FALFIELD
PARISH COUNCIL

ANNUAL
REPORT
2019 - 2020

Approved at the Annual Parish Council meeting on Tuesday 16th June 2020 – Minute reference 1242/20.8

To Comply with the Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 – Transparency Obligations for Parish Councils with an Annual Turnover not exceeding £25,000 (England Only) and the SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020

Contents

LIST OF COUNCILLORS AND MEMBERS RESPONSIBILITIES

The following gives details of the councillors on the Parish Council and any responsibilities they may have.

Name of Councillor	Responsibilities
Miss Emma Jarvis	Chairman
Mrs Jane Hathway	Councillor
Mr Ken Fryer	Parish Councillor Representative on the Community Engagement Forum covering Charfield, Cromhall, Tortworth, Falfield, Rangeworthy, Cotswold Edge (North & West of A46).
Mrs Veronica Stanley	Parish Council Representative on Falfield Village Hall Management Committee *
Mr Andrew Gregory	Vice Chairman
Mr Ian Salt	Councillor

Details of individual Councillors Register of Interests are held by the Clerk and can also be obtained from South Gloucestershire Council's Local Councils' Register of Interest web page:

The Parish Council can have a maximum of seven councillor seats. Following an un-contested election in May 2019 the Council have one vacant councillor seat.

* Falfield Parish Council are the Lessees of the Village Hall under the current leasing arrangement between St George's Church Council as Management Trustees and Gloucester Diocesan Trust as Custodian Trustees. This lease came in existence on 21st April 1986 for a period or 52 years.

COUNCILLOR ATTENDANCE - FROM MAY 2019 – APRIL 2020

Name of Councillor	Open Meetings attending	% attendance
Mrs Jane Hathway	10 out of 10	100%
Miss Emma Jarvis	10 out of 10	100%
Mr Ken Fryer	10 out of 10	100%
Mrs Veronica Stanley	9 out of 10	91%
Mr Andrew Gregory	7 out of 10	73%
Mr Ian Salt	9 out of 10	91%

The Annual Parish Council meeting took place in May followed by 8 Ordinary Meetings and 1 extra ordinary meeting held during the financial year.

Agendas and Minutes for these meeting can be found on the Parish Council website.

DETAILS OF EXPENDITURE OVER £100

The following gives details of any payments over £100.

Month	Payee	Purpose	Cheque No	Minute ref	Amount	VAT	Cheque value
April	Parish Council websites	Annual hosting subscription	878	1065/19.2	£ 150.00	£ -	£ 150.00
April	Avon Local Councils Association	Annual subscription for 2019/2020 FY	879	1065/19.2	£ 102.06	£ -	£ 102.06
April	J. Carpenter	Clerk's salary for April 2019	880	1065/19.2	£ 314.19	£ -	£ 314.19
April	Cardiac Science	Defibrillator, Cabinet and Training	882	1038/19.1	£ 1,715.00	£ 343.00	£ 2,058.00
May	Falfield Village Hall	Hire charges between April 2019 and March 2020 plus payment for PAT testing	883	1086/19.3	£ 113.67	£ -	£ 113.67
May	J. Carpenter	Clerk's Salary for May 2019 plus holiday pay and office expenditure	884	1086/19.3	£ 447.22	£ 4.83	£ 452.05
May	Soc of Local Clerks	Annual Membership	885	1086/193	£ 106.00	£ -	£ 106.00
June	J. Carpenter	Clerk's salary for June 2019, 1st quarter office costs and purchase of stampts	888	1102/19.1	£ 419.95	£ -	£ 419.95
June	Came & Company	Annual insurance 1st June 2109 - 31st May 2020	889	1102/19.1	£ 218.00	£ -	£ 218.00
June	South Gloucestershire Council	1st quarter localism charge	890	1102/19.1	£ 85.56	£ 17.11	£ 102.67
July	J. Carpenter	Clerk's salary for Juy 2019	892	1118/19.2	£ 374.23	£ -	£ 374.23
Sept	The Gables Hotel	Bedding Plants for Planters on A38	896	1136.19.1	£ 83.33	£ 16.67	£ 100.00
Sept	J. Carpenter	Clerk's Salary August & September Clerk's 2nd quarter office costs Materials	898	1136/19.1	£ 792.20	£ 2.75	£ 794.95
Oct	J. Carpenter	Clerk's Salary October Bulbs and drawing pins	892	1152/19.2	£ 406.72	£ -	£ 406.72
Oct	Avon Local Councils Association	Councillor & Clerk training	893	1152.19.2	£ 100.00	£ -	£ 100.00
Dec	South Gloucestershire Council	Uncontested Election in May 2019	908	1180/19.1	£ 175.00	£ -	£ 175.00
Dec	J. Carpenter	Clerk's salary for December 2019	909	1180/19.1	£ 374.23	£ -	£ 374.23
Jan	J. Carpenter	Clerk's salary for January 2020	911	1188/20.2	£ 374.22	£ -	£ 374.22
Feb	J. Carpenter	Clerk's salary for February 2020	914	1204/20.2	£ 374.23	£ -	£ 374.23
Mar	J. Carpenter	Clerk's salary for March 2020 3rd & 4th quarters Office Expenses Admin costs	916	1217/20.2	£ 502.89	£ 11.44	£ 491.45

PARISH COUNCIL BUDGET FOR 2019/2020

Receipts	Budget	£ change from 2018/19	% change
Precept	**6,731.00**	**178.00**	**+2.72%**
Account Interest	90.00	63.00	+233.33%
Grants / Donations/ Bursaries	0.00	0.00	#DIV/0!
Rental	10.00	0.00	0.00%
Refunds inc VAT Refund	188.00	88.00	+88.00%
Community Infrastructure Levy	0.00	0.00	#DIV/0!
	7,019.00	**329.00**	**+4.92%**

Payments		Budget	£ change from 2018/19	% change
Salary/PAYE	Clerk	4,491.00	241.00	+5.67%
Expenses	Administration	260.00	140.00	+116.67%
	Office Cost	120.00	0.00	0.00%
	Parish Council Web Site	150.00	150.00	+100.00%
	Parish Council emails	128.00	128.00	+100.00%
	Travel	0.00	-50.00	-100.00%
Rental	Village Hall	126.00	0.00	0.00%
	PCC	10.00	0.00	0.00%
Insurance & Fees inc Audit and Solicitors	Insurance	225.00	50.00	+28.57%
	Internal Audit	60.00	0.00	0.00%
Subscriptions/ Training/ Meetings	ALCA	105.00	-5.00	-4.55%
	SLCC	100.00	0.00	0.00%
	Training/Meetings	0.00	-150.00	-100.00%
Election Costs	Election Costs	0.00	0.00	0.00%
Recreation / Arts	Asset & Replacement e.g. projector	250.00	0.00	0.00%
	Maintenance	450.00	50.00	+12.50%
	SGC VG Grass Cutting	0.00	-150.00	-100.00%
	SGC Verge & V.Green Cutting	334.00	0.00	0.00%
	Sub Total 1	6,809.00	404.00	+6.31%
Section 137 Payments How does the donation benefit the Parish?	Poppy Wreath	60.00	0.00	0.00%
	5 Alive Annual Donation	75.00	0.00	0.00%
	Donations	75.00	-75.00	-50.00%
	Sub Total 2	210.00	-75.00	-26.32%
	Total	**7,019.00**	**329.00**	**+4.92%**

Budget approved at Council meeting on 15th January 2019. Minute Ref: 1021/19.4

Precept of £6,731.00 approved on 15th January 2019. Minute ref: 1021/19.5

ANNUAL INTERNAL AUDIT

FALFIELD 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.	✓		

	Yes	No	Not applicable
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: 31/05/2020

Name of person who carried out the internal audit: Daphne Dunning

Signature of person who carried out the internal audit: [redacted]

Date: 31/05/2020

*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).

SECTION 1 - ANNUAL GOVERNANCE STATEMENT 2019/20

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

FALFIELD 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	Agreed No*		'Yes' means that this authority:
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	has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
			✓	

*For any statement to which the response is 'no', an explanation must be published

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

16/06/2020

and recorded as minute reference:

1242/20.6

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

Chairman [redacted]

Clerk [redacted]

SECTION 2 – ACCOUNTING STATEMENTS 2019/20

The following gives details of the Statement of Accounts along with any supporting documentation - Section 2 of the External Audit Annual Return including bank reconciliation, explanations of any significant variances and ear marked funds allocation.

Section 2 – Accounting Statements 2019/20 for

FALFIELD PARISH COUNCIL

	Year ending 31 March 2019 £	Year ending 31 March 2020 £	Notes and guidance: Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	16,144	16,169	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	6,576	6,731	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	965	528	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	4,497	4,690	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	3,019	4,811	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	16,169	13,927	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	16,169	13,927	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	5,406	5,406	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).

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		✓	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 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 [redacted]

Date 16/06/2020

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

16/06/2020

as recorded in minute reference:

1242/20.6

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

[redacted]

EXPLANATION OF VARIANCES BETWEEN 2018/19 AND 2019/20

The following gives details of the Internal Audit and explanations for any negative comments, if necessary –Section 4 of the External Audit Annual Return.

Explanation of variances – pro forma

Name of smaller authority:	**Falfield Parish Council**
County area (local councils and parish meetings only):	South Gloucestershire

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:
• variances of more than 15% between totals for individual boxes (except variances of less than £200);
• a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, **DO NOT OVERWRITE THESE BOXES**	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	16,144	16,169				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	6,576	6,731	155	2.36%	NO		
3 Total Other Receipts	965	528	-437	45.28%	YES		no CIL receipts were received during the FY (previous year £760)
4 Staff Costs	4,497	4,690	193	4.29%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	3,019	4,811	1,792	59.36%	YES		Purchase of a defibrillator at £1715
7 Balances Carried Forward	16,169	13,927				VARIANCE EXPLANATION NOT REQUIRED	
					YES	**EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES**	
8 Total Cash and Short Term Investments	0	0				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	5,406	5,406	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

EXPLANATION FOR HIGH RESERVES

Explanation for 'high' reserves					
(Please complete the highlighted boxes.)					
Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:					
			£	**£**	**£**
Earmarked reserves:					
	Election costs contigency		3025		
	Village Hall Continency		1500		
	Community Infastructure Levy		0		
	Asset Replacement		480		
	Maintenance		683		
	Flowers/seed for Orchard View		110		
	Travel/Meetings		349		
	Training		350		
				6497	
General reserve			7430		
				7430	
Total reserves (must agree to Box 7)					**13927**

BANK RECONCILIATION

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Falfield Parish Council

County area (local councils and parish meetings only): South Gloucestershire

Financial year ending 31 March 2020

Prepared by (Name and Role): James Carpenter, Clerk & RFO

Date: 30/04/2020

	£	£
Balance per bank statements as at 31/3/20:		
NatWest Current Account (03205665)	721.63	
National Savings & Investment	13,205.09	
		13,926.72
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/xx **(enter these as negative numbers)**		
	0.00	
		0.00
Add: any un-banked cash as at 31/3/20		
	0.00	
		-
Net balances as at 31/3/20 (Box 8)		**13,926.7**

COMMUNITY INTRASTRUCTURE LEVY

Details of Receipts and Payments during 2019/2020

COMMUNITY INFASTRUCTURE LEVY

FALFIELD PARISH COUNCIL

Reporting Year: 1st April 2019 to 31st March 2020

A	Total CIL incomce carried over from prevuious years	£	1,095.00
B	Total CIL income received (receipts)	£	-
C	Total CIL spent (expenditure)	£	1,095.00
D	Total CIL repaid following a repayment notice	£	-
E	Total CIL retained at year end (A+B-C-D)	£	-

CIL Expenditure

Item / Purpose	Amt Spent	
Purchase and installation of one defibibrilator located outside Falfield Post Office for use by all individuals twenty four hours a day 365 days a year.	£	1,095.00

Signed [redacted]

Position Clerk & RFO

Verified [redacted]

Position Chairman

Date 16th June 2020

Minute ref 1240/20.7.

SECTION S137 PAYMENTS MADE DURING 2019/2020.

The following payments were approved and made *In accordance with its powers under section 137 of the Local Government Act 1972, which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure detailed below.*

Date	Minute Ref	Paid To	Amount
21/05/2019	1089/19.2	Western Air Ambulance	£75.00
04/10/2019	1136/19.4	Croftt Newsletter	£75.00
04/10/2019	1136/19.4	Royal British Legion	£60.00

For 2019/20 the maximum amount allowed was £ 8.12 for every registered elector. On 1st April 2019, the total number of electors on the electoral register was 446.

FREEDOM OF INFORMATION REQUESTS.

During the period ending 31st March 2020 the Parish Council did not receive any requests for information in relation to Council business.

DETAILS OF PUBLIC BUILDING THAT THE PARISH COUNCIL MAINTAINS

Date of Acquisition	Description & Size	Location / Address	Cost at Acquisition	Owner
1964	Land by War Memorial & Jubilee Bench ~ 120 m^2	Corner of Sundayshill Lane & Gloucester Road (A38), Falfield	Unknown	Falfield Parish Council
29/06/1966	Bus Shelter ~ 9.5 m^2 51°38'14.5"N 2°27'32.8"W	Near the Huntsman, Gloucester Road (A38), Falfield	436-15s-8d	Falfield Parish Council
29/06/1966	Bus Shelter ~ 9.5 m^2 51°38'14.1"N 2°27'31.5"W	Near the Huntsman, Gloucester Road (A38), Falfield		Falfield Parish Council
21/04/1971	Bus Shelter ~ 9.5 m2 51°37'30.8"N 2°27'58.0"W	Near Whitfield gate Farm, A38, Falfield (South Bound)	£215	Falfield Parish Council
02/06/1976	Bus Shelter ~ 4.5 m^2 51°37'16.8"N 2°28'17.7"W	South of Brinkmarsh Lane, A38, Whitfield (South Bound)	£605	Falfield Parish Council
02/06/1976	Bus Shelter ~ 4.5 m^2 51°37'25.8"N 2°28'03.7"W	Near Whitfield gate Farm, A38, Falfield (North Bound)		Falfield Parish Council
2000	Village Green ~ 0.2 acres 51°38'12.9"N	Land Opposite St George Church, Sundayshill Lane, Falfield	£1,000	Falfield Parish Council

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