

# Walton on Trent Parish Council

Email: [clerk@waltonontrent.org.uk](mailto:clerk@waltonontrent.org.uk)

2 May 2023

## To Members of the Council

You are hereby summoned to attend the Annual Parish Council meeting of Walton on Trent Parish Council, to be held at 7.00pm on Tuesday 9 May 2023 at the Walton on Trent Village Hall.

Yours sincerely

*Ian Bentley*

Ian Bentley –Clerk to Walton on Trent Parish Council

## AGENDA

1. **Election of the Chairperson for the year 2023/2024 and the completion of the Declaration of Acceptance of Office**
2. **Election of the Vice Chairperson for the year 2023/2024 and the completion of the Declaration of Acceptance of Office**
3. **To receive apologies for absence.**
4. **Variation of Order of Business (if any)**
5. **Declaration of Members Interests.**

To enable Members to declare the existence and nature of any Disclosable Pecuniary or Prejudicial Interests they have in subsequent agenda items in accordance with the Parish Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.
6. **Public Speaking.**

At the start of the meeting a period of not more than fifteen minutes will be made available for members of the public and members of the Council to comment on any matter already on the agenda.

If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter. Members of the Council, however, will restrict Police matters they raise to those relating to their Council Ward.
7. **Chair's Announcements**
8. **To confirm the minutes of the Walton on Trent Annual Parish Council meeting held on 3 April 2023**
9. **To confirm the minutes of the Walton on Trent Parish Council meeting held on 3 April 2023**
10. **Clerk's Report**
  - a) Review of Outstanding Resolutions/Actions – **Appendix A**
  - b) Correspondence
    - i. Bearded Theory Tickets
    - ii. Police Incident Figures
11. **Planning matters for consideration**
  - a) DMPA/2023/0463 - The erection of a single storey rear extension, the installation of a new roof, and the installation of dormers and associated works at 30 Standing Butts Close, Walton-on-Trent, Swadlincote, DE12 8NJ – Comments required by 18 May 2023

**12. Finance**

**a. Year End Accounts to 31 March 2023**

**Section 1 – Annual Return - Annual Governance Statement 2022/2023 for approval**

- i. Consider the findings of the Review of the effectiveness of the systems of Internal Control by the members as a whole.**
- ii. Consider the system of Internal Audit that has been in place between 1/4/2022 and 31/3/23 before confirming compliance with assertion 2 and 6 of the Annual Governance Statement.**
- iii. Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statement.**

**Box 1** - Has the Council put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. Has the Council prepared its accounting statements in accordance with the Accounts and Audit Regulations.

**Box 2** - Has the Council maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Has the Council made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

**Box 3** - Has the Council took all reasonable steps to assure themselves 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 the authority to conduct its business or manage its finances. Has the Council only done what it has the legal power to do and has it complied with Proper Practices in doing so?

**Box 4** - Has the Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations? Has the Council during the year gave all persons interested the opportunity to inspect and ask questions about the authority's accounts.

**Box 5** - Has the Council carried out an assessment of the risks facing the authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Has the Council considered and documented the financial and other risks it faces and dealt with them properly.

**Box 6** - Has the Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Has the Council 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 the smaller authority.

**Box 7** - Has the Council took appropriate action on all matters raised in reports from internal and external audit. Has the Council responded to matters brought to its attention by internal and external audit.

**Box 8** - Has the Council considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have had a financial impact on the authority and, where appropriate, have the Council included them in the accounting statements. Has the Council disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

**Box 9** - In our capacity as the sole managing trustee has the Council discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. Has the Council met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

**b. Section 2 – Annual Return – Accounting Statement 2022/2023**

- i. Consider the Accounting Statement by the members as a whole**
- ii. Approve the Accounting Statement by resolution including bank reconciliation, income/expenditure, Vat Claim and all other supporting documentation and**
- iii. Ensure the Accounting statements are signed and dated by the Chairman.**

**Bank Reconciliation Figures as at 31/3/2023:**

Current Account	39,687.75
Less unrepresented expenditure	<u>0.00</u>
<b>Total</b>	<b>39,687.75</b>

- c. Confirm the dates of 5 June 2023 to 14 July 2023 for the Notice of Publication of Unaudited Annual Governance and Accountability Return for the year ending 31/3/2023 and the Provision of the Exercise of Public Rights**

**d. Accounts for Payment/Authorisation**

<b>Payee</b>	<b>Expenditure</b>	<b>£</b>	<b>Payment</b>
EDF Energy	VH - Gas	186.00	Direct Debit
DALC	Annual Subscription	318.00	BACS
Royal Mail	PO Box – Annual Subscription	396.00	BACS
SDDC	VH – Council Tax	144.06	Direct Debit
Sth Derbys CVS	April Wages + Annual Fee	791.75	BACS
East Midlands Audit Services Ltd	Internal Audit	87.00	BACS
British Gas	VH - Electricity	91.75	Direct Debit
Parish Clerk	April Expenses – Printer Ink – Printer Paper – VH Mugs - Microsoft	116.30	BACS **
Waterworxs	VH – Window Cleaning	24.00	Direct Debit
Source for Business	VH – Water Supplies	383.09	Direct Debit
DALC	Essential Councillor Training	50.00	BACS **
Bloomin Gardens	VH – Grass Cutting	84.00	BACS **
<b>TOTAL</b>		<b>£2671.95</b>	

**\*\* To be paid**

**e. Receipts**

Village Hall Hire (Feb/Mar/Apr)	£135.00
Cosmic – VH Rent (April)	£550.00
Cosmic – VH Services (April)	£375.00
Precept (1 <sup>st</sup> Payment)	£3689.00
SDDC – Council Tax Support Grant	£670.00
SDDC – Concurrent Payment	£7348.40
<b>Total</b>	<b>£12767.40</b>

**13. Review of Policies/Procedures – Appendix B**

**14. Speed Indicator Device – Update**

**15. Traffic Issues**

**16. Group reports - Councillor’s specific areas of responsibility**

- a. Employees (PB)
- b. Village Hall (NF)
- c. Finance (PB)
- d. Roads and pavements (MR/CM)
- e. Footpaths (HH/RM)
- f. Park (PB)

**17. Circulated Emails for Information – Appendix C**

**18. Time/Date/Location of the next Meeting – Annual Parish Council Meeting – 7.00pm Monday 12 June 2023 at the Walton on Trent Village Hall**