

## NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

Dear Councillor

You are hereby summoned to attend a meeting of the Parish Council which will be held on **Monday, 18<sup>th</sup> May**, electronically via zoom, at 1930 hours to transact the business shown on the Agenda below. This is in accordance with L01-20 | THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020

*S.A. Whittaker*

11<sup>th</sup> May 2020

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### AGENDA

- 1 Apologies and Reasons for Absence (if any)**
- 2 Declarations of Interest (existence and nature) with regard to items on the Agenda**

Members are reminded that the Council's Code of Conduct requires that, any member having a Pecuniary or Non-pecuniary interest in any of the business to be transacted, must declare all such interests either at the start of the meeting or immediately before the item is proposed to be discussed.

If a Member declares a non-pecuniary interest then that Member may remain in the meeting, take part in the discussion and vote on the matter.

If a Member declares a pecuniary interest, then he/she must not take part in any discussion of the matter at the meeting and must NOT vote on the matter. Members need not withdraw from the meeting but any participation by the Member at the meeting in respect of the matter in which they have a pecuniary interest is a criminal offence for which the Member may be prosecuted as well as referred to the City Council's Standards Committee.

**3 Public participation session with respect to items on the agenda.**

*[No decision on the matter before the Council shall be made at this point in the meeting]*

Where a Member has a pecuniary interest in the business of the Council that Member must declare that interest but may speak at the meeting for the purpose of making representations, answering questions, or giving evidence relating to the business providing the public are also permitted to attend the meeting for the same purpose. Any representations relating to the business contained on the agenda in which a member has a pecuniary interest or members of the public wish to speak on, should be made at this point of the meeting.

**Attached 4 Minutes**

To approve and authorise the signing of the minutes of the meeting of the Council held on 20<sup>th</sup> April 2020

**Attached 5 Report of action taken under authority to Chairperson and Officers**

To note the attached report detailing the actions taken by the Chairperson and Officers in accordance with Resolution No 5618.

**Attached 6 Schedule of Payments**

To approve the payments set out on the attached schedule.

**Attached 7 Planning Applications**

**Application Number - 2020/03181/PA**

**Site Address - 28 Crychan Close Rubery Rednal Birmingham B45 0JQ**

**Proposal - Installation of access ramp to front and alterations to porch roof**

**Application Number - 2020/03219/PA**

**Site Address - 3 Titania Close Rubery Rednal Birmingham B45 0EE**

**Proposal - Installation of platform lift to front**

**Application Number - 2020/03222/PA**

**Site Address - 7 Titania Close Birmingham B45 0EE**

**Proposal - Installation of ramp with railings to front, side and associated works.**

## **8 Decisions made on Planning Applications**

There are no decisions to report.

## **9 Letter of Support for Glacial Rocks Project**

Following the presentation back in February from Professor Ian Fairchild, Cllr Pitt has requested that the Parish Council send a letter of support for the project.

Councillors instructions are required.

## **10 Chairperson's Announcements**

To receive the Chairperson's announcements and any such communications as the Chairperson may wish to place before the Council.

## **11 Questions**

In accordance with Standing Order 9, Members of the Council may ask the Chairperson any question concerning the business of the Council.

## **Attached 12 Internal Auditor's Report**

To receive the report of the Internal Auditor and to approve any recommendations contained therein.

## **Attached 13 Annual Return for the Year Ending 31<sup>st</sup> March 2020**

### **A Annual Governance Statement**

To approve the attached Annual Governance Statement and to authorise the signing thereof by the Chairperson and the Clerk.

### **B Statement of Accounts**

To approve the attached Statement of Accounts and to authorise the signing thereof by the Chairperson and Responsible Financial Officer.

## **14 Local Issues Raised by Members of the Public**

To allow members of the public to raise matters of local concern

(Note: No decisions can be made on matters raised under this item. If necessary, a report can be requested for a future Council meeting.)

## **15 Authority to Chairperson and Officers**

Chairperson to move: -

“That the Chairperson (or in his absence, the Vice Chairperson, if appropriate) is hereby authorised to act until the next meeting of the Parish Council except in respect of the Council’s functions in which case the appropriate officers are hereby authorised to act in pursuant of the powers delegated to them in consultation with the Chairperson or Vice-Chairperson; further, that a report of all action taken under this authority be submitted to the next meeting of the Council and that such a report shall explain why this authority was used.

Sarah Whittaker Clerk

0121 457 9410

[newfrankleyparishcouncil@gmail.com](mailto:newfrankleyparishcouncil@gmail.com)

At a meeting of the New Frankley  
in Birmingham Parish Council held  
via Zoom on Monday,  
20<sup>th</sup> April 2020, at 1930 hours

Present: Councillor Linda Coates (Vice Chairperson)

Councillors Linda Coates, Joanna Walker, Bruce Pitt, Sidney Grey  
MBE, Sam Goodwin and Marion Kenyon.

Also, in Attendance Roger Griffiths (Responsible Financial Officer)

## MINUTES

### APOLOGIES AND REASONS FOR ABSENCE

5608 Apologies for absences were received on behalf of Councillors Price, Tammy Clayton and Sue Baker. The apologies were accepted.

### DECLARATIONS OF INTERESTS (EXISTENCE AND NATURE) WITH REGARD TO ITEMS ON THE AGENDA

5609 There were no declarations of interest with regards to items on the agenda.

### PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA.

5610 No items were raised by the Member of the Public with respect to items on the agenda at this point of the meeting.

## MINUTES

It was proposed by Councillor Grey, seconded by Councillor Goodwin, and, with none dissenting, was-

5611 RESOLVED: That the Minutes of the meeting of the Parish Council held on 17<sup>th</sup> February 2020, having previously been circulated, were taken as read, confirmed and signed.

## **REPORT OF ACTION TAKEN UNDER AUTHORITY BY THE CHAIRPERSON AND OFFICERS**

- 5612 The report detailing the actions taken by the Chairperson and Officers in accordance with Resolution No 5539 was noted.

(Interleaved Document No. 1)

### **SCHEDULE OF PAYMENTS**

The following Schedule of Payments was submitted –

(Interleaved Document No. 2)

It was proposed by Councillor Joanna Walker, seconded by Councillor Goodwin, and, with none dissenting, was-

- 5613 **RESOLVED:** That the payments, as set out in the schedule now submitted, be approved.

### **PLANNING APPLICATIONS**

The following applications were submitted –

(Interleaved Document No. 3)

Application Number: 2019/00692/PA

Site Grass Verge outside car park on Arden Road, Rubery, Birmingham, B45 0HY

Proposal Application for Prior Notification for proposed installation of a 20m monopole accommodating 6 no. antennas, 2 no. microwaves dishes, installation of 1 no. equipment cabinet and ancillary works

Application Number: 2019/02437/PA

Site Raeside Academy, Tresco Close, Rubery, Birmingham, B45 0HY

Proposal Application to determine the details for Condition number 13 (submission of playing Field details) attached to planning approval 2018/015117/PA

Application Number: 2019/01979/PA

Site Raeside Academy, Tesco Close, Rubery,

Proposal Birmingham, B45 0HY  
Application to determine the details for  
Condition number 14 (playing field  
Maintenance schedule) attached to planning  
Approval 2018/01517/PA

5614 It was acknowledged that two of the above planning applications have already been approved.

#### **DECISIONS MADE ON PLANNING APPLICATIONS**

5615 There were no decisions made on planning applications.

#### **LOCAL ISSUES RAISED/ITEMS FOR INFORMATION ONLY**

##### **Frankley Street Champions**

5616 Councillor Grey informed that Lifford tip was now open for rubbish collections and that volunteers had been using personal protective equipment however the 2 metres social distancing rule could not be adhered to whilst in the truck. Some concerns were raised over the safety of the volunteers and the perception by the public of the collections taking place. It was decided that this was a decision for the Frankley Street Champions and not the Parish Council. A small amount of queries had been received regarding rubbish collections. The Clerk has been advising residents that collections are on hold for the moment.

##### **Balaams Wood School**

5617 Councillor Goodwin noted that the damage to turf outside the school has been rectified today with the relaying of grass.

#### **AUTHORITY TO CHAIRPERSON AND OFFICERS**

It was proposed by Councillor Joanna Walker, seconded by Councillor Grey, and, with none dissenting, it was -

5618 **RESOLVED:** That the Chairperson (or in his absence, the Vice Chairperson, if appropriate) is hereby authorised to act until the next meeting of the Parish Council, except in respect of the Council's functions in which case the appropriate officers are hereby authorised to act in pursuant of the powers delegated to them in consultation with the Chairperson or Vice-Chairperson; further, that a report of all action taken under this authority be submitted to the next meeting of the Council and that such a report shall explain why this authority was used.

**MEETING ENDED AT 19.50 HOURS**

Chairperson.....

Date.....



**New Frankley in Birmingham Parish Council**

18th May 2020

Voucher Nos 57/20 to 80/20

Voucher No	Cheque Number	BACs Number	Payee	Description	£.p
81/20	DD		Opus Energy	Gas Bill (2nd March to 1st April 2020)	67.77
82/20	*	BAC 153	Ms D Seymour	Wages	29.31
83/30	*	BAC 154	Ms R Anstey	Salary	497.76
84/20	*	BAC 155	R A S Griffiths	Salary	434.10
85/20	*	BAC 156	Mrs S Whittaker	Salary	748.05
86/20	*	BAC 157	Fu'shia Landscapes	Garden Services	120.00
87/20	*	BAC 158	BWP Creative Services	Parish Council Website - Annual Hosting Charge	216.00
88/20	*	BAC 159	Ms D Seymour	Wages	29.31
89/20	DD		Nest Pension Provider	Employee's & Employer's Pension Contributions	36.29
90/20	DD		Waterplus	Monthly water bill	6.83
91/20	*	BAC 160	Ms D Seymour	Wages	29.31
92/20	DD		Midshire Business Systems	Usage and Service Charges	103.4
93/20	*	BAC 161	Ms D Seymour	Wages	29.31
94/20	DD		Lloyds Bank Card Services	Multipay Card reimbursement	82.99

Total 2,333.35

\* These payments were authorised between meetings by the Chairperson and Vice-Chairperson

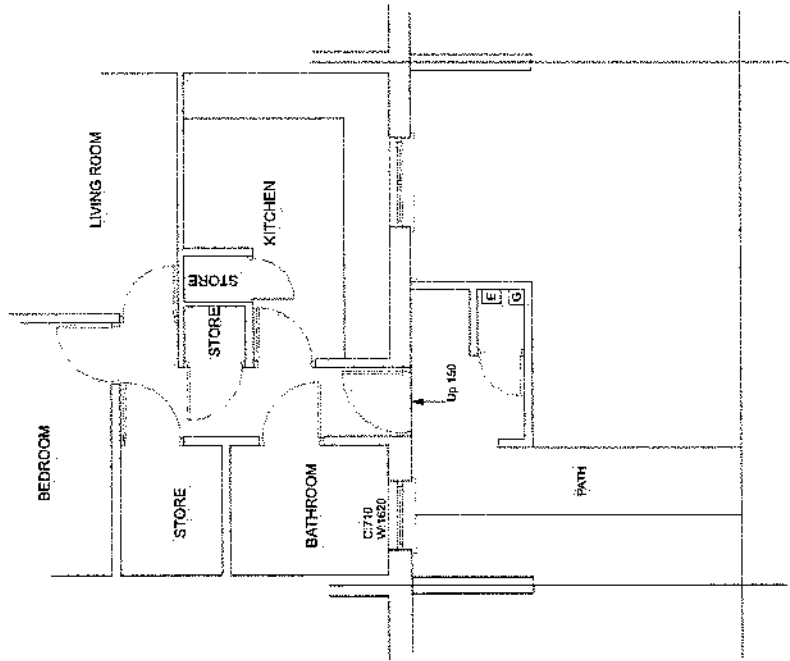
R A S Griffiths  
Responsible Financial Officer

6

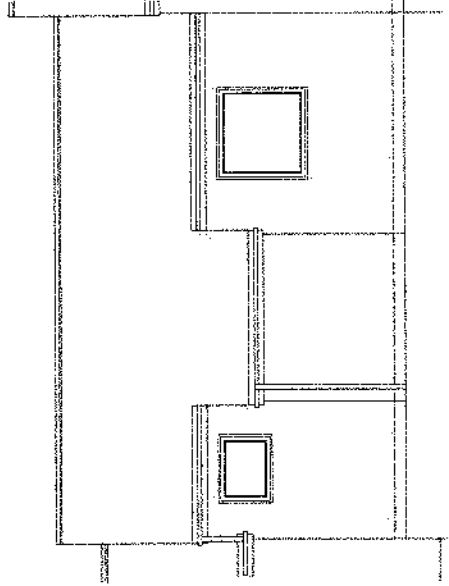


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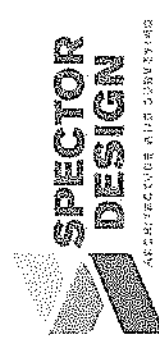
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 Balcony  
 Kitchen  
 Living room  
 Bedroom  
 Store



EXISTING GROUND FLOOR PLAN  
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EXISTING FRONT ELEVATION  
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E: 0121 708 0000  
 M: 07881923447 T: 01902 404910

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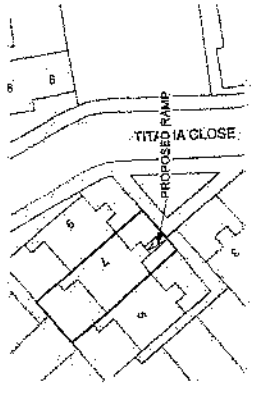
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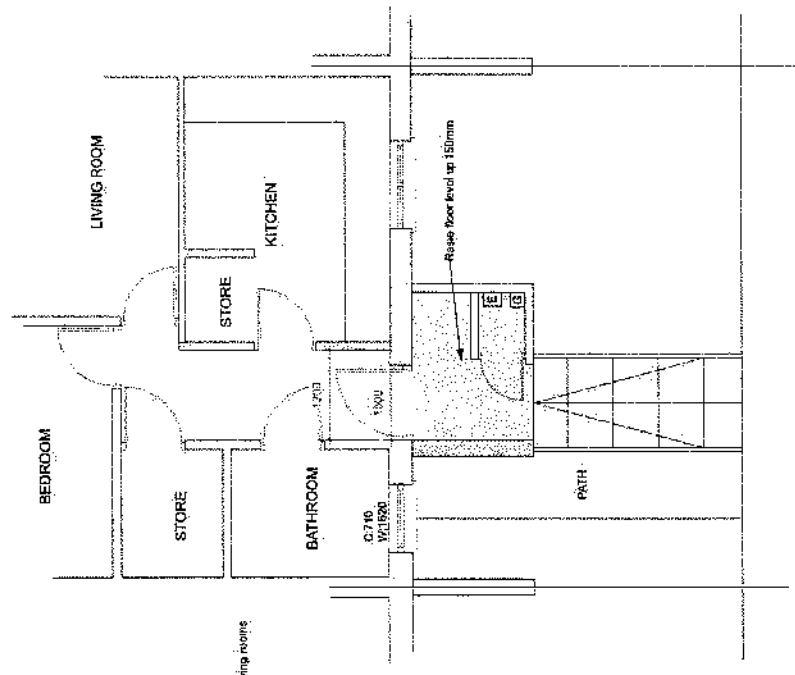
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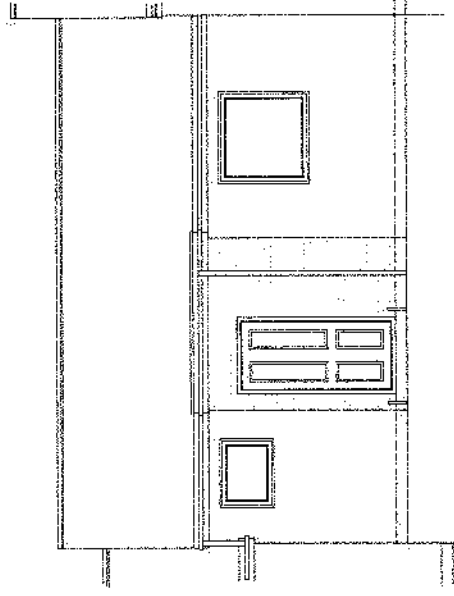
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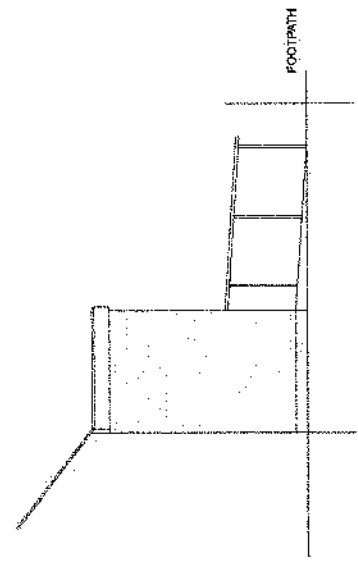
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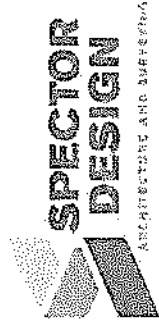
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**PROPOSED FRONT ELEVATION**  
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**PROPOSED SIDE ELEVATION**  
Scale 1:50



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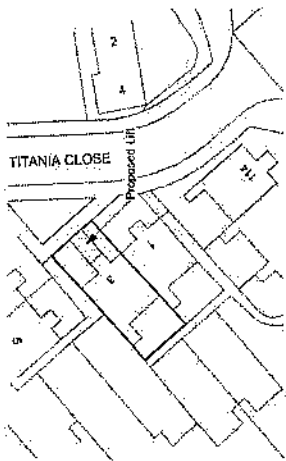
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Client: FORTEM

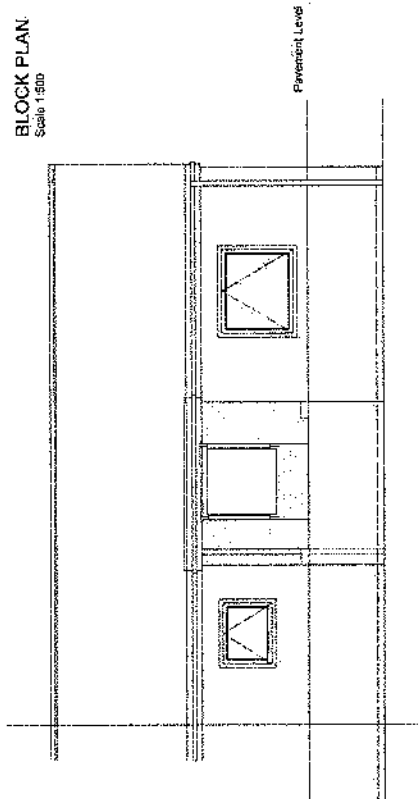
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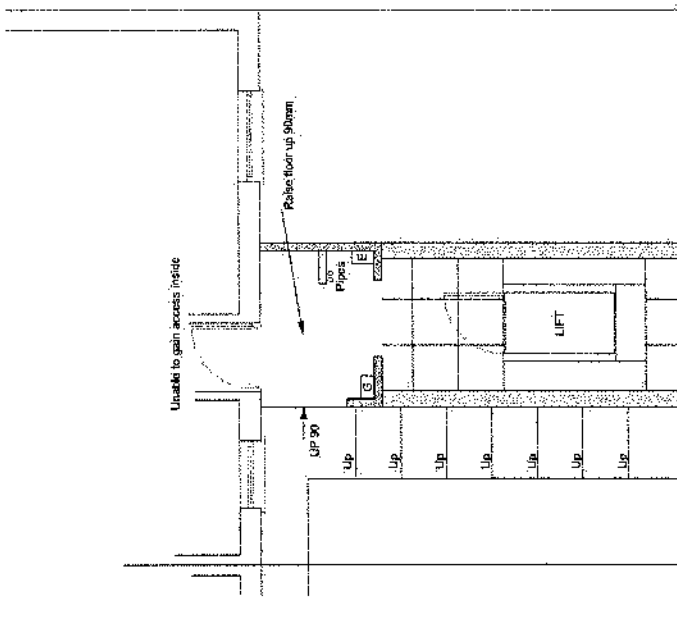
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**BLOCK PLAN**  
Scale 1:500



**PROPOSED FRONT ELEVATION**  
Scale 1:50



**PROPOSED GROUND FLOOR PLAN**  
Scale 1:50



**E: LINDSEY@SPECTORDSIGN.CO.UK**  
**M: 07584023467 T: 01902 704810**

Rev	Date	Comments	Rev	Date

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3 TITANIA ROAD, BIRMINGHAM, B45 0EE

Project Name:  
PROPOSED LAYOUT

Client:  
FORTEM

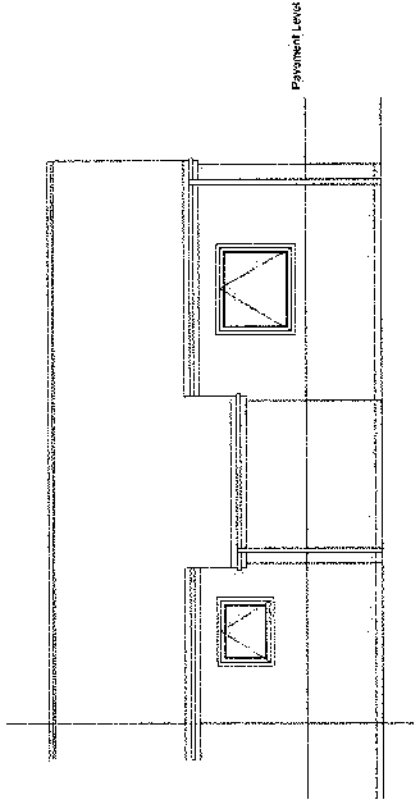
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519/202 - 02

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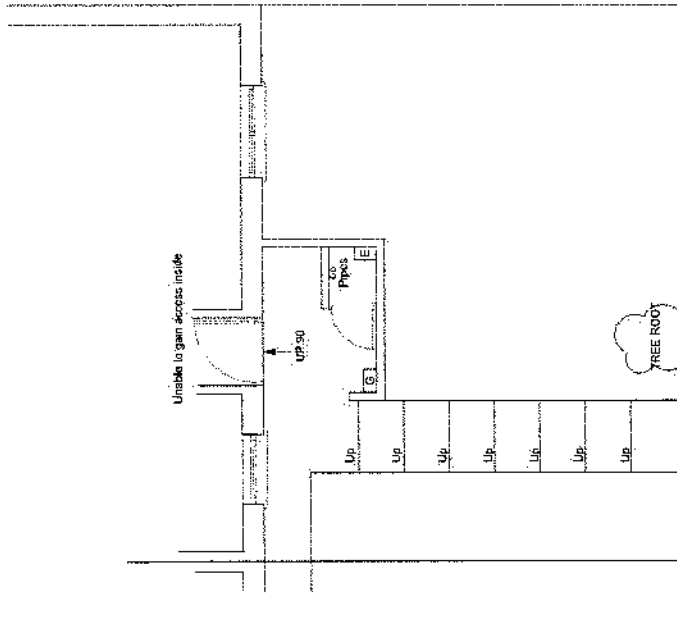
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EXISTING GROUND FLOOR PLAN  
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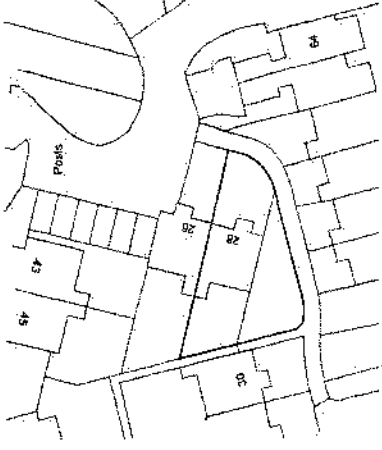


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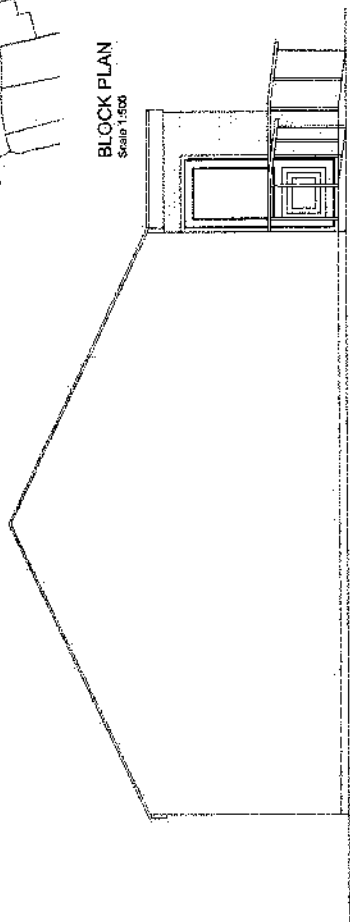
LANDSCAPE ARCHITECTURE AND SURVEYING

E: LINDA@SPECTORDSIGN.CO.UK  
M: 07591923447 T: 01892 404810

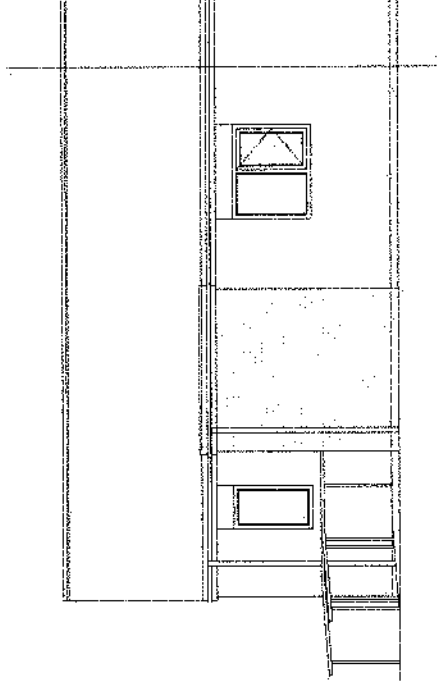
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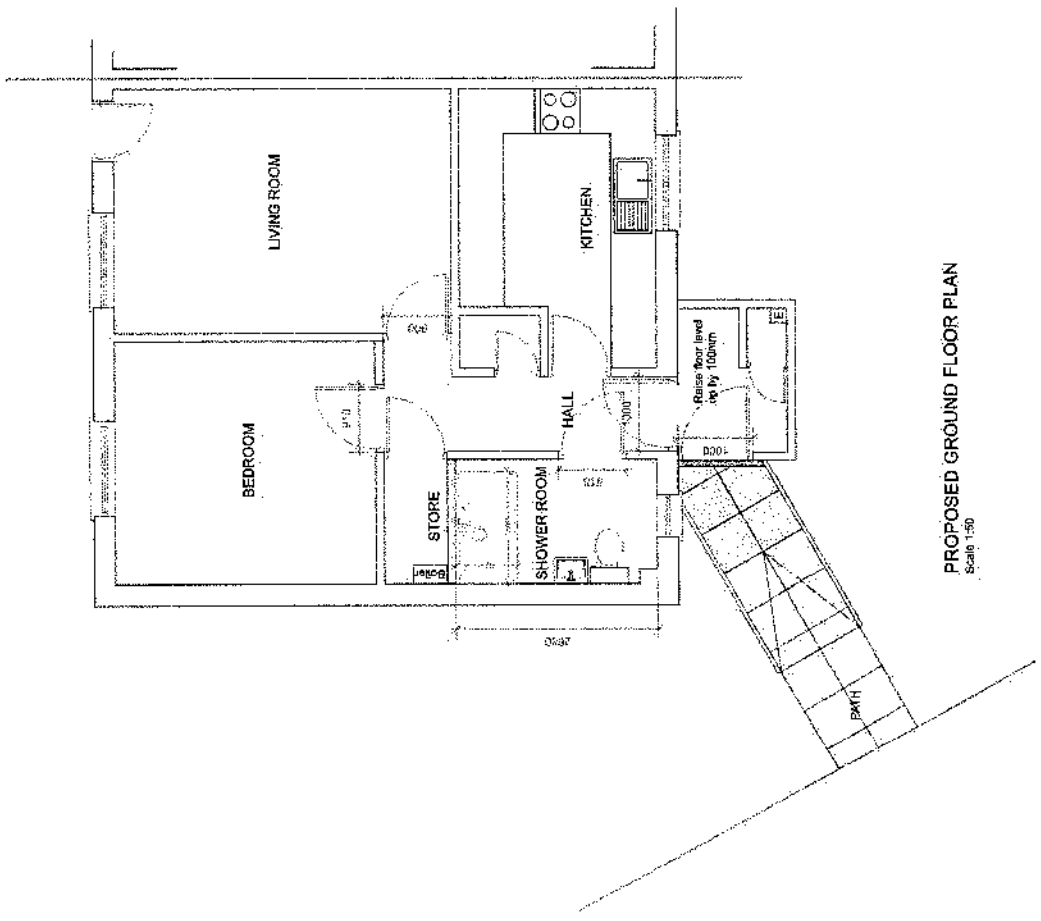
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**PROPOSED SIDE ELEVATION**  
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**PROPOSED FRONT ELEVATION**  
Scale: 1:50

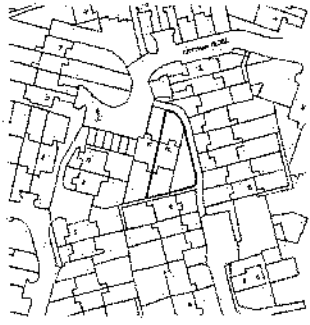


**PROPOSED GROUND FLOOR PLAN**  
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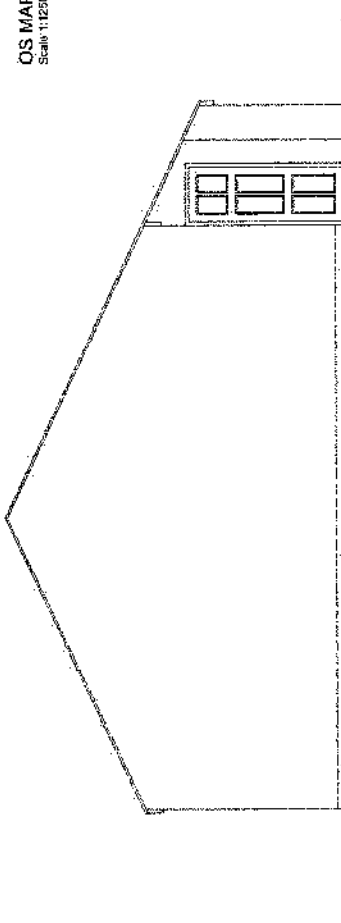


ARCHITECTURE AND INTERIOR DESIGN  
E: info@spector-design.co.uk  
M: 07831973497 T: 03002 404918

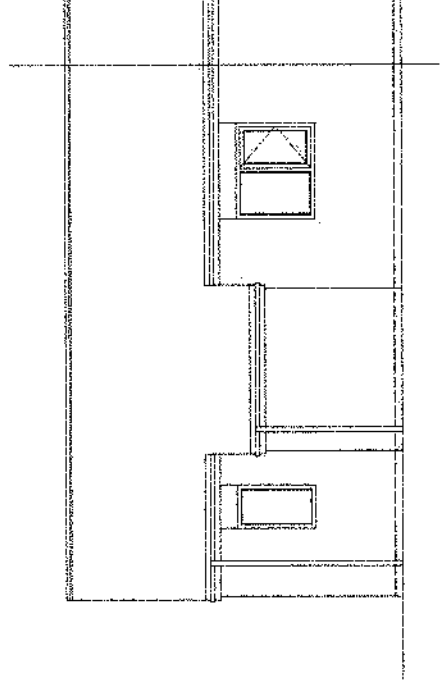
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519/172 - 02				
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A3 Landscape				



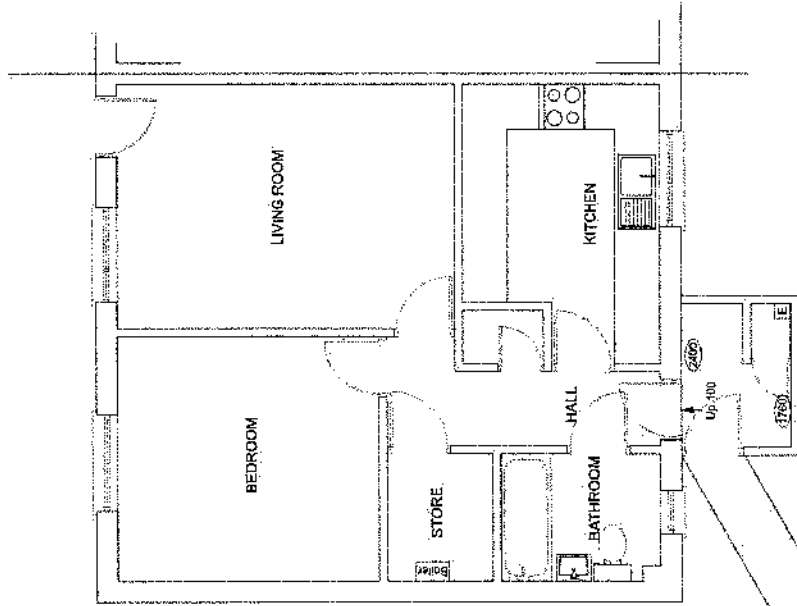
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EXISTING SIDE ELEVATION  
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EXISTING FRONT ELEVATION  
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EXISTING GROUND FLOOR PLAN  
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FORTEL 15777 AND SPECTOR  
E. LINDSAY SPECTOR DESIGN LTD  
M: 0798123447 T: 01982 409946

Rev	Date	Description	Rev	Ch

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 Project Title: EXISTING GROUND FLOOR PLAN  
 Client Name: FORTEM  
 Client Address: 150 @ A3  
 Drawing Number: 519/172 - 01  
 Original Project: A3 Landscaps



# DM PAYROLL SERVICES LTD

7 New Road  
Far Forest  
Kidderminster  
Worcestershire  
DY14 9TQ

Tel: 01299 269188  
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Email: [diane@dmpayrollservices.co.uk](mailto:diane@dmpayrollservices.co.uk)  
[www.dmpayrollservices.co.uk](http://www.dmpayrollservices.co.uk)

4<sup>th</sup> May 2020

New Frankley in Birmingham Parish Council  
12 Arden Road  
Frankly  
Birmingham  
B45 0JA

Dear Chairman

## **Internal Audit for New Frankley in Birmingham Parish Council**

I have now completed the internal audit for New Frankley in Birmingham Parish Council. I have carried out tests on the systems in place and have reviewed the internal controls. I confirm I have acted independently; the basis of the internal audit is by selective assessment of compliance with relevant procedures and controls.

### **A. Appropriate books of account**

Appropriate books of account have been kept during the year. The council has used a software package, the books are kept up to date and the accounts are balanced monthly.

### **B. Financial Regulations**

There is a clear audit trail of all samples picked. Financial Regulations were met, payments were supported by receipts or invoices and payment schedules were reported to meetings.

VAT was appropriately accounted for and a reclaim made.

### **C. Risk Assessments**

The risk assessment has been carried out and reviewed by the council.

The council's insurance cover includes public liability, employer's liability and fidelity guarantee (employee dishonesty) and is adequate for the council's needs.

The computers are backed up to either one drive or to external data discs or a hard drive.

There were some minutes in the minute book that were unsigned and in one instance the draft minutes were signed. Please ensure all minutes are signed, this makes it more difficult for an alternative minute to be inserted at a later date.

### **D. Precept**

The precept was set after the council considered its budget requirements for the year at a

aat

Registered company number 10880898



full council meeting.

Financial monitoring reports of actual income and expenditure compared against the budget are provided to council meetings on a regular basis.

**E. Income:**

There were no unusual receipts during the year. Interest has been recorded in the accounting records.

**F. Petty Cash**

Petty cash has been used appropriately and is reported to council. The float is reimbursed monthly.

All samples of petty cash were supported by receipts.

**G. PAYE**

The PAYE is administered using Basic Tools. PAYE and NIC has been calculated correctly and RTI's submitted to HMRC.

The council operates a NEST pension scheme for staff who wish to opt into a pension scheme.

**H. Asset Register**

The parish council maintains an updated asset register which has been reviewed during the year.

**I. Bank reconciliations**

The bank accounts are reconciled to the cash book monthly. I have recalculated the end of year bank reconciliation can confirm the bank reconciliation balances.

**J. Accounting Statements**

The parish council prepares the accounting statements on an Income and Expenditure basis. Debtors and creditors can be followed back to the receipts and payments transactions.

**General**

In general, the accounting records are well kept and organised

I would like to thank your clerk, Sarah Whittaker and RFO, Roger Griffiths, for their assistance in the internal audit review and enclose my invoice for your attention.

Yours sincerely

*Diane Malley*

Diane Malley MAAT

## Annual Governance and Accountability Return 2019/20 Part 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 Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 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 is completed by the authority's internal auditor.
  - Sections 1 and 2 are to 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 before 1 July 2020.
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 2020. 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 2020
  - 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 2019/20

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 a publicly accessible website:

Before 1 July 2020 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 2019/20, approved and signed, page 4
- Section 2 - Accounting Statements 2019/20, approved and signed, page 5

Not later than 30 September 2020 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 Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *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 Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. 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 if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- 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 email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return 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 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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 2020**.

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 the dates set for the period for the exercise of public rights, 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 from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 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 2019/20

New Frankley in Birmingham Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed: Please choose one of the following		
	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.	✓		
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 and year-end bank account reconciliations were properly carried out.	✓		
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 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (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

04/05/2020

Name of person who carried out the internal audit

Diane Malley

Signature of person who carried out the internal audit

*Diane Malley*

Date

04/05/2020

\*If the response is 'no' you must include a note to 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 2019/20

We acknowledge as the members of:

### New Frankley in Birmingham 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 2020, that:

	Agreed		
	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
			✓

\*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:

and recorded as minute reference:

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

Chairman

Clerk

#### Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

[www.newfrankleyinbrminghamparishcouncil.gov.uk](http://www.newfrankleyinbrminghamparishcouncil.gov.uk)

Section 2 – Accounting Statements 2019/20 for

New Frankley in Birmingham Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	85,495	93,870	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	45,521	31,221	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	40,906	40,949	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	21,646	21,837	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	56,406	71,280	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	93,870	72,925	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	92,714	72,596	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	14,114	15,306	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	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.
		X	

I certify that for the year ended 31 March 2020 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

*R. S. Griffiths*

Date 14th May 2020

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

as recorded in minute reference:

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

### Section 3 – External Auditor Report and Certificate 2019/20

In respect of

#### 1 Respective responsibilities of the body and the auditor

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 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2019/20

(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 2019/20

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 2020.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))