MINUTES OF THE ANNUAL PATTINGHAM AND PATSHULL PARISH COUNCIL MEETING HELD ON THE 13TH MAY 2024 AT PATTINGHAM VILLAGE HALL

Present: Councillors: A Freeman (Vice Chairman), M Finch, J Tomlinson, P Dunn, N Caine, Mrs A Kemp, S Walker, W Morris, District Cllr Mrs V Wilson and County Cllr J Abrahams arrived at 8pm.

Also Present: Mrs J Cree, T Mason.

42/24. Election of Chairman of the Parish Council for the Council Year 2024/25. (the new Chairman to make his/her declaration of Acceptance of Office).

There was 1 nomination for Chairman of the Parish Council, Cllr A Freeman, this was agreed by all members present and he signed his declaration of office and took the chair for the remainder of the meeting.

43/24. Appointment of Vice-Chairman of the Parish Council for the Council Year 2024/25. (the new Vice-Chairman to make his/her declaration of Acceptance of Office).

There was 1 nomination for Vice Chairman of the Parish Council, Cllr J Tomlinson this was agreed by all members present and he signed his declaration of office.

44/23. Vote of Thanks to the Outgoing Chairman.

Members thanked the former Chairman and Vice Chairman for their hard work during the last year.

45/23. Apologies for Absence.

Apologies were received from Cllr Mrs S Attwater, J Yardley, N Burton and SSDC Cllr R Reade.

46/23. Declarations of Councillors' Interest.

None were declared

47/23. Public Forum - Democratic fifteen minute period / public question time.

Standing orders were raised to enable members of the public to speak.

T Mason addressed the council in relation to FP6 from Marlbrook to Hallend Lane, an application was due to be submitted to SCC for gravel to be purchased to resurface it some 14months ago. This has not happened and the path needs resurfacing with stones before the winter. The entrance from the Marlbrook end has had the fence smashed also which needs to be repaired. The footpath from Marlbrook lane to the Rudge road which is impassible and needs to be cut back.

Cllr N Caine reported that in Perton it was noted that with they got a free footpath, in exchange for a free tree planting by the Forest of Mercia. This could be looked at.

Standing orders were reinstated.

Any defects need to be reported directly to the SCC. The Clerk to submit a grant for the gravel to resurface and ask for the County's permission to do the work and also get them to investigate what is required to re instate the fallen kissing gates. This to be an agenda item for the next meeting. The Lengthsman to be asked to cut back the footpath from Marlbrook Road to Rudge Road.

48/23. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 4th March 2024 and 15th April 2024.

The minutes of the meetings held on the above date, were agreed as a true and accurate record of the meeting.

49/24. County / District Councillors to address the Council on any matters relevant to the Parish

County Councillor J Abrahams reported on:-

- He reported what he is funding in Pattingham with his funds, they are dealing with the flooding on Westbeech Road within the next month. With regard to the flooding on Great Moor Road, had a site meeting with Dianne Firken this month, although they are not able to get the works completed yet via County Highways funding, he will fund from his mmebs fund the following roads - Moor Lane, the Elms, Great Moor Road and Great Moor Lane with his fund for pothole works. With regard to Burnhill Green road surface this is being redone under warranty.
- With regard to the quality of the work on the roads, is being now raised with the contractor and they are now being held accountable for the repairs.
- The traffic lights at Perton flooding all needs to be looked at , and the gullys are going to be cleared again.
- Community Funding if there are any projects to let him know.

District Councillor Mrs V Wilson reported on:-

- All aware of the funding streams through SSDC UK Shared Prosperity fund & Rural Prosperity fund (ideal for Pattingham) ends in September, Community is the Best Medicine – Community events, Access, Voluntary Community Groups support. There was an event on funding for all members with this information, any information required to speak to her directly – this to be an agenda item for the next meeting and needs to be shared with local groups.
- Wombourne Recycling centre, this was closed due to the ground subsiding at the rear of the site not near the public side. They will hopefully be opening the southern side of the site so they will limit access to 4 vehicles at a time. Another local authority may be offering to help. The County has 14 centres and for this size of population we only need 2.
- There are no road sweeping company at the moment and they are having to retender for this work.
- She has been over to look at the parking area by the shops, they are trying to ascertain the ownership. In the 90's there was a lease in place with SSDC and the landowner and that ended in 2016. They did up to last year fill in the defects without the lease as they were unaware the lease had ended. So they are now saying it is up to the land owner to do the work, this would cost £50,000 to repair it properly. The owner is looking to sort this out.

Cllr N Caine and Cllr J Abrahams left at 8.20pm

50/24. Review standing orders, Financial Risk Assessment and Financial regulations.

The above documents having previously being circulated were noted.

51/24. Review of inventory of land and assets including buildings and office equipment.

The above information having previously being circulated with the agenda papers was noted.

52/24. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

The Parish Council has adequate insurance cover in place and renews in June.

53/24. Reviewing the Council's complaints procedure and Health and Safety policy.

The above document having previously being circulated were noted.

54/24. Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000, GDPR and the Data Protection Act 1998.

The above documents having previously being circulated were noted.

55/24. Reviewing the Council's policy for dealing with the press/media

The above document having previously being circulated were noted.

56/24. To note and confirm Declaration of Pecuniary Interest forms.

It was noted that any changes to the forms must be checked by members and then changed if required.

57/24. To confirm the dates, times and place of ordinary meetings of the full Council for the year ahead to May 2025 (Schedule attached).

The following dates were agreed and noted as below:-

24th June 2024	Pattingham Village Hall	
15th July 2024	Pattingham Village Hall	
2nd September 2024	Pattingham Village Hall	
14th October 2024	Burnhill Green, Crown Rooms	
18th November 2024	Pattingham Village Hall	
2nd December 2024	Pattingham Village Hall	
20th January 2025	Pattingham Village Hall	
17th February 2025	Pattingham Village Hall	
3rd March 2025	Burnhill Green, Crown Rooms	
21st April 2025	Pattingham Village Hall	(apm & normal meeting)
12th May 2025	Pattingham Village Hall	

58/24. Authorisation of signatories for Cheques.

It was agreed to add Cllrs J Tomlinson and W Morris to the mandate as there are only 2 signatories left Cllrs A Freeman and the Clerk.

59/24. Appointments on outside bodies

The following names were agreed:-

Village Hall – No additional members required from the Parish Council as previous Cllrs now sit on this committee.

Education Pattingham Foundation – Councillors P Dunn and M Finch.

Over 65's Lunch – Councillors S Walker, A Freeman, Mrs A Kemp and Mrs S Attwater.

Police Forum – Councillors M Finch, W Morris and J Tomlinson.

60/24. Community Speedwatch update

Sat. 1st June is in the diary and nearer the time we can advertise locally asking anyone and everyone to pop in and learn more about CSW.

61/24. To discuss and agree 4 year plan (as per March minutes)

The Chairman had prepared a discussion paper on this topic and is detailed below:-

This Development plan is our aims and targets for the Parish Council to achieve by the end of their term of Office (May 2027). If a neighbourhood plan is designed this will feed into its aims.

- *Clean up the Village*

Work with the Lengthsmans to keep the village clean and tidy all year round
To continue to improve in the annual Best Kept Village competition. Work with partners and shareholders to ensure this is achieved.

- *Road safety*

Endeavour to set up a Road Safety Action Group for Pattingham.
Work with other Parish Councils in our Locality (Perton, Codsall and Bilbrook) to work collobaretly to ensure this is achieved.
Work with the Authority's i.e Police and District Council to ensure the results of the Action Group have a material result

- *Communication*

Continue to communicate on Social Media and digital channels to not only give out notices and information but news on how we spend the Precept and how we are transforming the Council to better engage with residents.
Communicate internally and regularly with our District/County and police colleagues to ensure residents concerns are dealt with in a swift manner

- *Climate change*

As a rural Parish Council we face acute challenges in relation to extreme weather. One of the key issues is flooding; this can at times see roads flooding, drains blocked but also due some properties proximity to farmland and a floodplain they are also flooded and blocked.
Liaising with colleagues to ensure our public buildings and infrastructure are future-ready, minimising carbon emissions and other environmental impacts.

It was agreed to be an agenda item for a strategy / plan to be worked on for the Council.

62/24. Update on the Dartmouth Arms Public House

The Clerk contacted the agent that deals with the Dartmouth Arms at Savills, and they reported that "That is news to us, if it is indeed true. There would be certain requirements for the seller to engage with the Crown on a sale so I suspect unlikely, but we will get in touch with the current owners – **Paul Hutchinson MRICS "**

62/24. Report from the Clerk.

Request for new bridlepath

Hi. Just thinking about the fields regularly used by dog walkers and horse riders (in addition cyclists and runners) between Pattingham and Nurton - as horse riders we have relied on the fields heavily for about 30 years to get off the main road and also provide access to the few bridleways further afield. Unfortunately, due to the recent construction of gates it means we all have to ride along the main road into the village. The vast amount of car drivers are considerate (we try to be too by pulling in where possible) but due to the sheer number of coaches/buses/lorries/tractors i am concerned about the risk to cyclists/horse riders. I believe there are circa 70 horse riders on yards surrounding these fields, plus all the villagers in Pattingham who walk the edges. Would the parish council be prepared to speak with the farmer about continuing some form of access? From a horse riders point of view ideally just the strip along the main road would be paramount, then a direct route straight over to Moor Lane would be beneficial. We also feel horse riders would be prepared to pay for an annual permit to the farmer for this benefit - wonder if dog walkers would too…. Is this something you would be prepared to liaise with the farmer about? I would be prepared to be the liaison for the local horse community. Thank you ever so much, if there is a number for someone to speak to directly about this then please let me know.

It was noted that the land has been closed due to ASB issues , it was agreed that the Clerk will write to the land owner to raise the concerns of the public, and see if we can engage with him to progress. The Clerk to undertake a land search.

FOI Information

Please find information provided by the relevant service team(s) below.

Please find below the visits per street and PCNs issued for Pattingham since 01 January 2021.

Locations may only be recorded in the electronic system if the officers have physically logged them in, occasionally they visit locations but do not log street names, for example, if there were no vehicles in contravention.

	Visits since 01.01.2021	**PCNs since 01.01.2021**
Westbeech Road, Pattingham	24	1 (DYL)
High Street, Pattingham	32	2 (DYL and SKC)
Clive Road, Pattingham	4	0

Wolverhampton Road, Pattingham	12	0

Matters noted

Request for road sweeping passed to Cllr V Wilson

Yellow Lines outside the church / by the Crown – agenda item for next month.

63/24. Accounts for Payment.

723747	Recoded		£18.42
723748	Dittons	Grass cutting March	£600.00
723749	Tracey Smith	Changing Room cleaning	£90.00
723750	L Charles Accounting	Internal audit	£330.00
723751	Viking	Paper and ink cartridges	£133.12
723752	Broxap	New Bench	£639.60
723753	A Horton	June Gardening	£180.00
723755	Clerks Salary	June Payment	£746.44
723754	HMRC	June Payment	£210.53
DD	Water Plus	Water rates	£34.80
DD	EE	Mobile phone	£22.80
DD	Utility warehouse	Changing rooms	£80.00
	Total		**£3,085.71**

The Clerk will produce a monthly budget comparison for members to see expenditure.

64/24. To receive the year end accounts including Internal Auditors Report and confirm appointment of Internal Auditor for 2024/25

The year end accounts are set out as appendix 1 to these minutes.

The reserve funds were agreed and noted as :-

<u>Ear Marked reserves</u>

Future Projects £25,000.00

Replace Benches on lower playing fields £2,000.00

Future election expenses £5,000.00

Play equipment repairs / future replacements £7,000.00

Christmas lights repairs / replacements £3,000.00

General reserve £10,000.00

Contingency fund £3,000.00

Land at Burnhill Green £17,769.00

Total £72,769.00

CASH BOOK Opening Balance 1 April 2023		68148
Closing balance per cash book receipts and payments book as at 31 March 2024		76601

It was proposed by Cllr P Dunn and seconded by Cllr J Tomlinson to accept the accounts, and the Chairman is authorised with the Clerk to sign the AGAR documents.

On a vote this was carried. It was agreed to re-appoint the internal auditor L Charles Accounting.

65/24. To discuss and make any comments on the Local Plan consultation

The Local Plan response deadline is 12 noon Friday 31st May 2024. This was noted.

66/24. Items for future Meetings

To be with the Clerk by the 10th June. PROW Marlbrook Lane to Hall End Lane. Saturday Bus Service (Clerk to ask why there is no service anymore National Express 10a), funding streams for community groups, 4 year plan – moving forward, yellow lines by school, the Crown and by the Church and request for parking wardens from SCC – Jak Abrahams, noise nuisance.

67/24. Dates of Next Meetings to be agreed at this meeting

24th June 2024 Pattingham Village Hall

Annual Governance and Accountability Return 2023/24 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 2023/24

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 2024.**
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 2024.** 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 2024
   - 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 2023/24

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 2024 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 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 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.*

Annual Governance and Accountability Return 2023/24 Form 3
Local Councils, Internal Drainage Boards and other Smaller Authorities* Page 1 of 6

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- 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. Any amendments must be approved by the authority and properly initialled.
- 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 2024.
- 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.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, 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 bank reconciliation is incomplete or variances not **fully** explained then 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 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- 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 2024.**

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 Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at **31 March 2024** 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? **NB:** 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** or from **www.ada.org.uk**

PATTINGHAM & PATSHULL COUNCIL

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During the financial year ended 31 March 2024, 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 2023/24 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.			✓
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 2022/23, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")*			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

	Yes	No	Not applicable
O. **(For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken: 18/04/2024

Name of person who carried out the internal audit: MS. LETHA A. CHARLES.

Signature of person who carried out the internal audit: ACharles

Date: 19/04/2024

***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 2023/24

We acknowledge as the members of:

PATTINGHAM & PATSHULL 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 2024, 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.

	Yes	No	N/A	
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.			✓	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***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 Chair and Clerk of the meeting where approval was given:

Chair

Clerk

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Annual Governance and Accountability Return 2023/24 Form 3
Local Councils, Internal Drainage Boards and other Smaller Authorities* Page 4 of 6

Section 2 – Accounting Statements 2023/24 for

PATTINGHAM & PATSHULL PARISH COUNCIL

	Year ending 31 March 2023 £	31 March 2024 £	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	93108	72581	*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	46209	46209	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	3996	4526	*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	10899	11288	*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	Ø	Ø	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	59833	39259	*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	72581	72769	*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	68148	76601	*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	432348	432348	*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	Ø	Ø	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✓	*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2024 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

Date

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

as recorded in minute reference:

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

Section 3 – External Auditor's Report and Certificate 2023/24

In respect of PATTINGHAM & PATSHULL 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 2024; 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 2023/24

(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 2023/24

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 2024.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Annual Governance and Accountability Return 2023/24 Form 3
Local Councils, Internal Drainage Boards and other Smaller Authorities*

Page 6 of 6

Bank reconciliation

This reconciliation must include **all** bank and building society accounts and other short-term investments*. It **must** agree to Box 8 in the column headed "*Year ending 31 March 2024*" in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis, but not when an income and expenditure basis is used.

Parish Council Name Pattingham Parish Council

Financial year ending 31 March 2024

Prepared by_J Cree / Clerk / RFO_____ (Name and Position) Date___2/4/2024_______

Balance per bank statements as at 31 March 2024:	£	£
e.g. Current account	15429	
High interest account	59538	
Building society premium a/c	1634	
		76601
Petty cash float (if applicable)	0	
Less: any unpresented cheques at 31 March 2024 (normally only current account)	0	
Cheque number	0	
Add: any un-banked cash at 31 March 2024	0	
e.g. Allotment rents banked 31 March 2024 (but not credited until 1 April 2024)		
Net balances as at 31 March 2024		76601
The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:		
CASH BOOK Opening Balance 1 April 2023 Add: Receipts in the year Less: Payments in the year		68148 57777 49324
Closing balance per cash book [receipts and payments book] as at 31 March 2024 **(must equal net balances above)**		76601

Explanation of significant variances in the accounting statements – AGAR Section 2

Parish Council name: Pattingham Parish Council

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be '*compensating'* variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	**2022/23 £**	**2023/24 £**	**Variance (+/-) £**	**Detailed explanation of variance** **(for each reason noted please include monetary values (to nearest £100)**
Box 2 *Precept*	46209	46209	£ 0.00	N/A
Box 3 *Other income*	3996	4526	£ 530 13.27%	N/A
Box 4 *Staff costs*	10899	11288	£ 389 3.57%	N/A
Box 5 *Loan interest/ capital*	0	0	£ 0	N/A
Box 6 *Other payments*	59833	39259	£ 20574 - 34.39%-	New path at Play area £2622.00 Gym equipment £8215.00 New picnic tables £2896.00 Village Markers £3865.92 New village map £1807.00 Pattingham Village Hall Grant £5000.00 Pattingham Bells Grant £500.00 Total £28052.72- This year exp to be added :- Lengthsman £4916 Repair to MUGA £945 Grants Scarecrow/ P Amateur dramatics / Village Hall £1144. Repairs to Burnhill Green £350.00

				Difference £124.

Box 7 *Balances carried forward*	72581	72769	£ 188.00	Ear Marked reserves Future Projects £25,000.00 Replace Benches on lower playing fields £2,000.00 Future election expenses £5,000.00 Play equipment repairs / future replacements £7,000.00 Christmas lights repairs / replacements £3,000.00 General reserve £10,000.00 Contingency fund £3,000.00 Land at Burnhill Green £17,769.00 Total £72,769.00
Box 9 *Fixed assets & long-term assets*	432348	432348	£0	**Explain all movements in this category and not just those above 15%**
Box 10 *Total borrowing*	0	0	£ 0.00	

Reconciliation between Box 7 and Box 8 in Section 2 (31/03/2024). Note – this form is only required for authorities preparing their accounts on an income and expenditure basis.

Parish Council name:____Pattingham Parish Council________________________________

There should only be a difference between Box 7 and Box 8 where the accounts are prepared on an Income & Expenditure basis and where there are year-end adjustments for debtors/prepayments and creditors/receipts in advance. Please provide details of the year-end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

		£	£
Total of Box 7: Balances carried forward (31/3/2024)			**72769**
Deduct:	Debtors	3123	
Deduct:	Payments made in advance (prepayments)	0	
Total deductions			**3123**
Add:	Creditors	6955	
Add:	Receipts in advance	0	
Total additions			**8216**
Total of Box 8: Total cash and short-term investments (31/3/2024) (must agree to the net balances on bank reconciliation)			76601

Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

Clerk's name: J Cree	RFO's name (if not clerk): Same as opposite	Chair's name: ………………………………
Clerk working hours (e.g. Mon-Fri 9-5pm): Mon – Fri 10 hours per week	RFO working hours (e.g. Mon-Fri 9-5pm): …………………………… ……………………………	
Parish Council registered address: 35 Kingsford Park Sladd Lane Wolverley DY11 5TA	Parish Council registered address: ………………………………… ………………………………… ………………………………… ………………………………… ………………………………… …………………	Chair contact postal and email address: ……………………………… ……………………………… ……………………………… ……………………………… ……………………………… ……………… Email: …………………………….
Telephone: Primary contact number: 07534813053 Mobile/Alternative number: ……………………………	Telephone: Primary contact number: …………………………… Mobile/Alternative number: ……………………………	Telephone: Primary contact number: …………………………… Mobile/Alternative number: ……………………………
E-mail address for the Council/Meeting (please do not provide a personal e-mail address unless the clerk / RFO does not have a Council/Meeting e-mail address). clerk@pattingham-pc.gov.uk		

Please return this form via email together with the

Annual Governance & Accountability Return and other information requested.

BUDGET COMPARISON to 31/03/2024 AND BUDGET for 2024-25

-

Actual income and expenditure includes any committed expenditure to 31/3/2024

	Income	Budget 2023/4	Actual Income	Balance	Comments	Budget for 2024/5
100	Donations	£0.00	£1,090.00	£1,090.00	Donation towards Defib at Pattingham Club	£0.00
101	Precept	£46,209.00	£46,209.00	£0.00		£46,209.00
103	Football Income	£1,200.00	£1,400.00	£200.00		£1,400.00
104	Misc. Items	£0.00	£0.00	£0.00		£0.00
110	Interest on Santander deposit acc	£1.00	£15.06	£14.06		£1.00
111	Redwood Bank Interest	£100.00	£2,020.61	£1,920.61		£100.00
112	Balance from reserves to balance the budget for 2023/24	£9,090.00	£0.00	-£9,090.00		£3,509.00
	Total Income	£56,600.00	£50,734.67	-£5,865.33		£51,219.00
	Expenditure	**Budget 2023/4**	**Exp. To date**	**Balance**	**Comments**	**Budget for 2024/5**
1	Administration	£500.00	£2,320.41	-£1,820.41	Clerks mobile, stationary, new website and email , new laptop, wreathes and poppies for Remembrance	£500.00
2	Audit Costs	£750.00	£590.00	£160.00		£600.00
5	Best Kept Village / Christmas Competition	£550.00	£282.50	£267.50		£550.00
6	Coronation Exp.	£0.00	£1,290.70	-£1,290.70		£0.00
9	Chairmans Allowance	£300.00	£300.00	£0.00		£300.00
12	Christmas Lights	£6,000.00	£5,252.78	£747.22		£6,000.00
14	Clerks Salary	£12,000.00	£11,483.59	£516.41		£11,219.00
15	Defibrillator maintenance	£200.00	£963.50	-£763.50	Connecting new defib and supplies for other defibs	£1,000.00
16	Elections	£1,000.00	£140.00	£860.00		£1,000.00
17	PROW Maintenance	£2,000.00	£300.00	£1,700.00		£1,000.00
18	Gardening	£2,500.00	£2,186.83	£313.17		£2,500.00
19	Insurance	£1,500.00	£1,422.58	£77.42		£1,700.00
25	Playing Flds Maintenance	£12,000.00	£8,109.00	£3,891.00		£12,000.00
26	Burnhill Green	£0.00	£350.00	-£350.00		
28	External Grants	£10,000.00	£3,788.00	£6,212.00	Old Peoples Welfare £2500, Scarecrow festival £500, Pattingham Drama Group £500 What's for lunch £144	£5,000.00
29	Subscriptions	£600.00	£160.00	£440.00		£650.00
30	Training	£500.00	£60.00	£440.00		£500.00
34	STORAGE AT THE VILL HALL	£200.00	£196.81	£3.19		£200.00
36	FOOTBALL EXPENDITURE	£1,000.00	£2,066.13	-£1,066.13	Cleaning changing rooms, water rates and electricity	£1,500.00
37	VILLAGE MAINTENANCE improvements / other expenditure	£5,000.00	£5,016.01	-£16.01	Used for Lengths men	£5,000.00
38	Tennis court / Muga exp.	£0.00	£4,267.45	-£4,267.45	Muga Repair, signs, court cleaning	£0.00
	Total Expenditure	£56,600.00	£50,546.29	£6,053.71		£51,219.00
	Summary	**2023/24**	**Actual Net**	**Balance**		**Budget 2024/5**
	Total Income	**£56,600.00**	**£50,734.67**	**-£5,865.33**		**£51,219.00**
	Total Expenditure	**£56,600.00**	**£50,546.29**	**£6,053.71**		**£51,219.00**
	Total Net Balance	**£0.00**	**£188.38**			**£0.00**

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 31/03/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Cash in hand	£0.00
Santander	£9,011.72

Short Term Investment Accounts

Nationwide Playing Fields 1373/704060866	£0.00
Nationwide Vill Hall Fund 1136/708023140	£0.00
Redwood Bank	£57,516.92
Santander Deposit account	£1,619.57
Total	£68,148.21

RECEIPTS	Net	Vat	Gross
Council	£57,777.02	£0.00	£57,777.02
Total Receipts	£57,777.02	£0.00	£57,777.02

PAYMENTS	Net	Vat	Gross
Council	£46,201.35	£3,122.69	£49,324.04
Total Payments	£46,201.35	£3,122.69	£49,324.04

Closing Balances

Ordinary Accounts

Cash in hand	£0.00
Santander	£15,429.03
	£15,429.03

Short Term Investment Accounts

Nationwide Playing Fields 1373/704060866	£0.00
Nationwide Vill Hall Fund 1136/708023140	£0.00
Redwood Bank	£59,537.53
Santander Deposit account	£1,634.63
	£61,172.16
Total	£76,601.19

Signed
Chair

Clerk / Responsible Financial Officer

Consolidated Balance Sheet

31/03/23 £			Unaudited 31/03/24 £
	Current assets		
59,136.49	Investments	61,172.16	
0.00	Loans Made	0.00	
0.00	Investment	0.00	
0.00	Stocks	0.00	
7,042.35	VAT Recoverable	3,122.69	
0.00	Debtors	0.00	
0.00	Payment in Advance	0.00	
9,011.72	Cash in Hand & at Bank	15,429.03	
75,190.56	TOTAL CURRENT ASSETS		79,723.88
75,190.56	TOTAL ASSETS		79,723.88
	Current liabilities		
0.00	Loans Received	0.00	
0.00	Temporary Borrowing	0.00	
0.00	VAT Payable	0.00	
2,610.00	Creditors	6,954.94	
0.00	Receipts in Advance	0.00	
2,610.00	TOTAL CURRENT LIABILITIES		6,954.94
72,580.56	TOTAL ASSETS LESS CURRENT LIABILITIES		72,768.94
0.00	Long Term Borrowing	0.00	
0.00	Deferred Liabilities	0.00	
0.00	Deferred Credits	0.00	
0.00			0.00
72,580.56	NET ASSETS		72,768.94
	Represented by		
72,580.56	General Fund		72,768.94
0.00	Earmarked Reserves		0.00
0.00	LONG TERM Investment Accounts		0.00
0.00	Liability Reserves e.g. deposits		0.00
72,580.56			72,768.94
0.00	Reserves total excluding general fund and liabilities		0.00
0.00	Reserves total of liabilities e.g. deposits		0.00
72,580.56	General fund total		72,768.94
72,580.56			72,768.94

Signed

Chairman Responsible Financial Officer

Date

AUDIT OPINION

Income and Expenditure Account

Unaudited

31/03/23 £		31/03/24 £
	INCOME	
2,824.20	Income	2,490.00
1,170.93	Interest on Investments	2,035.67
46,209.00	Precept	46,209.00
50,204.13	**INCOME TOTAL**	50,734.67
	EXPENDITURE	
20,728.04	Expenditure	23,322.79
30,096.02	General Administration	23,153.00
19,908.07	S. 137 Payments	4,070.50
70,732.13	**EXPENDITURE TOTAL**	50,546.29
93,108.56	Balance as at 01/04/23	72,580.56
50,204.13	Add Total Income	50,734.67
143,312.69		123,315.23
70,732.13	Deduct Total Expenditure	50,546.29
0.00	Stock Adjustment	0.00
0.00	Transfer to/ from reserves	0.00
72,580.56	Balance as at 31/03/24	72,768.94

Signed

Chair

Clerk / Responsible Financial Officer

Summary Trial Balance

Year ending 31/03/24

	Credit	Debit
Income		
Income	2,490.00	
Interest on Investments	2,035.67	
Precept	46,209.00	
Expenditure		
Expenditure		23,322.79
General Administration		23,153.00
S. 137 Payments		4,070.50
Balance Sheet Assets		
Stocks		0.00
Stock Adjustment		0.00
VAT Recoverable		3,122.69
Debtors		0.00
Payment in Advance		0.00
Cash in Hand & at Bank		15,429.03
Investments		61,172.16
Long term assets		0.00
Loans Made		0.00
Balance Sheet Liabilities		
Loans Received	0.00	
VAT Payable	0.00	
Creditors	6,954.94	
Receipts in Advance	0.00	
Reserves (at start of year)	72,580.56	
Trial Balance Total	**130,270.17**	**130,270.17**

Total of credits and debits match.