



Radcliffe on Trent Parish Council  
The Grange, Vicarage Lane  
Radcliffe on Trent, Nottingham, NG12 2FB  
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September 29, 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 5<sup>th</sup> October 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 7<sup>th</sup> September 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  
**Amenities**
  7. **Budget Suggestions 2022/23 for Amenities: To Consider Noting Carbon Clever Working Group Meeting Notes 22.9.21**
  8. **Grange Hall Managers Report & Hall and Grange Capacity Review (Covid)**
  9. **Events Update & Policy on Dogs in Hall Review**
  10. **Bench Policy & Grange Grounds 'Conversation Corner'**
  11. **Grange Grounds Wall Damage and Issues with the Far Corner**
  12. **Cliff Top Beech Tree Felling; To Note**
  13. **Nature Reserves: Update and Recommendations from Working Group Meeting with Radcliffe Conservation Group 27.9.21 (to follow)**
  14. **Village Defibrillators & Emergency First Aid – a) To Consider Hosting a Training Session**  
**b) Radcliffe Olympic – Proposal to Site Defibrillator at Wharf Lane Pavilion**  
**c) Upper Saxondale Res Assoc – Proposal to Site Defibrillator at Venezia**
  15. **Leisure Hub: Update from Planning Officer**
  16. **Correspondence**
- Finance and General Purposes**
17. **Budget Suggestions 2022/23 for Finance and General Purposes: To Consider**
  18. **Income/Expenditure Figures and Payments Aug 2021**
  19. **Finance and General Purposes Committee Actual vs Budget & Forecast @ 24.9.21**
  20. **AGAR Complete – External Auditor Report**
  21. **Correspondence:**
    - a) **N.C.C Community Funding (Social Recovery and Community Food)**
    - b) **R.B.C Town and Parish Conference: 4.11.21**
  22. **Cllrs Reports**

*The Chairman to move that the press and public be excluded from the meeting during consideration of item 23 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.*
  23. **To Accept the Minutes of the Personnel and Wages Sub Committee Meetings Held 9<sup>th</sup> and 27<sup>th</sup> September 2021**
  24. **Date of Next F&GP / Amenities Meeting: 2 November 2021 (Tuesday, Grange Hall)**

## 2022/23 Budget Considerations

Below are suggestions and queries from Cllrs and Staff. Before a baseline budget can be prepared some guidance is needed on whether the below items are included and which are priority. Other considerations are whether items are funded via budget, reserves or external grant funding. Does the Council also have a view on a nil precept increase/or a % increase – if needed?

### 7. Amenities

- The Grange -Radcliffe Room Windows (openers)
- Vicarage Lane Boundary Fence and Gate Area nr Cemetery
- Wharf Lane – Car Park Resurfacing
- Clearance of one viewing site on Cliff Top (creating DDA compliant access off path to Viewing Gallery)
- Summer Planting Scheme 2022 ( hanging baskets vs Bowser)
- Grange Condition Survey
- Trent Room Patio Doors, Excavation, Patio, Shoring Up, Fence and Gate (1/3party 11%)
- Creating secure compound back of Rockley Toilets, build one wall, knock one down and install gate.
- Additional LED Lighting for Hall
- Events
- Leisure Hub / Track Driveway Proposals
- Cemetery Headstone Audit (again) due 2023 (£2k next year, 2k year after ?) & follow up
- Bingham Road Play Area – refurb & lease issues
- Corner benches?

### 17. Finance & General Purposes

- I.T Strategy + (Google I.T Suite £180 per month)
- Social Media (£100 per month for social campaigns)
- Salary Reviews % Increase
- Staffing levels
- Fees/Charges Review – Grange Hall and Cemetery? (any covid impact)
- Staff Training and PEAR set up
- Newsletter & Village Guide

### Planning & Environment

- Carbon Clever / Solar Panels
- Neighbourhood Plan – reviewing or not? (need to speak with Cllr Upton)

**Note: No Worldpay (debit card transaction facility) and no Public Toilets Tax from 2022**

## Radcliffe on Trent Parish Council – Carbon Clever Working Group

### Notes of the meeting held on 22 September 2021

Present: Sue Clegg (SC), Gillian Dunn (GD), Sally Horn (SH), Anne McLeod (AM), Phil Thomas (PT), Jacki Grice (JG) and John Simpson (JS)

*As noted at the Full Council/Planning & the Environment meeting 21 September 2021 John Simpson was invited to attend this Carbon Clever meeting, together with Jacki Grice, to invite his views on how the Parish Council could be more sustainable and energy efficient, giving regard to planting and horticulture, whilst taking into account the need to be environmentally friendly and also taking into account the importance of maintaining the attractiveness of the Parish Council and village amenities.*

John felt that the village could be split into 3 distinct areas:

1. Rockley Park
2. The Village area
3. The Grange

#### 1. Rockley Park

Rockley Park is a mini arboretum and could be looked at as a project area to move away from annual plants and move to perennials. JS to look at creating wildflower areas and a herb garden.

#### 2. The Village area

Planting currently consists of annual bedding and baskets, both of which are expensive and require high maintenance. Watering the hanging baskets takes 3 mornings a week to complete and requires additional staff. It is hard to gauge or measure the impact/importance on residents. The area requires large plants for impact, providing colour in the spring and summer and interest in the winter.

#### 3. The Grange

The Grange is used for weddings and celebration events, and needs to be bright and colourful to fulfil users' expectations. It requires seasonal planting. We could use last year's plants for this winter. The hanging baskets used water gel, but this could be improved on for next year. The hanging baskets also require frequent watering which involves extra labour plus the cost of water and the servicing of the bowser. We looked at 3 possible options:

- a) To continue with the hanging baskets, this would require approx 300 plants, plus compost and gel, totalling approx £500-£600 plus maintenance.

**Action: JG to investigate the cost of erection and maintenance of the baskets.**

- b) Additional beds.

- c) Additional planters – it may be possible to break down the 3 tiered planters and make better use of them.

Options b and c together would be more environmentally friendly. We could enhance our presentation of current planters and this would not require the use of the bowser which could be sold. There would be a higher cost on plants in the first year, but with savings in future years.

**Action: JS to investigate the cost of the perennials for the first year. SH to investigate the likely income from selling the bowser.**

Planters or beds could also be placed around the gazebo. This would provide a colourful centrepiece for photographs etc. There are sufficient funds in this year's budget to cover the cost of a new planter.

JS stated that he would like a strategic lead on the 3 areas with more guidance re the planting in Grange grounds, such as replacing the annuals with perennials. Displays for next year need to be ordered in October/November.

JS explained that peat-free compost is more expensive and takes a lot of watering. We could produce our own compost but this would only be of sufficient quality to be dug into the ground. A move to a reduced peat product would reduce our compost requirement from 30 bags down to 3.

He also explained that growing our own plants from seed or buying in plug plants is not cost effective.

**Recommendations:**

1. To compromise by removing the hanging baskets from the village area and improving the planting in the Grange grounds and Rockley Park.
2. To provide new planters for the Conversation Corner to make the area more colourful.

More environmentally friendly plants would be used and in addition less time would be spent watering and planting.

**Follow up from the meeting held on 26 August 2021**

Point 1: the terms of reference for the IT group has now been actioned and approved.

Point 2: there are no references to grant funding on the British Gas or Total websites.

Point 3: no grants have yet been identified for the solar panels, maybe we could sell off our roofspace. PT to investigate our current energy usage.

Point 4: a zoom meeting with Laura Howlette has been arranged for 10 am on 12<sup>th</sup> October.

Point 5: PT to contact James Kirkwood for up to date advice on the Building Management system.

Point 6: the planting of trees at the Lily Ponds is on the agenda of the Conservation Group meeting on 27<sup>th</sup> Sept.

# Radcliffe on Trent Parish Council

## DONATED BENCH POLICY

### Introduction

Over many years the parish has benefited from members of the public providing funding for a personalised bench in various locations around the village.

These benches have mainly been installed along the Cliff Path but some in the Grange grounds, cemetery, the village centre and The Memorial Park.

There is an ongoing interest in this but space is becoming limited and the upkeep of the older benches is becoming an issue. There is also a VAT aspect that has recently been brought to our attention.

There are various decisions that Council will need to make to form a Policy for future bench donation enquiries.

**Note: At a previous meeting, it was noted that there are two blank benches on the Cliff, these have now been taken, one by a replacement inscribed slat and one to replace the whole bench with new.**

### Policy Areas

#### 1 Ownership

There are 4 aspects to the ownership question – Upkeep, removal, VAT and transfer

**Upkeep.** The cost of any repair work. If ownership remains with the donor then the responsibility for upkeep costs remains with them. The problem with this will be locating the owner.

**Removal.** When a bench is damaged beyond repair or for some other reason needs removing, if ownership remains with the donor their permission will need to be obtained to proceed. Again there is likely to be a problem in tracing the owner of the older benches.

**NB.** If the bench is considered a risk to users it will be removed without permission.

**VAT.** If a bench is donated to the parish public realm for use by the general public it is not subject to VAT. However if the ownership remains with the donor VAT would be charged.

**Transfer of ownership.** If ownership remains with the donor, on their death it will pass to their heirs in terms of their will. The same procedures will apply as to a grave plot which are; sight of the will, a transfer form for the new owner and forms of renunciation by other heirs in favour of the proposed owner. If there is no will there will have to be a statutory declaration.

# Radcliffe on Trent Parish Council

## DONATED BENCH POLICY

### RECOMMEND

All future bench donations are for the Public Realm and ownership passes to the Council. The donor must be made aware of this and that the council may remove the bench in the future should it deem it appropriate. The cost could be increased to cover any future maintenance cost. There would then be no VAT.

### Location and bench type

There are a range of areas in the village that would benefit from more benches. These include Wharf Lane, Valley Road play area, maybe Bingham Road play area and The Grange. It is debatable whether Cliff Top should have more benches.

Each location has its own characteristics which would be enhanced by certain bench types. For example Cliff Top has a Douglas Fir Pine bench and The Grange has dark stained Cavendish benches. Wharf Lane Recreation Ground has some recycled material benches.

### RECOMMEND

Council agrees a list of locations with the approved style of bench for each location.

Suggestions are:

**Cliff Top** – x

**Cemetery** - x

**Grange Grounds** – x2 new conversation corner, x2 along Vicarage Lane boundary, plus x1 more picnic bench style near play area

**Valley Road** x 1 or 2 more

**Wharf Lane** up to 3 more plus picnic bench style

**Bingham Road Play** x1 when/if its gets refurbished (current issues with lease)

## 2 Plaque/Memorial Wording

Each style of bench has a variety of options for displaying a memorial message. The ones currently in use are:

Douglas Fire Pine bench on Cliff Top and Woodland Walk – engraved in the wood

Cavendish bench in the Grange and Cemetery – brass/stainless steel plaque recessed into back by supplier

Picnic benches and re-cycled material benches if considered as options by the council will need an approved plaque/memorial wording as well.

### RECOMMEND

Council agrees a list of plaque/memorial wording for each bench type

# Radcliffe on Trent Parish Council

## DONATED BENCH POLICY

### 3 Price

Currently the price of a donated bench covers the cost of the bench, delivery, the plaque/memorial wording and a contribution to installation and office time.

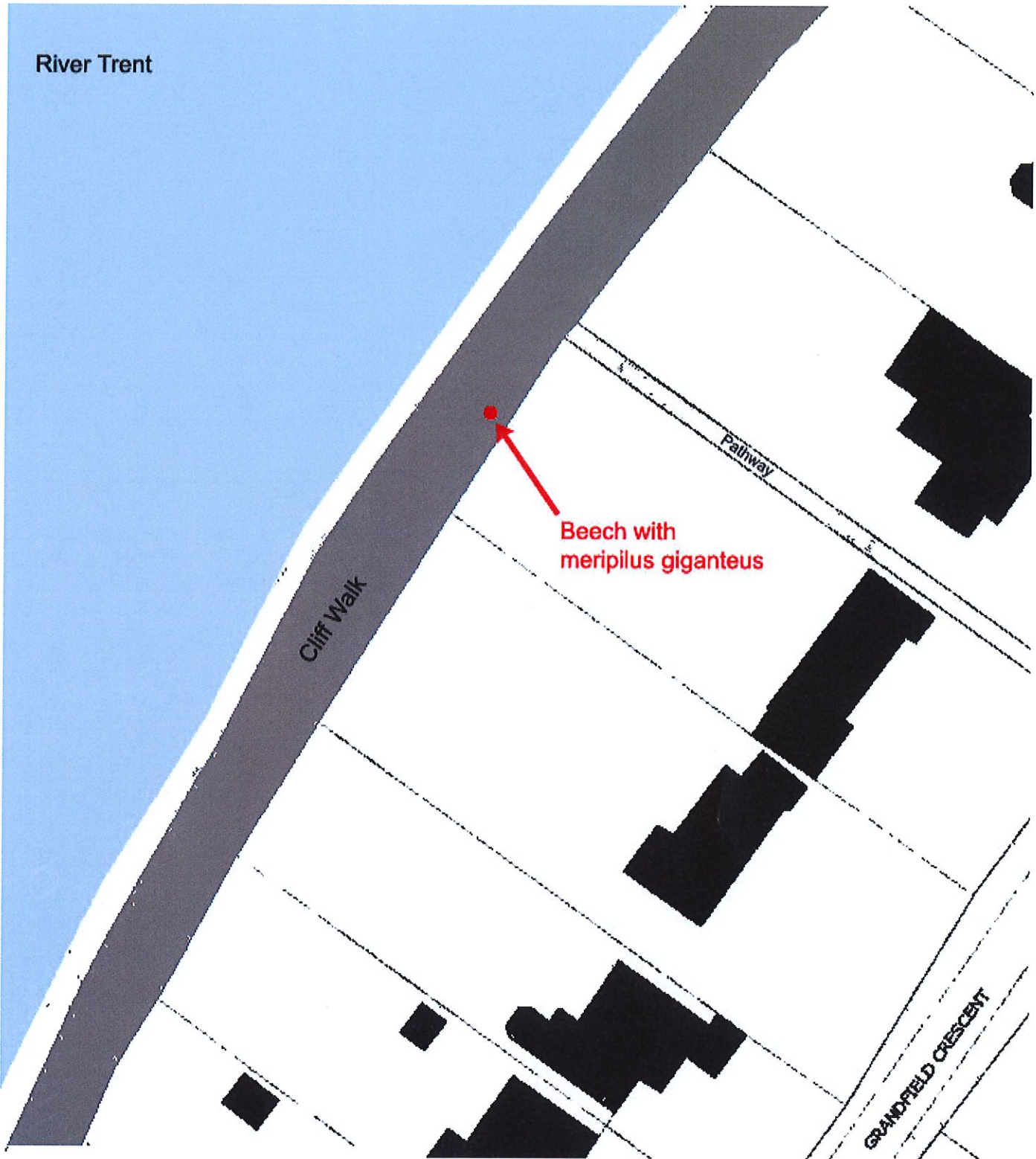
#### RECOMMEND

Council agrees a pricing policy.

NB: There are limited spaces left for benches within Parish Council Land, any requests for benches on the Highway would go through N.C.C.  
Should there be thoughts to other memorial offers instead of benches? Planters, owl/bat boxes, something in Rockley Park that names can be put on (plaque wall?) – already one at the Cemetery.







**Proposal for Public Session(s) on Basic Life Support – CPR,  
Defibrillator awareness & other Emergency First Aid**

- There is a strong community led spirit to have more awareness of defibrillators and their use, alongside other emergency first aid.
- Propose 1-2 sessions within the Grange Hall to have 'hands on' training of Basic Life Support (CPR) using mannequins
- Delivered by Cllr Oliver Bere as a 'frontline' ambulance clinician
- Demonstrate the use of a defibrillator and 'myth bust' any apprehension around their use
- *Suggested* donation of £5 per person – proceeds to local First Responder charity who will be loaning the mannequins and training equipment and helping with the session. (via their direct website or collection tin on the night)
- Propose a Facebook poll – Cllr Douglas-Kirk, to drum up public interest on popular dates/times and content. Further posts to advertise sessions/publish photos etc.
- Residents to sign up for sessions via email or direct message – depending on workload Clerk to assist to collate names/numbers?
- Dates/times to be confirmed with Grange Hall availability – mid week evenings or weekend morning?
- Proposed session plan for initial 20 people (suggest age 16+ or 12 with an adult) to allow for optimum ratio of mannequins to people. (can run other repeat sessions in coming weeks if demand is high)
- Possibility of extending session to 90 mins to cover; paediatric CPR, choking, stroke recognition and serious haemorrhage control.

Experience shows from running previous events that 'drop in' sessions do not work well. The best and proposed model is for a short, hands on 60-90 mins session which people commit to in advance, with some presentation/visual explanation followed by branching off into small groups for guided practice, then reconvene for Q&A and summary.

Many people are willing to assist in an emergency but often are afraid to 'make things worse' or lack confidence to 'have a go'.

These sessions are not designed to formally qualify any individual as it is important to stress that there is no formal training necessary, or required legally or otherwise to use a defibrillator or to perform CPR. However, familiarity and practice builds confidence and encourages action in an emergency where minutes matter.

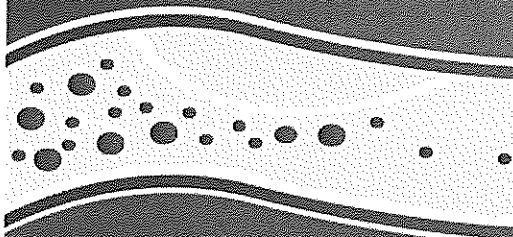
**Supporting information.**

CARDIAC ARREST is an ELECTRICAL problem



The person will be UNCONSCIOUS  
Call 999 | Start CPR

A HEART ATTACK is a CIRCULATION problem



The person will probably be CONSCIOUS  
Call 999 | Keep them calm



**Defibrillator Heart Restarter**

Anyone can use it  
No training necessary

For an unconscious person **NOT** breathing normally

Call 999 → Start CPR → Switch on defibrillator → Follow its instructions



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

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Date	Num	Name	Memo	Amount
22/08/2021	BACS	Autopay	Staff pay for month	9,289.76
06/08/2021	BACS	Barnacle Alan	Gravedigging for 2 coffins and 4 ashes	* 1,040.00
30/08/2021	BACS	Countrywise Water Coolers Ltd	Half year rent of water cooler	168.91
12/08/2021	BACS	County Flooring	Deposit on flat carpet	413.60
06/08/2021	BACS	GlobeSec	Hall alarm visit to establish fault	82.80
30/08/2021	BACS	GlobeSec	New 4 zone fire panel in Hall	945.60
13/08/2021	BACS	HM Revenue & Customs	NI and PAYE for month	2,416.41
13/08/2021	BACS	Iris Business Software	Pension licence for month	11.83
30/08/2021	BACS	KW Energy Consultants	DEC report for Grange Hall	120.00
06/08/2021	BACS	Maggie Security Ltd	Security officer for hall - 24th July	* 79.20
13/08/2021	BACS	NCC Pension Fund	Staff and Employer pension contributions for month	2,112.64
23/08/2021	BACS	Nottinghamshire County Council	3 Year Civil service licence	1,450.00
06/08/2021	BACS	P M Winter	Contract mowing for month	2,659.81
23/08/2021	BACS	Private Hirer	Refund deposit to private hirer - cancelled due to COVID	* 250.00
13/08/2021	BACS	Roffesoft	Support for CCTV and PC	72.00
13/08/2021	BACS	Streetwise Environmental Ltd	Replace broken dog bin on Grandfield Crescent	324.35
13/08/2021	BACS	Timberplay Ltd	Repairs to Queen Swing in Valley Road	2,744.40
13/08/2021	DC	Amazon	Stationery	51.95
30/08/2021	DC	Amazon	Grange cooker knob	18.99
31/08/2021	DC	Royston & Lund	Management fees for Aug/Sept	* 107.40
08/08/2021	DD	British Gas	Electricity for Mess Room for a month	17.92
17/08/2021	DD	British Gas	Electricity for Grange 1 month	42.42
18/08/2021	DD	British Gas	Public toilet electricity - 1 month	17.25
24/08/2021	DD	British Gas	Hall electricity for Hall - 1 month	392.61
27/08/2021	DD	British Gas	Electricity for Grange 1 month	66.26
15/08/2021	DD	EE Phones	Phones for Hall manager, caretakers and groundsman	46.75
28/08/2021	DD	ico	Annual Data protection renewal fee	55.00
31/08/2021	DD	Jetcard	Fuel card	1.80
06/08/2021	DD	Lantec Services Ltd	Line rental and calls for month	101.65
15/08/2021	DD	Natwest	On line banking monthly fee and charges	10.80
01/08/2021	DD	RBC - Grange Hall	Grange Hall non domestic rates monthly instalment	823.00
01/08/2021	DD	RBC - Licence	Entertainment licence band B to 31 July 2022	180.00
07/08/2021	DD	RBC - non domestic Grange	Non domestic rates for The Grange - monthly instalment	165.00
11/08/2021	DD	TotalEnergies Gas & Power Ltd	Hall gas for 3 months - estimate	471.41
01/08/2021	DD	Worcester Bosch Ltd	Monthly instalment for Bungalow boiler contract	* 29.67
08/08/2021	DD	Worldpay	Monthly cost of debit card facility and usage	23.94
15/08/2021	DD	Worldpay	Use of debit card system in month	10.79
<b>TOTAL</b>				<b>£26,785.42</b>

Approved by:.....

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

Radcliffe on Trent Parish Council Results for August 2021

Net results for 2021- 2022 as at August 2021							
	Actual year to date			Net budget	Under spend	% Actual over budget	
	Income	Exp	Net				
	£	£	£	£	£		
<b>ADMINISTRATION</b>							
Office Administration	1,419	6,624	5,205	17,008	11,803	31%	
Democracy		1,290	1,290	3,750	2,460	34%	
Campaigning/Social Media = PR		480	480	1,000	520	48%	
Net Grants	0	0	-	5,000	5,000	0%	
Health & Safety and GDPR		576	576	2,000	1,424	29%	
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%	
Staff		73,305	73,305	187,060	113,755	39%	
Contingency	0	0	-	-	-	#DIV/0!	
	1,419	82,276	80,857	220,568	139,711	37%	
<b>The Bungalow</b>	5,370	980	-4,390	(5,850)	(1,460)	75%	
<b>OPERATIONS</b>							
<b>AMENITIES</b>							
Cemetery	7,520	2,624	(4,896)	(2,380)	2,516	206%	
Christmas Decorations		395	395	6,000	5,605	7%	
Donated plants/benches	3,783	2,206	(1,577)	(100)	1,477	1577%	
Grounds maintenance	195	19,360	19,165	49,996	30,831	38%	
Insurance recovery	1,450		(1,450)	-	1,450		
Leisure Development		0	-	800	800	0%	
Play areas		3,987	3,987	13,310	9,323	30%	
Public Toilets	12,468	-539	(13,007)	(10,696)	2,311	122%	
Vehicles and Machinery	0	220	220	2,000	1,780	11%	
	25,417	28,253	2,836	58,930	56,094	5%	
<b>GRANGE AND GRANGE HALL</b>							
Grange	630	3,890	3,260	4,200	940	78%	
Grange Hall	11,088	24,450	13,362	30,650	17,288	44%	
	11,718	28,340	16,623	34,850	18,227	48%	
<b>Events</b>	59	0	(59)	(550)	(491)	11%	
<b>Total Operations</b>	37,194	56,593	19,400	93,230	73,830	21%	
<b>Total</b>	43,983	139,849	95,867	307,948	212,081	31%	
COVID support(RBC,NCC, cllr)	0		0	0			
Furlough	4,211		-4,211	0			
Covid costs		0	0	850			
	4,211	0	-4,211	850	5,061		
<b>Precept</b>	154,399		(154,399)	(308,798)	(154,399)	50%	
	202,593	139,849	-62,743	0	62,743		
		<b>Aug-21</b>	<b>March 2021</b>				
		£	£				
<b>Free Reserves</b>		179,951	117,207				
Designated Reserve - Building Maintenance		14,238	16,000				
Designated Reserve - Bungalow Maintenance		2,675	2,675				
Designated Reserve - Cemetery		16,000	16,000				
Designated Reserve - Election Fund		7,287	6,162				
Designated Reserve - COVID trading losses		20,000	20,000				
Designated Reserve - Playareas		7,023	15,010				
Designated Reserve - Public Realm		0	12,500				
Designated Reserve - Skatepark RBC		5,000	5,000				
Designated Reserve - Van/machinery		5,000	5,000				
		77,224	98,347				
Restricted Reserve - Leisure Development		7,200	7,200				
Restricted Reserve - Conservation Group		196	216				
		7,396	7,416				
<b>Total Reserves</b>		£264,570	£222,971				
<b>Plus CCLA Property Fund at cost</b>		£75,000	£75,000				
<b>Bank and CCLA Deposit</b>		£314,337	£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 Forecast 2021 - 2022

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	As at 24 September 2021	Forecast 2021/22			Budget 2021/22	Change
		Income	Exp	Net		
	£	£	£	£	£	
<b>ADMINISTRATION</b>						
<b>FINANCE AND GENERAL</b>						
Administration	2,444	17,933	15,489	17,008	(1,519)	
COVID 19		-	-	850	(850)	
Democracy		3,315	3,315	3,750	(435)	
Campaigning/Social Media = PR		1,000	1,000	1,000	-	
Grants/Donations		5,000	5,000	5,000	-	
Health and Safety		1,977	1,977	2,000	(23)	
HR		2,500	2,500	2,500	-	
Newsletter		-	-	-	-	
Village Guide		250	250	250	-	
Neighbourhood Plan		2,000	2,000	2,000	-	
Public Realm		-	-	-	-	
Staff		187,315	187,315	187,060	255	
Contingency		-	-	-	-	
	2,444	221,290	218,846	221,418	(2,572)	
<b>The Bungalow</b>	9,845	3,045	(6,800)	(5,850)	(950)	
	12,289	224,334	212,046	215,568	-3,522	
<b>OPERATIONS</b>						
<b>AMENITIES</b>						
Cemetery	15,195	10,239	(4,956)	(2,380)	(2,576)	
Christmas Decorations		6,000	6,000	6,000	-	
Donated plants/benches	6,106	2,906	(3,200)	(100)	(3,100)	
Grounds maintenance	854	51,079	50,225	49,995	230	
Leisure development		800	800	800	-	
Play areas/Skatepark		11,254	11,254	13,311	(2,057)	
Public Toilets	12,468	334	(12,134)	(10,696)	(1,438)	
Vehicles and Machinery		1,949	1,949	2,000	(51)	
	34,623	84,561	49,938	58,930	(8,992)	
<b>GRANGE AND GRANGE HALL</b>						
Grange	4,364	8,802	4,438	4,200	238	
Grange Hall	30,834	61,231	30,397	30,650	(253)	
	35,198	70,032	34,835	34,850	(15)	
<b>Events</b>	1,158	685	(473)	(550)	77	
<b>TOTAL OPERATIONS</b>	70,979	155,279	84,300	93,230	(8,930)	
<b>Total</b>	83,267	379,813	296,346	308,798	-12,452	
<b>Precept</b>	308,798		(308,798)	(308,798)	0	
<b>Unbudgetted items</b>	4,211	1,962	(2,249)	-	(2,249)	
	396,276	381,574	-14,701	0	-14,701	
		<b>Mar-21</b>	<b>Forecast</b>	<b>Mar-22</b>	<b>Change</b>	
		£	31.3.22	<b>Budget</b>	<b>F'cast - budget</b>	
<b>Free Reserves</b>		117,207	131,908	110,875		
Designated Reserve - Building Maintenance		16,000	10,000	16,000	(6,000)	
Designated Reserve - Bungalow Maintenance		2,675	2,675	2,675	-	
Designated Reserve - Cemetery		16,000	16,000	16,000	-	
Designated Reserve - Election Fund		6,162	8,862	8,862	-	
Designated Reserve - COVID trading losses		20,000	20,000	20,000	-	
Designated Reserve - Playareas		15,010	-	15,010	(15,010)	
Designated Reserve - Public Realm		12,500	-	12,500	(12,500)	
Designated Reserve - Skatepark RBC		5,000	10,000	10,000	-	
Designated Reserve - Van/machinery		5,000	5,000	5,000	-	
		98,347	72,537	106,047	(33,510)	
<b>Restricted Reserve - Leisure Development</b>		7,200	8,000	8,000	-	
<b>Restricted Reserve -Conservation Group</b>		216	50	50	-	
		7,416	8,050	8,050	-	
		222,970	212,495	224,972	(33,510)	
		75,000	75,000	75,000		
<b>Bank + CCLA deposit</b>		213,000	174,000	213,000		
<b>Fixed assets (inc £75k CCLA property fund) Valuation</b>		3,296,598	3,286,030	3,296,598		
<b>Loans</b>		154,209	134,683	154,209		

### Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Radcliffe On Trent Parish Council – NT0140**

#### 1 Respective responsibilities of the body and the auditor

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 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.



#### 2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

#### 3 External auditor certificate 2020/21

We 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 2021.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

11/09/2021

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

### 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
			✓

\*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:

22/06/21

and recorded as minute reference:

22/6/21/11

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

Chairman 

Clerk 



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	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. 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	300,118	306,529	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	382,956	122,481	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	178,482	167,265	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	28,056	26,760	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	457,511	140,548	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	128,533	222,970	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	198,165	268,762	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	3,302,760 3,227,760	3,415,505 3,340,505	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	173,735	154,209	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 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

*J. J. King*

Date

16/06/21

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

22/06/21

as recorded in minute reference:

22/6/21/12

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

*J. J. King*