needed to man road closure areas.

17. Plaques – Council agrees to purchase plaques for benches and sign.

18. S.137 Funding application

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- **Under Section 137 of the Local Government Act 1972 – the Council agreed to fund Hartshill Scouts £500.**

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Signed: G. Roberts Date: 07-11-2023 Reference: 2324-008

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GDPR policy reviewed and adopted:

- Equal Opportunities
- Financial Procedures
- Risk Management/Disaster Recovery
- Grievance Policy
- Health & Safety
- Safeguarding
- Transparency code
- FOI
- Scheme of Delegation
- Vexatious Complainants
- Training & Development
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Although not recorded in the report it was discussed with the auditor that salary scales and costs should be published in the minutes once the appraisals had taken place. It was previously recorded as scale only but this was rectified:

<p>16. Estate</p> <ul style="list-style-type: none"> • Community Centre – running well no issues. • Cemetery – Complaints received in relation to the upkeep. Clerk contacting Beechwood landscapes to do some maintenance. • Snowhill – (see above re: tarmac footpath)
<p>17. Staff</p> <p>Cllr Sharp and Peart conduct Staff Appraisals. PayScale changes – In line with the NALC PayScale update the following changes have been agreed for Staff employed by HPC RP Scale 1 (2022) with increase £1 for scale 1 (£10.53) in 2023 LA Scale 5 with increase of £1.42 to scale 5 (£11.63) JP - Scale 5 with increase of £1 for scale 5 new rate 2023 (£11.21) BA – Scale 13 to remain the same with £1 increase for new 2023 rate (12.97) OH – No change to scale SCP 2021 (£15.64) Approved Councillor Sharp, Vice-Chairperson Pearson.</p>

Minute References:

It was noted on our external audit report that separate minute references were to be used for sections 1 and 2 when signing the AGAR and minuting at a meeting.

This was done during our June meeting.

13	Internal Audit	To review report from Internal Auditor & Comments received to be actioned.	HPC
14.	External Audit Section 1 – AGAR	Section 1 of Annual Governance Statement to be reviewed and signed by the Chairperson and Clerk.	
15.	Section 2 – AGAR	Section 2 – Accounting Statements to be reviewed and signed by Chairperson and Responsible financial officer.	
16.	Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return	Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return – Accounts for year ended 31 st March 24 Local Audit and Accountability Act 2014 Sections 26 and 27 - The Accounts and Audit Regulations 2015 (SI 2015/234) Notice of commencement of public rights to inspection – commencing Monday 10 th June to Friday 19 th July by appointment with the Clerk	
17	Planning Applications	To consider any planning applications received by the Council.	HPC

The Internal Auditor was also advised to use the ‘Not Covered’ box on the AGAR following a note from Moore on last years report.