

BARFORD SHERBOURNE & WASPERTON JOINT PARISH COUNCIL

Minutes of the Meeting of the Joint Parish Council
held as a video meeting
on Mon 8 Jun 20

Present:	Cllr T Merrygold, (Chairman) Cllr: Mrs W Barlow, J D Billingham, R Clay, H Gadsden, Mrs D E Haynes, Mrs V Hunt, Mrs L M Jones, M J Metcalfe, J V Murphy, M J Sheard, Mrs K E Thomson,
Apologies:	Cllr: J M Hawkesford, G Jackson,
In Attendance:	Cllr: J Matecki (WDC), L Caborn (WCC)

Opening

- 1 The meeting opened at 7:30 pm
- 2 No members of the public joined the meeting.

Declarations of Disclosable Interests

- 3 None was declared.

Appointments and Resignations

- 4 The JPC took note of the resignation of Cllr J T Wright on 30 Apr 20
- 5 Mr John Billingham was coopted as a member representing Wasperton. Cllr Billingham joined the meeting.

JPC Appointments 2020

- 6 The JPC took note that the Government had cancelled all Annual Meetings planned by parish councils for 2020. Therefore, the tenure of the JPC appointments made at the Annual Meeting 2019 has been extended until the Annual Meeting in 2021.
- 7 The JPC took note of the appointment of Cllr M J Metcalfe as a member of the Planning Committee vice J T Wright (retired).

Delegation of JPC Powers

- 8 RESOLVED: That the JPC delegates to the Proper Officer all its legal powers, save for those reserved to the full council. In the exercise of this prerogative, the Proper Officer will be guided by the Chairman of the JPC or the Vice-Chairman or both

Minutes of the Meeting of Council on 9 Mar 20

- 9 The minutes were approved as a true record.

Matters Arising

- 10 Minute 170. Pedestrian Crossing, Wellesbourne Road. Cllr Caborn is investigating "crossing places" over Wellesbourne Road, which are cheaper to install than crossings proper. WCC has agreed to a site meeting to discuss, when Covid-19 rules permit. The Chairman to inform JPC members of date

Minutes of the Meeting of the Planning Committee on 9 Mar 20

- 11 The minutes were approved as a true record. There were no matters arising.

Annual Audit of JPC Accounts

- 12 The JPC approved the Annual Governance Statement 2019/20 (at Annex A)
- 13 The JPC approved the Accounting Statements 2019/20 (at Annex B).

Financial Report as at 31 May 20

Cash Balances

- 14 The JPC took note of the following cash balances
HSBC(1) £45,344.81
HSBC(2) £20,419.31
Santander £52,170.56

Receipts and Payments

15 The JPC endorsed the following:

Date	Payee	Category	Total
28 Feb 20	Allotment Griffiths (8)	Allotments Rents	24.83
1 Mar 20	WDC	Election Costs 2019	(675.00)
2 Mar 20	Allotment Tenants	Allotments Rents	143.85
3 Mar 20	J R Turpin	Bus Shelters Maintenance	(55.00)
5 Mar 20	M Hadley	Allotments Hire of Land	(140.00)
5 Mar 20	R J Smith	Allotments Hire of Land	(140.00)
5 Mar 20	T Merrygold	Chairman's Allowance	(502.00)
6 Mar 20	RPrint	Printing and Stationery	(3.00)
9 Mar 20	HMRC	Employment Expenses	(660.00)
10 Mar 20	Powerscribe	BLIS:BSC	(100.80)
13 Mar 20	Allotment Tenants	Allotments Rents	132.43
17 Mar 20	H Gadsden	BLIS:BSC	(31.01)
17 Mar 20	H Gadsden	BLIS:BSC	(121.56)
20 Mar 20	E.on	Open Spaces Maintenance	(59.51)
22 Mar 20	B&PS	Open Spaces Maintenance	(5.81)
22 Mar 20	B&PS	Open Spaces Maintenance	(4.19)
22 Mar 20	B&PS	Open Spaces Maintenance	(7.94)
22 Mar 20	B&PS	Open Spaces Maintenance	(22.96)
22 Mar 20	RS Components	BLIS:BSC	(6.53)
22 Mar 20	Administration	Travel Expenses	(46.09)
25 Mar 20	Leslie C Wright	Bus Shelters Maintenance	(2,500.00)
25 Mar 20	Administration	Office Accommodation	(64.93)
25 Mar 20	Salaries	Employment Expenses	(859.69)
26 Mar 20	Fields in Trust	Open Spaces Maintenance	(65.00)
31 Mar 20	Administration	Postage	(77.73)
2 Mar 20	Bank Interest	Bank Interest	24.77
4 Mar 20	Allotment Lees (12)	Allotments Rents	24.83
17 Mar 20	Allotment Tenants	Allotments Rents	91.05
23 Mar 20	Allotment Hansen 1	Allotments Rents	24.83
31 Mar 20	Allotment Tenants	Allotments Rents	203.28
1 Apr 20	Bank interest	Bank interest	26.49
2 Apr 20	Allotment Rent (22A)	Allotment Rents	33.11
2 Apr 20	Allotment Rent (20.1,20,20)	Allotment Rents	122.67
2 Apr 20	Godfrey-Payton	Rectory Paddock	(500.00)
2 Apr 20	Smith Construction	Open Spaces Maintenance	(495.00)
3 Apr 20	Allotment Rent (20.4)	Allotment Rents	21.19
9 Apr 20	Wasperton Village Hall	Venue Hire	(180.00)
9 Apr 20	WALC	Subs: WALC	(656.00)
10 Apr 20	HMRC	Employment Expenses	(654.00)
13 Apr 20	Turpin	Bus Shelters Maintenance	(55.00)
15 Apr 20	Allotment Rent (6A)	Allotment Rents	24.83
21 Apr 20	Village Voices	Newsletter	(3,000.00)
22 Apr 20	Allotment Rent (20.5)	Allotment Rents	21.19
24 Apr 20	Salaries	Employment Expenses	(840.00)
25 Apr 20	Administration	Office Accommodation	(66.00)
27 Apr 20	Wasperton Village Hall	Grants: Community Centres 2019-20	(1,250.00)
27 Apr 20	BYCC	Grants: Community Centres 2019-20	(1,250.00)
27 Apr 20	Sherbourne Village Hall	Grants: Community Centres 2019-20	(1,250.00)
27 Apr 20	WDC	Precept	25,826.50
28 Apr 20	BYCC	Allotment Water Charges	(46.83)
1 May 20	Sainsbury's (JVM)	BLIS: KGF	(11.38)
1 May 20	Bank interest	Bank interest	25.65
4 May 20	Frank Mann Farmers	Mowing charges	(776.04)
4 May 20	Came & Company	Insurance	(1,979.54)
6 May 20	HMRC	VAT	244.11
7 May 20	H T Williams	Open Spaces Maintenance	(50.00)
11 May 20	HMRC	Employment Expenses	(665.00)
8 May 20	Turpin	Bus Shelters Maintenance	(55.00)
25 May 20	Salaries	Employment Expenses	(840.00)
25 May 20	Administration	Office Accommodation	(66.00)

Barford Youth and Community Centre

16 Cllr Mrs Barlow gave a progress report. Members took note. There were no matters arising.

King George's Field

17 The report by Cllr J Murphy concentrated upon the measures being taken to manage the facility during the Covid crisis and to bring it back into limited operation. The tennis courts are now

open following guidance from the Government and the Lawn Tennis Association. The MUGA and play equipment remain closed.

Risk Assessment

- 18 The current Risk Management matrix was considered by the JPC.
- 19 Clarification on the calculation of the risk score was given thus:
Each "Failure" is given a numeric score for its "Probability" and another for its "Impact", with 1 for low, 2 for medium and 3 for high. When multiplied together these two scores give a number which is the "Risk" score. Thus, that score could be 1 at its lowest and 9 at its highest; an unambiguous indicator of the importance of the "Failure".
- 20 The purpose of the matrix is to identify those risks which might impair the ability of the JPC to perform its function as the lowest tier of Local Government. It is not intended to be a risk assessment for other parties doing other things.
- 21 Prompted by the experience of Covid 19, Cllr Metcalfe suggested that the matrix should be expanded to include provision for pandemics and the like. There followed a discussion which resulted in the consensus that the idea was good, but it would be better placed in the JPC's "Community Emergency Plan". Therein a problem; the updating of the plans throughout Warwickshire seems to have been moribund since 2014. Cllr Caborn undertook to investigate this matter.

Closure

- 22 There being no other business, the meeting closed at 8:48pm.

Date of Next Meeting

- 23 The next meeting of the JPC is scheduled for Mon 13 Jul 20 taking the form of a video conference.

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Barford Sherbourne & Wasperton JPC

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

08/06/20

and recorded as minute reference:

Annex A

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

Chairman	SIGNATURE REQUIRED
Clerk	

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

Authority web address

www.barford.org.uk	AUTHORITY WEBSITE ADDRESS
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Section 2 – Accounting Statements 2019/20 for

Barford Sherbourne & Wasperton JPC

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	94,471	101,303	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	45,465	50,724	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	14,189	20,563	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	17,694	18,895	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	35,128	47,421	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	101,303	106,275	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	101,303	106,275	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	599,476	556,207	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.
		✓	

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

JF Johnson SIGNED
Date 05/04/20

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

08/06/20

as recorded in minute reference:

Annex B REFERENCE

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

SIGNATURE REQUIRED