

June 16, 2021

## MEETING NOTICE TO THE PUBLIC

The meeting of the Finance and General Purposes Committee including Amenities Committee is to be held in Grange Hall, 7pm on TUESDAY 22<sup>nd</sup> June 2021. Members of the public are invited to attend and listen to the proceedings.

In the interests of transparency, the council asks that any person wishing to record the meetings proceedings informs the Chairman prior to the start of the meeting and that recording equipment is on view. There is an Open Session on the Agenda at which time members of the public are invited to raise any matters pertaining to the work of the committee, limited to fifteen minutes, during which time Standing Orders will be suspended.

### AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Chairman's Announcements
4. Minutes of the Finance and General Purposes/Amenities Meeting held 24 May 2021 for Approval
5. Clerks Report on Previous Minutes
6. Open Session for Members of the Public to Raise Relevant Matters, Limited to 15 Minutes

#### Finance and General Purposes

7. Income/Expenditure Figures and Payments May 2021
8. Annual Return (AGAR) and Year End 31 March 2021
  - a) To Approve and Sign Financial Statements Year End 31 March 2021
  - b) To Note and Accept the Report of the Internal Auditor
  - c) To Approve and Sign the Annual Governance Statement
  - d) To Approve and Sign the Accounting Statements
9. Publicity Working Group: Notes and Recommendations to Consider (Social Media)

#### Amenities

10. Grange Hall Managers Report & Current Pricing Policy
11. Events Working Group: Progress
12. Grange Exterior Works Update and Consider Next Steps
13. Grange Grounds: a) To Approve Memorial Plaque for Existing Oak Tree Donated to GLB Family  
b) Seesaw Replacement Update
14. Valley Road Queen Swing Repairs To Consider
15. Wharf Lane: Stile and Footpath Considerations (Cllr Graham)
16. RBC Proposed Public Spaces Protection Order 2021 (Control of Dogs) Consultation
17. Woodland Trust: Queens Platinum Jubilee: Tree Campaign (Cllr Kirk)
18. Policy on Benches on PC Land
19. Cliff Top Hedge: Unauthorised Cutting Back
20. Correspondence
21. Cllrs Reports

*The Chairman to move that the press and public be excluded from the meeting during consideration of item 22 on the grounds that it involves the likely disclosure of exempt information as defined in section 1(2) of the Public Bodies (Admissions to meetings) Act 1960.*
22. To Accept the Minutes of the Personnel and Wages Sub Committee Meeting Held 14 June 2021
23. Date of Next Meeting: 26 July 2021 (or 27<sup>th</sup> in Hall pending restrictions)

Radcliffe on Trent Parish Council Results for May 2021

7.

Net results for 2021- 2022 as at May 2021							
	Actual year to date			Net budget	Under spend	% Actual over budget	
	Income	Exp	Net				
	£	£	£				
<b>ADMINISTRATION</b>							
Office Administration	720	3,791	3,071	17,008	13,937	18%	
Democracy		478	478	3,750	3,272	13%	
Campaigning/Social Media = PR		210	210	1,000	790	21%	
Net Grants	0	0	-	5,000	5,000	0%	
Health & Safety and GDPR		91	91	2,000	1,909	5%	
HR	0	0	-	2,500	2,500	0%	
Newsletter	0	0	-	-	-	#DIV/0!	
Village Guide		0	-	250	250	0%	
Neighbourhood Plan	0	0	-	2,000	2,000	0%	
Public Realm incl signboards		0	-	-	-	#DIV/0!	
Staff		33,366	33,366	187,060	153,694	18%	
Contingency	0	0	-	-	-	#DIV/0!	
	720	37,936	37,216	220,568	183,352	17%	
<b>The Bungalow</b>	2,685	362	-2,323	(5,850)	(3,527)	40%	
<b>OPERATIONS</b>							
<b>AMENITIES</b>							
Cemetery	2,480	1,154	(1,326)	(2,380)	(1,054)	56%	
Christmas Decorations		395	395	6,000	5,605	7%	
Donated plants/benches	2,933	1,196	(1,738)	(100)	1,638	1738%	
Grounds maintenance	87	7,160	7,074	49,996	42,922	14%	
Leisure Development		0	-	800	800	0%	
Play areas		1,215	1,215	13,310	12,095	9%	
Public Toilets	12,468	186	(12,282)	(10,696)	1,586	115%	
Vehicles and Machinery	0	126	126	2,000	1,874	6%	
	17,968	11,432	(6,536)	58,930	65,466	-11%	
<b>GRANGE AND GRANGE HALL</b>							
Grange	0	1,951	1,951	4,200	2,249	46%	
Grange Hall	5,544	8,344	2,800	30,650	27,850	9%	
	5,544	10,295	4,751	34,850	30,099	14%	
<b>Events</b>	0	0	-	(550)	(550)	0%	
<b>Total Operations</b>	23,512	21,726	-1,786	93,230	95,016	-2%	
<b>Total</b>	26,917	60,025	33,108	307,948	274,840	11%	
COVID support(RBC,NCC, cllr)	0		0	0			
Furlough	3,392		-3,392	0			
Covid costs		0	0	850			
	3,392	0	-3,392	850	4,242		
<b>Precept</b>	154,399		(154,399)	(308,798)	(308,798)	50%	
	184,708	60,025	-124,684	0	-29,715		
		May-21	March 2021				
		£	£				
<b>Free Reserves</b>		241,889	117,207				
Designated Reserve - Building Maintenance		16,000	16,000				
Designated Reserve - Bungalow Maintenance		2,675	2,675				
Designated Reserve - Cemetery		16,000	16,000				
Designated Reserve - Election Fund		6,612	6,162				
Designated Reserve - COVID trading losses		20,000	20,000				
Designated Reserve - Playareas		15,010	15,010				
Designated Reserve - Public Realm		12,500	12,500				
Designated Reserve - Skatepark RBC		5,000	5,000				
Designated Reserve - Van/machinery		5,000	5,000				
		98,797	98,347				
Restricted Reserve - Leisure Development		7,200	7,200				
Restricted Reserve - Conservation Group		196	216				
		7,396	7,416				
<b>Total Reserves</b>		£348,083	£222,971				
<b>Plus CCLA Property Fund at cost</b>		£75,000	£75,000				
<b>Bank and CCLA Deposit</b>		£356,196	£268,281				
<b>Fixed assets - Valuation</b>		£3,296,598	£3,296,598				
<b>Loans</b>		£144,446	£154,209				

**Radcliffe on Trent Parish Council**  
**Payment listing**  
 May 2021

7.

Date	Num	Name	Memo	Amount
27/05/2021	BACS	Automatic Access Ltd	Service of Hall automatic doors	276.00
22/05/2021	BACS	Autopay	Staff pay for month	8,834.03
21/05/2021	BACS	Community Heartbeat Trust	Replacement pads for Hall defibrillator	46.80
07/05/2021	BACS	Cotgrave Service Station	MOT for van	54.85
07/05/2021	BACS	County Supplies	Stationery	129.49
21/05/2021	BACS	HM Revenue & Customs	Ni and PAYE for month	2,071.28
07/05/2021	BACS	ICCM	Membership for year from 1 April	95.00
14/05/2021	BACS	Iris Business Software	Pension licence for month	11.83
21/05/2021	BACS	Jo Spencer	Zoom licence for Jo Spencer	143.88
27/05/2021	BACS	John Ingram	Hedgecutting, play equipment repair and donated bench installation	1,564.71
27/05/2021	BACS	Grave owners	Purchase of plots 505Z and 506Z sold in 2015 by FC	* 890.00
07/05/2021	BACS	Lantec Services Ltd	Line rental and calls for month	97.62
21/05/2021	BACS	NCC Pension Fund	Staff and Employer pension contributions for month	2,052.95
07/05/2021	BACS	P M Winter	Contract mowing for month	2,659.81
07/05/2021	BACS	Premier Embroidery Ltd	3 Polo shirts for John Simpson	61.98
07/05/2021	BACS	Roffesoft	Web training	252.00
27/05/2021	BACS	Slam Proof Ltd	Gate closer for Upper Saxondale	93.00
14/05/2021	BACS	Thoresby Joinery & Building Co Ltd	Replace glass at pavilion	57.60
21/05/2021	BACS	Trent Valley Internal Drainage Board	Annual drainage rates for lily ponds	7.61
07/05/2021	BACS	Zurich Municipal	Insurance premium for year	* 6,098.10
01/05/2021	BACS	Private hirer	Refund of deposit	* 100.00
14/05/2021	DC	Amazon	Key for lighting column	4.99
14/05/2021	DC	Amazon	Grounds supplies	37.55
28/05/2021	DC	Amazon	Tape for rope repair	4.95
27/05/2021	DC	Barriers Direct	Donated Bardot bench for Park	* 521.87
27/05/2021	DC	Engraving Studios	Plaque for Wall of Remembrance	* 21.50
27/05/2021	DC	J W Stones	Plants and compost	382.60
14/05/2021	DC	ZIP Posters	Poster for APM	34.13
08/05/2021	DD	British Gas	Electricity for Mess Room for a month	17.28
17/05/2021	DD	British Gas	Gas for Grange 1 month	85.83
17/05/2021	DD	British Gas	Electricity for Grange 1 month	76.77
18/05/2021	DD	British Gas	Public toilet electricity - 1 month	17.62
24/05/2021	DD	British Gas	Hall electricity for Hall - 1 month	284.35
15/05/2021	DD	EE Phones	Phones for Hall manager, caretakers and groundsman	46.85
01/05/2021	DD	Jetcard	Fuel for grounds machinery and van- April	1.80
31/05/2021	DD	Jetcard	Fuel for grounds machinery and van - May	83.85
15/05/2021	DD	Natwest	On line banking monthly fee and charges	12.00
02/05/2021	DD	NCC - Trade Waste Grange Hall and Grange	Charge for emptying 1 bulk container from October to April with credits	328.44
01/05/2021	DD	RBC - Grange Hall	Grange Hall non domestic rates monthly instalment	823.00
07/05/2021	DD	RBC - non domestic Grange	Non domestic rates for The Grange - monthly instalment	165.00
01/05/2021	DD	RBC - Non domestic Toilet	Public Toilet non domestic rates - monthly instalment	62.00
01/05/2021	DD	Severn Trent	Grange and grounds water 3 months - December - March	485.22
08/05/2021	DD	Severn Trent	Grange and grounds water 3 months - Sept - December	540.73
08/05/2021	DD	Streamline	Monthly cost of debit card facility and usage	23.94
01/05/2021	DD	Worcester Bosch Ltd	Monthly instalment for Bungalow boiler contract	29.67
15/05/2021	DD	Worldpay	Use of debit card system in month	10.79
		<b>TOTAL</b>		<b>£29,575.87</b>

Approved by:.....

Date..... \* Fully or partially recovered

# Radcliffe on Trent Parish Council

## Income and Expenditure Account For the year ended 31 March 2021

### Free Reserves

2020/2021				2021/2022			Net
Expenditure	Income	Net	Budget Area	Note	Expenditure	Income	Loss
£	£	£			£	£	£
208,907	5,985	202,922	Administration	9 & 10	187,015	3,394	183,621
			<b>Operations</b>				
361,860	297,428	64,432	Amenities	8	84,141	34,838	49,303
-	-	-	Bungalow		4,061	6,912	(2,851)
73,204	70,502	2,702	Grange and Grange Hall	8	56,750	(971)	57,721
5,173	9,042	(3,869)	Events		8	-	8
-	-	-	COVID -Government support -		7,418	78,308	(70,890)
<b>649,144</b>	<b>382,957</b>	<b>266,187</b>			<b>339,393</b>	<b>122,481</b>	<b>216,912</b>
-	300,118	(300,118)	Parish Council Precept		-	311,348	(311,348)
<b>649,144</b>	<b>683,075</b>	<b>(33,931)</b>			<b>339,393</b>	<b>433,829</b>	<b>(94,436)</b>
		33,931	<b>Net Income</b>				<b>94,436</b>
		64,357	Free Reserves brought forward				90,835
		(7,453)	Net Transfer (to) Designated Reserves – see next page				(68,065)
		<b>£90,835</b>	<b>Free Reserves carried forward</b>				<b>£117,206</b>

# Radcliffe on Trent Parish Council

## Restricted and Designated Reserves

	31 March 2020 £	Movement In/(Out) £	31 March 2021 £
<b>Restricted Reserves</b>			
Conservation Group Fund	236	(20)	216
Leisure Development Fund	3,000	4,200	7,200
	<u>£3,236</u>	<u>4,180</u>	<u>£7,416</u>
<b>Designated Reserves</b>			
Election Fund	3,462	2,700	6,162
Building Maintenance	16,000	-	16,000
COVID trading losses	0	20,000	20,000
Bungalow Maintenance	0	2,675	2,675
Public Realm	0	12,500	12,500
Playarea	0	15,010	15,010
Skatepark	0	5,000	5,000
Cemetery	10,000	6,000	16,000
Van/Machinery	5,000	-	5,000
	<u>£34,462</u>	<u>£63,885</u>	<u>£98,347</u>
<b>Total Reserves</b>	<u>£37,698</u>	<u>£68,065</u>	<u>£105,763</u>

# Radcliffe on Trent Parish Council

8a

## AGAR Balance Sheet as at 31 March 2021

	Note	31 March 2020 £	31 March 2021 £
<b>Current Assets</b>			
Accounts Receivable	6	45,685	615
Prepayments and sundry debtors		15,299	5,192
Investments (CCLA Deposit Fund)		141,000	230,500
Cash and Bank		<u>57,165</u>	<u>38,262</u>
		<u>259,149</u>	<u>274,569</u>
<b>Current Liabilities</b>			
Creditors		15,190	10,516
Bonds held		3,700	1,000
Accruals		<u>111,726</u>	<u>40,083</u>
		<u>130,616</u>	<u>51,599</u>
<b>Net Current Assets</b>		<b><u>£128,533</u></b>	<b><u>£222,970</u></b>
<b>Represented by</b>			
Free Reserves		90,835	117,206
Restricted Reserves		3,236	7,416
Designated Reserves		34,462	98,347
		<u>£128,533</u>	<u>£222,970</u>
<b>Cost of the CCLA Property Investment</b>	3	<b>£75,000</b>	<b>£75,000</b>
<b>Total outstanding PWL Loans</b>	8	<b>£173,735</b>	<b>£154,209</b>
<b>Total Fixed Assets at Insurance Valuation</b>	4	<b>£3,227,752</b>	<b>£3,340,505</b>

The Annual Accounts on pages 1 to 7 represent the financial position of the Council as at 31 March 2021 and its Income and Expenditure for the year then ended.

The Accounts were approved by the Council on 22<sup>nd</sup> June 2021 and are signed on its behalf by:

Josephine Spencer  
Chairman

J Grice  
Responsible Financial Officer

# Radcliffe on Trent Parish Council

## Notes to the accounts for the year ended 31 March 2021

### 1 Accounting Policies

- (1) *Public Works Loans (PWL)*. The PWL are on an EIP basis – Equal Instalment of Principle – which means that the capital repayments are spread equally over the term but the interest charged reduces each half yearly instalment. The repayments and interest are accrued to the Amenities and Grange Hall expenditure accounts on a monthly basis. See note 8.
- (2) *Property Investment*. The Council has an investment in the CCLA Local Authorities' Property Fund. This is a long term investment for a portion of the reserves the Council is required to hold, with the benefit of generating an income. The value of the units will fluctuate year on year and for the short term will be less than the amount invested. As this is a long term investment with no redemption date the Council is not accounting for the change in value but will hold the investment at cost.
- (3) *Restricted and Designated Reserves*. Restricted Reserves may only be used for the specific purpose stated by the reserve name while Designated Reserves are expected to be used for the purpose shown but do not have to be.

### 2 Letting Income included in Grange Hall and Amenities

March 2020		March 2021
£		£
62,565	Grange Hall	(971)
10,639	The Grange	127
11,973	Public Toilets (Rushcliffe Borough Council)	12,288
866	Hire of Pavilion/Football Pitch and Lily Ponds	328
20,949	Cemetery	18,845

### 3 Investments – Churches, Charities and Local Authorities (CCLA) Property Fund

The Council holds 23,747 units in the CCLA Local Authorities' Property Fund. The cost of this investment was £75,000 in November 2017. As at 31 March 2021 the mid-market value of these units was £70,229.00 (2020 £70,229) and the bid market value was £69,139.00 (2020 £69,139).

# Radcliffe on Trent Parish Council

Notes to the accounts for the year ended 31 March 2021 continued

## 4 Community Assets

Community assets, being assets that the Council intends to hold in perpetuity and other tangible assets, are listed below with their insurance values as at June 2021 where appropriate. The total insured value is £3,340,505 being the sum insured on buildings and their contents where applicable. The costs connected with these assets are included in the Amenities and Grange and Grange Hall budget areas.

	Insurance Value
	£
<b>Insured Asset</b>	
The Grange	716,089
Pavilion Store and garage	253,925
The Summer House – Memorial Park	55,979
The Greenhouses – Memorial Park	17,048
19 Rockley Avenue	218,210
The Toilets/store – Memorial Park	16,004
Grange Hall	1,968,811
New toilet block	51,986
CCTV	6,461
Machinery and tools	34,102
Civic regalia	1,882
Assets valued at £1 (see below)	8

### Property not owned by the Parish but for which the Council is responsible

Walls, Gates and Fences at St. Mary's Church  
 Dewberry Hill  
 The Grange Grounds  
 Bingham Road Play Area  
 Upper Saxondale Play Area

### Land and facilities owned by the Parish which has no insurance value and is therefore valued at £1

The Cemetery	Cliff Top
Valley Road Recreation Area	Rockley Memorial Park
The Recreation Ground – Wharf Lane	The Triangle – Bingham Road
Land along River Trent, including the Lily Ponds	The Skatepark



# Radcliffe on Trent Parish Council

Notes to the accounts for the year ended 31 March 2021 continued

## 5 Lease and Occupancy Agreements

The following leases were in operation throughout the year:

Lessor	Lessee	Property	Purpose	Annual Lease Payable	Year of Expiry
Radcliffe on Trent Parish Council	Radcliffe on Trent Angling Society	The Lily Ponds	Fishing Rights	£10	2025
Radcliffe on Trent Parish Council	Radcliffe Olympic Football Club	Pavilion at Recreation Ground	Changing Rooms	£400	2023
Nottingham County Council	Radcliffe on Trent Parish Council	Dewberry Hill	Nature Walk	Nil	2063
Radcliffe on Trent Sports Association	Radcliffe on Trent Parish Council	Children's Play Area at Bingham Road	Play Area	Nil	Under Review
Rushcliffe Borough Council	Radcliffe on Trent Parish Council	Public Area at The Grange	Grounds	£125	2024
Upper Saxondale Residents Association	Radcliffe on Trent Parish Council	Land	Play Area	Nil	None

## Occupancy Agreements

Landlord	Property
Radcliffe on Trent Parish Council	The Grange Flat
Radcliffe on Trent Parish Council	The Bungalow, 19 Rockley Avenue

## 6 Accounts Receivable

At the 31 March 2021 rental debts of £0 (2020 - £7,150) were outstanding and due to the Council. The balance of Accounts Receivable are for non-rental business.

The ages of these debts were:

	Number	Value
Over 3 months old	0	£0
Less than 3 months old	<u>0</u>	<u>0</u>
	<u>0</u>	<u>£0</u>

## 7 Councillor Remuneration

Council practice is that no Councillor is remunerated for their services to the Parish Council. The Chair of the Council is reimbursed for costs incurred in the performance of the duties of the office of Chair of the Parish Council.

# Radcliffe on Trent Parish Council

## Notes to the accounts for the year ended 31 March 2021 continued

### 8 Borrowings – Public Works Loans (PWL)

The Council has three Fixed Interest Public Works Loans which are on the EIP (Equal Instalment of Principal) basis.

PWL	Draw down date	Final repayment	Interest Rate	Interest paid	Capital repayments	Due within one year	Amounts due after more than one year	Balance 31 March 2021
			%	£	£	£	£	£
£300,000	24.3.2004	15.11.29	4.85%	4,042	9,526	9,526	66,683	76,209
£200,000	29.4.2004	15.11.29	5.15%	3,605	8,000	8,000	56,000	64,000
£20,000	02.2.2018	15.11.29	2.05%	318	2,000	2,000	12,000	14,000
<b>£520,000</b>				<b>£7,965</b>	<b>£19,526</b>	<b>£19,526</b>	<b>£134,683</b>	<b>£154,209</b>

### 9 Pensions

For the year ended 31 March 2021 the Council's contributions to the Local Government Pension Scheme was 20.2% of participating employees' pensionable pay. There was an additional payment of £6,065 to cover the NCC Pension Fund deficit for current pensioners.

### 10 Grants

During the year to 31 March 2021 the following grants were made (2020 £4,304)

	£
Radcliffe on Trent Sports Association (RO TSA)	2,500
Radcliffe Manor house	500
Radcliffe Junior School	400

**£3,400**

### 11 Section 137 Payments

The limit for spending under S137 of the Local Government Act 1972 for this Council in the year to 31 March 2021 was £54,796 (2020 £53,446). There were no section 137 payments made in 2021.

### 12 Capital Reserves and Contingent Liabilities

At the 31 March 2021 there were no capital reserves or contingent liabilities. (2020 £Nil).

### 13 Capital Commitments

As at 31 March 2021 there were no capital commitments.

## **Year-end Internal Audit report for Radcliffe-on-Trent Parish Council 2020-21**

### **Background and scope**

All Town and Parish Councils are required to implement an independent internal audit examination of their accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the decision making process by appointing CAPlus to provide this service. This report sets out those areas examined during the course of our visit to the Council for 2020-21 which took place on the 2<sup>nd</sup> and 3<sup>rd</sup> March 2021.

### **Internal Audit Approach**

As the Council's Internal Auditor we have a duty to complete the internal audit certificate in the Council's Annual Return, which covers the basic financial systems and requires assurances in eleven separate areas.

In carrying out our internal audit review, we have continued to have regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts.

### **Overall Conclusion**

We are pleased to conclude that, in the areas examined, the Council continues to have excellent, effective systems in place to ensure that transactions are free from material misstatement and should be reported accurately in the Statement of Accounts for 2020-21. It is clear that the Clerk and her team work hard to ensure that robust systems are in place.

On the basis of the work undertaken this year, we have duly signed off the Internal Audit Certificate on the Annual Return, assigning positive assurances in each relevant area.

### **Detailed Report**

#### **Review of Accounting Arrangements & Bank Reconciliations**

Our objective is to ensure that the accounting records are being maintained accurately and are up to date; and also that there are no anomalous entries appearing in the cashbooks or financial ledgers. Accounting statements prepared during the year were prepared on the correct accounting basis and supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. Bank reconciliations are completed on a regular basis and the cash books reconcile to the bank statements.

*All were in order, appropriate income and expenditure categories have been used; bank reconciliations are all undertaken on a regular and timely basis. Figures from the year-end trial balance can be traced through to individual transactions and to bank transactions. No issues have been identified in this area of our review. Opening figures were confirmed to the previous year's Statement of Accounts; monthly monitoring statements are produced throughout the year and all bank reconciliations were completed and up to date.*

#### **Review of Corporate Governance**

Our objective was to ensure that the Council has robust corporate governance documentation and procedures in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that no actions of a potentially unlawful nature have been or are being considered for implementation.

*No issues have been identified in this area of our review.*

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North West, Units 1 & 2,  
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Tel: 0115 9470839  
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Payroll email: [payroll@caplus.org.uk](mailto:payroll@caplus.org.uk)  
[www.caplus.org.uk](http://www.caplus.org.uk)

**Review of Expenditure**

Our aim here is to ensure that the Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was accounted for. Suitable quotations are obtained and formally considered for costlier works and all payments are coded to the appropriate expenditure code.

*We are pleased to report that our sample testing found no issues to report in this area.*

**Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

*This year, despite the difficulties of working during the pandemic, the audit working group have discussed and reviewed the risks to the council and will continue to do so on a regular basis.*

**Precept Determination and Budgetary Control**

In this area of our work we aim to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the parent Council, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

*There are no issues arising from our work in this area.*

**Review of Income**

Our objective is to ensure that expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. As the majority of the income that can be tested comes through room bookings and none of these were able to take place during this financial year due to the Covid pandemic, testing of this area was minimal and will pick this up further next year.

*We are pleased to report that no issues have been identified in this area.*

**Petty Cash Account**

We did sample checks to ensure that petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

*No matters arising in this area.*

**Salaries and Wages**

Our objective is to ensure that Salaries to employees and allowances to members were paid in accordance with Council approvals, and PAYE and NI requirements were properly applied.

*Our sample testing showed that an appropriate PAYE system is in place, payments are being made correctly and all supporting paperwork is in place.*

**Fixed Asset Register**

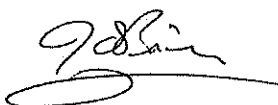
Our aim here is to ensure that asset and investment registers were complete and accurate and properly maintained.

*We are pleased to report that no issues have been identified in this area.*

**Additional Comments / Recommendations**

Last year there was just one recommendation and I am pleased to see that action has been taken on this despite the difficult circumstances during the pandemic this past year. We are pleased to report that there are no recommendations that I need to report at the end of the internal audit review this year.

I would like to record my appreciation to the Clerk of the Council and her staff for their excellent work and assistance during the course of the audit work.



on behalf of Community Accounting Plus

29<sup>th</sup> March 2021



## Annual Internal Audit Report 2020/21

RADCLIFFE ON TRENT PARISH COUNCIL

WWW.SOPPC.COM

During the financial year ended 31 March 2021, 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 2020/21 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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> 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

02/03/2021Y 03/03/2021Y DD/MM/YYYY

Name of person who carried out the internal audit

ENTER John O'Brien INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

31/03/2021Y

\*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 2020/21

We acknowledge as the members of:

Radcliffe on Trent 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 2021, that:

	Agreed			
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*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:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.rotpc.com ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2020/21 for

### Radcliffe on Trent Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	109,508	128,533	<i>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.</i>
2. (+) Precept or Rates and Levies	300,118	306,529	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	382,956	122,481	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	178,482	167,265	<i>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.</i>
5. (-) Loan interest/capital repayments	28,056	26,760	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	457,511	140,548	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	128,533	222,970	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	198,165	268,762	<i>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.</i>
9. Total fixed assets plus long term investments and assets	3,227,760	3,340,505	<i>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.</i>
10. Total borrowings	173,735	154,209	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 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

Date

16/06/21

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

# Comms Meeting

02/06/21

## Attendees

- Matt
- Jo
- Lisa
- Alice
- Anne
- Di
- Gillian
- Harry
- Phil

## INSIGHT:

*Villagers need a parish council social presence that can be a **trusted source** of information, in the same way the village notice board is, that is **easy to find**, **up-to-date** info that's relevant, **building awareness** of the councils good work.*

## DISCUSSION:

Create a new Facebook Page that says what it is on the tin.

**“Radcliffe-on-Trent Parish Council”**

## KEY STARTING PRINCIPLES

- It's essentially a digital village noticeboard.
- We remove the ability to comment, people can only 'like' and 'share'.
- We only share content agreed at full council.
- Lisa will be admin
- Matt will support, Alice also happy to.

## TYPES OF CONTENT:

- Introduction / purpose
- Contact Us information
- Council meetings as “events” which people can choose to add to their digital calendar
- Key council run (only) events - we will not use this to advertise others



- Re-post / share key updates relevant to the parish from any other council body / highways
- Awareness of projects / initiatives / working groups and their activities as appropriate
- Anything potentially interesting or newsworthy
- News like council elections and who does what
- Share national campaigns (e.g. national clean up)
- Announcements
- Share who is responsible for what service (e.g. streetwise empty bins etc)
- We will also ensure we employ some best practice around the content we share.

**\*\*PROPOSAL FOR FULL COUNCIL\*\***

Note - this working group are all in agreement.

- 1) We create a Radcliffe-on-Trent Parish Council Facebook (government) page
- 2) It is information only (no comments)
- 3) Lisa / Clerk are administering it
- 4) There will be a policy to back this up - amendment to the media policy. (Note this should be ready for the relevant full council meeting)

**IF APPROVED > NEXT STEPS**

**Matt** - Create the page and review with Lisa and Alice and ultimately working group

**Matt / Lisa** - get up to speed with Facebook Business Suite

**Working Group** - Propose list of 'backlog' pre-approved content we can share as needed

**Rushcliffe Borough Council  
Proposed Public Spaces Protection Order 2021 (PSPO) (Control of Dogs)**

**Phase 1 Consultation (Parish and Town Councils / Managers of publicly owned open space)**

Rushcliffe Borough Council are proposing to update our laws around dog control and dog fouling; the proposal is to introduce a PSPO – targeted at the control of dogs/dog fouling across the borough and/or for specific associated controls in defined parts of the borough. The council already has PSPO's for other purposes, and this proposal will replace any existing historic laws and/or orders around dog control, bring the rules in this area up to date, expand the controls and enable the rules to apply to areas that have recently been subject to development; which currently aren't covered fully. This power was introduced to deal with many types of anti-social behaviour under the Anti-social Behaviour Crime and Policing Act 2014 and is used by many councils to manage the control of dogs and their impact on the community when they are in a public space. The PSPO is able to be used borough wide or in a defined area to tackle specific behaviours of the dog's keeper that is detrimental to the local community's quality of life. This is done by imposing conditions on the use of that area which apply to everyone in control of a dog. Under the new proposal the activities to be considered are:

**Schedule 1**

**Dog fouling within all open-air spaces in the Borough that are accessible to the public**

- a) Persons in charge of a dog must remove the faeces and for it to be disposed of in an appropriate receptacle
- b) Persons in charge of a dog must have with them appropriate means to pick up dog faeces deposited by that dog
- c) Persons in charge of a dog must, when requested by an authorised officer of the Authority produce evidence of a means to pick up dog faeces deposited by that dog

**Schedule 2**

**Dogs to be kept on leads in certain areas**

- a) Dogs shall must be on a lead and under the control of the person in charge of the dog in a designated area
- b) A person in charge of a dog shall be guilty of an offence if, at any time, on any land to which this Order applies, he does not comply with a direction given to him by an authorised officer of the Authority to put and keep the dog on a lead

### Schedule 3

#### No dogs permitted in the area

- a) Dogs shall not be permitted to enter a designated NO DOG area whether on a lead or off a lead.
- b) A person in charge of a dog shall be guilty of an offence, if at any time, on any land to which the Order applies, he does not comply with a direction given to him by an authorised officer of the authority to remove the dog and keep the dog off that land

It is intended that the Schedule 1 of the Order will be Borough wide and apply to all public open spaces. Enforcement focus will be on those areas that the impact of dog fouling has on other members of the community.

We would welcome your views as to specific locations that you feel should be covered by the proposed PSPO and whether you support the proposals or if you have any further comments in general.

We will be compiling a list of locations where the restrictions in Schedules 2 and 3 should apply within your ward/responsibility. Please can you supply the name and location of any park or open space that you think this order shall apply (a map may also be useful).

As part of the PSPO process it is also necessary to provide evidence of the impact and the need for the PSPO restrictions. If you have records showing a regular fouling spot or concerns about dogs off leads, then please supply this information also.

I would advise that there will be a full public consultation on these proposals and the PSPO will require further approval before being implemented and may change following this consultation or the public consultation.

In addition, the enforcement of the PSPO rules will be by the issuing of a fixed penalty notice by authorised officer or the police, which if not paid may be prosecuted in the Magistrates Courts'. The amount will be subject to public consultation but currently is set at £100 and reduced to £75 for dog fouling.

The deadline for responses is Friday 25 June 2021 and can be made to:



[Communitysafety@rushcliffe.gov.uk](mailto:Communitysafety@rushcliffe.gov.uk)

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Local News

# Campaign launched to mark Queen's Platinum Jubilee

By Jo Couzens  
BBC News Online

🕒 2 days ago

Climate change



GETTY IMAGES

The Queen joined Prince Charles for the first Jubilee tree planting in the grounds of Windsor Castle

in March

## People across the UK are being urged to plant trees in an initiative to mark the Queen's Platinum Jubilee in 2022.

The Queen joined the Prince of Wales as he planted the first Jubilee tree at Windsor Castle earlier this year to launch the scheme honouring the monarch's 70-year reign.

The **Queen's Green Canopy (QGC)** will see new trees planted, as well as ancient woodlands and forests protected.

Prince Charles encouraged people to "plant a tree for the jubilee".

"In other words, a 'tree-bilee'", he said in a video message.

Taking part in the scheme, hosted by climate charity Cool Earth, could range from individuals planting trees in their own gardens to the creation of platinum jubilee copses on council land or avenues in cities or housing developments..

Schools and community groups will be able to apply for a share of three million free saplings from the Woodland Trust as part of the project.





GETTY IMAGES

Charles' tree was planted earlier this year during official planting season (October-March)

The prince said: "Whether you are an individual hoping to plant a single sapling in your garden, a school or community group planting a tree, a council, charity or business intending to plant a whole avenue of trees or a farmer looking to create new hedgerows, everyone across the country can get involved."

He said it is vital more of the **right species of trees are planted, in the right places** and that more woodlands, avenues, hedgerows and urban planting schemes should be established, while protecting and sustaining what we already have.

Describing it as a "statement of hope and faith in the future", the prince said planting trees and hedgerows and protecting existing woodlands and forests were simple, cost-effective ways to protect the planet.

The initiative will also highlight 70 irreplaceable ancient woodlands across the UK and identify 70 ancient trees.

## 'Fitting tribute'

A pilot training programme for unemployed young people aged between 16 and 24 to plant and manage trees will also be created and run through Capel Manor College, London's only specialist environmental college, of which the Queen Mother was patron.

Donations to the scheme will go to deprived areas and urban schools via one of the partner organisations of the Queen's Green Canopy, Trees for Cities.

Prime Minister Boris Johnson has thrown his support behind the initiative.

He said: "Our trees stand at the frontline of our fight against climate change and by sustaining our beautiful countryside for generations to come.

"The Queen's Green Canopy is a fitting tribute to her majesty's years of service to this country. I urge everyone to get involved."

The Queen has herself planted more than 1,500 trees around the world during her reign.

Woodland Trust chief executive, Darren Moorcroft, said the last year had "emphasised the central role that trees and woods play in the life of the nation".

He added: "We need more projects like this, giving people access to our natural heritage, opportunities to do something positive for the environment, and helping to safeguard it for our children in the face of a combined climate and nature crisis."

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