

DOCUMENT SUPPORT PACK

REF: DM-TWSC-15.06.2020

TOWN WELFARE

12 MTH PLAN MAY 2020

CAPITAL PROJECTS & INVESTMENTS

- * Continue to work with scout group to secure funding & development of new scout hut
- * Negotiate with Network Rail to secure railway station building lease by adoption
- * Apply for funding / grants for redevelopment of station building
- * Apply and secure license for surrounding areas of platforms
- * Continue negotiations with WMR for carpark station access / lease ?
- * Review sports facilities for town & explore opportunities for redevelopment

RECREATION & HEALTH

- * Work with maintenance team to improve outdoor facilities for Health and wellbeing of town residents
- * Secure funding and install outdoor gym in the park
- * Continue to work with Head of pastoral care at Henley High school to seek opportunities to improve facilities
- * Explore the possibility of memorial tree garden planting in town
- * Happy to Chat Bench to be installed and promoted to combat loneliness
- * Work with local associations to increase membership & promotion

TOURISM

- * Build a closer working relationship with local businesses to encourage "shop local" : voucher initiative, website promotion, local advertising, business to business local forums to be reintroduced
- * Continue to work with the rail company to develop hop on / hop off train service along the Heritage Line.
- * Improve town signage to carparks & tourist points of interest
- * Develop a visual town points of interest map & display in strategic positions around town.

CHILDREN'S FACILITIES

- * Explore funding opportunities for redevelopment of children's parks & play areas.
- * Canvas town opinion for future children's facilities

ALLOTMENTS

- * Continue to manage allotments & waiting lists
- * Explore potential opportunities for more plots across town
- * Engage more with plot holders and encourage good maintenance of plots by introducing new rules and competitions for best maintained / improved plots
- * Maintain good management and full revenue collection

VOLUNTEER BANK

- * Develop a town database of volunteers, along with their skill set & preferences
- * Engage with each of the town associations to support them with their volunteering needs

Report for Town Welfare Sub-Committee

Date:

June 2020

5 key points to note:

1. Railway project continues to thrive, planting almost completed, with maintenance only now, Official organisation & bank account now being set up to accept donations

2. Gym in the park grant now live, full engagement by JPC and town now required in order to progress to next stage. Need to discuss how we proceed with or without grant.

3. Playground inspection reports, complete riverside park with bark cost £600

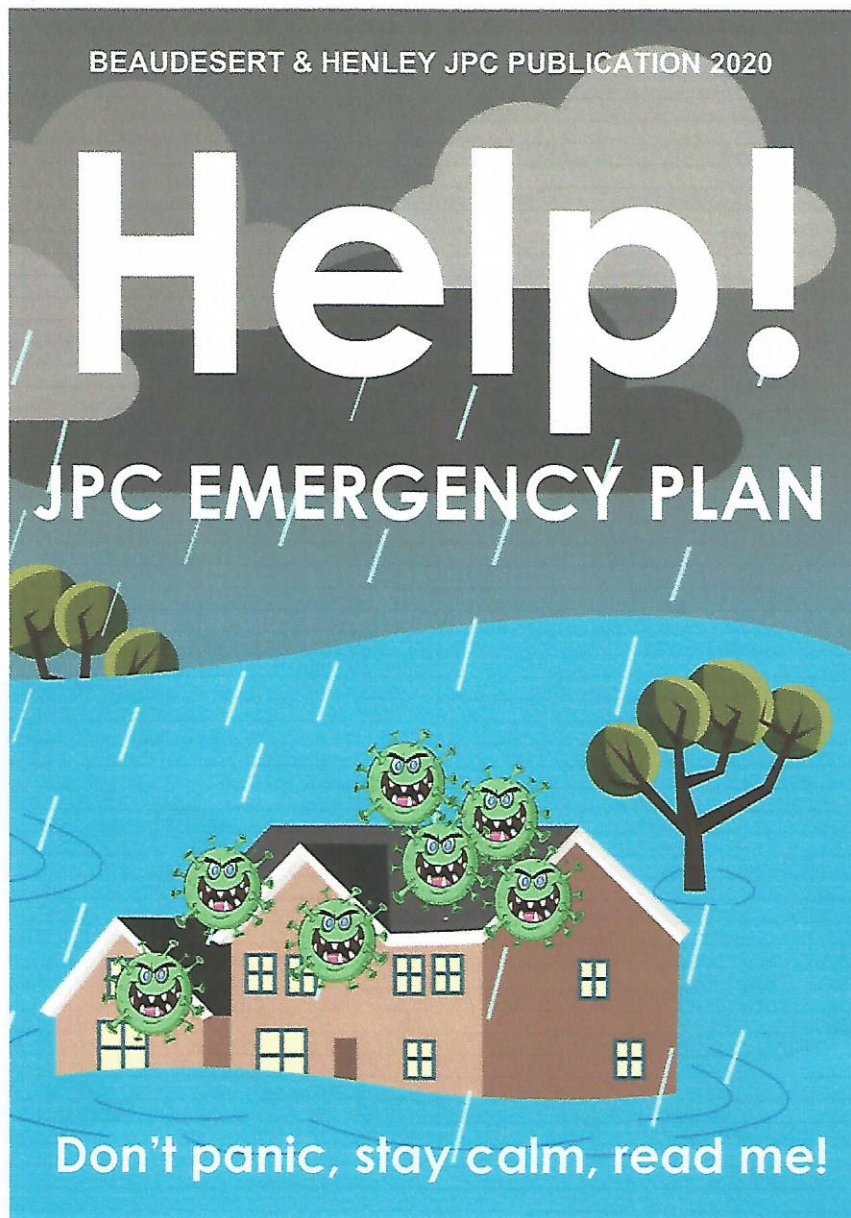
Financial transactions this month:

Mini Grant expenditure for station @£491

Actions for next month:

- 1. Grants Sub Committee to devise and agree grant application form.
Discuss - mini grant amount & full grant max amount**
- 2. Identify architect to progress railway building plans**
- 3. Work with Comms team to promote grant application**
- 4. Set up Heritage Trail project, alongside town signage**
- 5. Continue to work with CRP to progress water supply to station and
building adoption**
- 6. Follow up installation of final poop bag dispenser and Happy to Chat
bench**

W.I.P. New Emergency Plan.
Doc: OM-CEP-15.06.20.



Annual Internal Audit Report 2019/20

BEAUDESERT & HENLEY IN ARDEN JOINT 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.	N/A		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

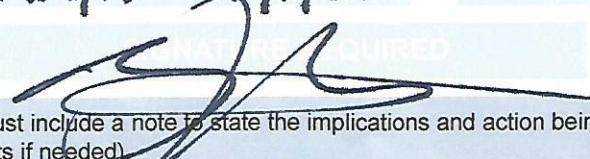
Date(s) internal audit undertaken

Name of person who carried out the internal audit

27/08/19 5/12/19 13/3/20

R J MORGAN CHIEF OF INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

5/6/20

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed)

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 2 – Accounting Statements 2019/20 for

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	68,779	27,279	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	112,850	117,374	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,185	7,141	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	28,552	19,209	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	101,484	99,160	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	55,778	33,424	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	51,306	62,131	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	172,404	183,035	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

SIGNATURE REQUIRED

DD/MM/YY

Date

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Income and Expenditure Account

Unaudited

31/03/19		31/03/20
£		£
	INCOME	
0.00	Allotments	144.00
0.00	CIL	3,679.24
0.00	Interest on Investments	34.47
0.00	Other Income	2,283.26
0.00	Precept	117,373.62
0.00	Rents	1,000.00
0.00	INCOME TOTAL	124,514.59
	EXPENDITURE	
0.00	Accountancy	400.00
0.00	CCTV	1,985.00
0.00	Elections	2,156.63
0.00	Expenses	2,206.18
0.00	Grants	49,150.00
0.00	HMRC	7,203.27
0.00	Insurance	1,088.07
0.00	IT	1,002.50
0.00	Legal	2,385.00
0.00	Mouse	2,265.00
0.00	Pensions	1,943.52
0.00	Publicity	784.00
0.00	Purchases	4,165.48
0.00	Salaries	17,265.69
0.00	Services	3,144.17
0.00	Support	2,317.77
0.00	Training	1,855.00
0.00	Vale	14,028.74
0.00	Web	3,025.00
0.00	EXPENDITURE TOTAL	118,371.02
55,779.18	Balance as at 01/04/19	55,779.18
0.00	Add Total Income	124,514.59
55,779.18		180,293.77
0.00	Deduct Total Expenditure	118,371.02
0.00	Stock Adjustment	0.00
0.00	Transfer to/ from reserves	-25,000.00
55,779.18	Balance as at 31/03/20	36,922.75

Signed _____

Chair

Clerk / Responsible Financial Officer