



# PERTON PARISH COUNCIL

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9<sup>th</sup> May 2023

Dear Councillor

You are summoned to the Meeting of Perton Parish Council, to be held in the Board room, Perton Civic Centre on Monday, 15<sup>th</sup> May 2023 at 7.00pm.

Yours faithfully

Mrs Louise Higgins,  
Assistant Clerk to the Council

*All persons attending this meeting are hereby notified that this meeting will be recorded by the Parish Council to assist the Parish Clerk in the compilation of minutes. The recording will be deleted once the minutes have been approved.*

## **AGENDA**

### **Public Open Session**

*Time for this session is limited to 30 minutes as per Standing Order number 3F. Members of the Public are invited to address the Parish Council (limited to 3 minutes per person as per Standing Order number 3G)*

### **Presentation to former Councillors**

**01/23 – Election of the Chairman for the term 2023/24**

**02/23 – Signing of Chairmans Declaration of Acceptance of Office**

**03/23 – Election of the Vice Chairman for the term 2023/24**

**04/23 – Apologies for Absence**

**05/23 – To consider co-option for the Councillor vacancy in Kingswood & Trescott ward**

**06/23 – To receive for information Police, Fire and Crime reports**

**07/23 – General Power of Competence**

- a) To confirm that the council meets the eligibility criteria
- b) To consider adopting the power

**08/23 – To agree the following documents:**

- a) Standing Orders
- b) Financial Regulations
- c) Governance Framework
- d) Risk Management

**09/23 – To agree membership and Chairman of the following committees/working parties:**

- a) Management (6 plus 2 Ex-officio Members)
- b) Finance (5 plus 2 Ex-officio Members)
- c) Human Resources (9)
- d) Planning (5 plus 2 Ex-officio Members)
- e) Allotment (4 plus 2 Ex-officio Members)
- f) Youth working party
- g) Health & Safety working party
- h) King's Coronation working party

**10/23 – To agree cheque signatories**

**11/23 – To agree representatives for Perton Playing Fields Association**

**12/23 – Declaration of Disclosable Pecuniary Interest**

To receive Declaration of Disclosable Pecuniary and Other Interests from the Agenda

**13/23 – Code of Conduct**

To approve requests for Code of Conduct Dispensations.

(A request for a dispensation must be made in writing to the Clerk and be granted by decision of the Council)

**14/23 – Minutes**

To approve minutes of the Parish Council meeting held on 17<sup>th</sup> April 2023

**15/23 – Finance**

- a) To approve list of Payments for April 2023
- b) To receive the Cash Book to date for information
- c) To receive the Income Statement to date for information
- d) To receive the Expenditure and Budget to date for information
- e) To consider grant application from FC Perton U12's Football Team
- f) To consider grant application from Perton Library
- g) To consider grant application from Perton Primary Academy (update)

**16/23 – Audit**

- a) To receive Internal Auditors report
- b) To approve accounts for year ending 31st March 2023
- c) To approve Annual Governance Statement
- d) To approve Annual Accounting Statement

**17/23 – Legionella Management**

To confirm Duty Holder and Responsible Person

**18/23 – Civic Centre Relief Caretaker Vacancy**

To receive an update on applications received and agree timescale for interview process

**19/23 – Wrottesley Park Development and Allotment Site**

To receive an update

**20/23 – Kings Coronation**

- a) To receive an update on Coronation activities
- b) To receive an update on the Firework display for November

**21/23 - Staffordshire County Council**

- a) To receive for information written report from the County Councillor
- b) To receive an update on discussion with Severn Trent

**22/23 – South Staffordshire Council**

- a) To receive for information written reports from District Councillors
- b) To consider nominating an elected councillor to sit on the Standards and Resources Committee
- c) To agree presentations council would like to receive from Community Services
- d) Planning Applications:

Applications for consideration previously distributed:

Application no.: 22/00301/FULHH

Location: 2 Tintagel Close, Perton, WV6 7RG

Proposed: single storey rear extension with internal garage conversion

Planning Applications returned since last meeting:

Application no. : 23/00131/FULHH

Location: 2 Dean Court, Perton, WV6 7YF

Proposed: Retention of boundary fence and gate (retrospective)

Comments: No objections received

**Application no. : 23/00274/FULHH**

**Location:** 9 Hopton Close, Perton, WV6 7SZ

**Proposed:** First floor side extension above existing garage

**Comments:** No objections received

**Application no. : 23/00270/FULHH**

**Location:** 9 Framlingham Grove, Perton, WV6 7UW

**Proposed:** Single storey, pitched roof, side extension to provide additional family room, shower room (including WC) and storage

**Comments:** No objections received

**23/23 – Reports - to note and receive for information**

Weekly Clerk's Reports previously distributed

**24/23 - Date and time of next meeting – Perton Civic Centre, Board room 7pm**

Full Council Meeting of Perton Parish Council – 12<sup>th</sup> June 2023

**Crime & Disorder Implications**

Section 17 of the Crime & Disorder Act 1998, places a duty on a local authority to consider crime and disorder implications and to exercise its various functions with due regard to the likely effect of the exercise of those functions and to do all that it reasonably can to prevent crime and disorder in its area. Where relevant any decisions made at the Parish Council meeting have taken this duty of care into consideration.

## **General Power of Competence (GPC)**

The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. It gives councils the power to do anything an individual can do provided it is not prohibited by other legislation.

GPC is the “power of first resort” as a council does not need to check whether they have a specific power, provided the activity is not illegal. Its purpose is to make it easier for eligible councils to act quickly and innovatively in the community. Unlike s137, there is no expenditure limit nor the requirement to show it benefits the community.

As always, the council is expected to act in accordance with the general principle of ‘reasonableness’ established by the Wednesbury court case in 1948. The judgement made it clear that a council can exercise reasonable discretion when interpreting legislation provided that it justifies its decision in terms of relevant, rather than irrelevant, matters.

## **Eligibility Criteria**

### **Elected Councillors**

The number of councillors elected at the last ordinary election must equal or exceed two thirds of its total number of councillors.

Elected councillors include all councillors who stood for election (including at a by-election) whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected.

### **Qualified Clerk**

The Clerk must have a recognised public sector qualification, this includes Certificate in Local Council Administration (CILCA)

### **Resolution**

Confirmation of eligibility is by resolution at any full council meeting. The council must reaffirm GPC by resolution that it is still eligible at every subsequent annual meeting held in the year of ordinary elections.

## **Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 17<sup>th</sup> April 2023, 7.00pm**

### **PRESENT:**

**Councillors** Mrs P Allen, AA Bourke, N Caine, P Davis, K Elder (Chairman), D Glynn (Vice Chairman), Mrs R Heseltine, Mrs A James, C Rathbone, J Turner and Mrs B Walters

Parish Clerk Mrs B Hodgetts

Assistant Parish Clerk Mrs L Higgins

Also in attendance: County Councillor J Abrahams (part of the meeting)

Members of the public – 2

### **191/22 - PUBLIC OPEN SESSION**

A resident asked why two islands have only been cut around the outer edges. Councillors informed him that there were plants on the inner section of the islands which the Parish Council had planted.

### **192/22 - APOLOGIES FOR ABSENCE**

Apologies received and noted from Councillors N. Caine, Mrs L Dew, J Sherlock and J Turner

Resolved to change the order of business 10a vi)

### **203/22 – STAFFORDSHIRE COUNTY COUNCIL**

- a) Information received from the County Councillor  
The Perton Cuppa Club were hosted at the Kingswood Trust. If there are any other organisations that would benefit, please let Councillor Abrahams know.
- b) No further update on the Pump house, Dippons Lane.
- c) Registrar services – The Parish Council had been made aware of the lack of registrar services in South Staffordshire. To register a death it must be at one of the following locations: Burton, Newcastle, Stafford, Lichfield or Cannock, all of which offer 5 day, 9am – 5pm service alternatively Leek and Tamworth offer a part time service.  
The services were closed during Covid, but Codsall and Wombourne were never reinstated. This leaves residents in Kinver with a 52 mile round trip.  
The County Council have confirmed that Wombourne will be re-opening but for only half a day a week. Councillor Abrahams will follow this up.
- d) Staffordshire County Council have agreed there will be an increase of weed spraying for 2023/24 from one to three applications.
- e) Repair of grass verge near to the inner south island. It appears that work in this area is still continuing. Finding ownership of the work may be difficult but this will be raised with Severn Trent.

The progress of the road into the new development is moving very slowly. Councillor Abrahams will raise this at Cabinet.

### **193/22 - POLICE, FIRE AND CRIME REPORT**

PCSO S Fryer provided a written report which was made available for members.

There were some concerns around speeding. A car had collided with the stones and tree on the Inner South Island. South Staffordshire Council kindly removed the tree and the debris. Parish Council to look at how the rock can be restored and also planting of a new tree in the Autumn. This isn't the first incident of cars crashing at the islands, could Highways assess the risks around the Parkway and the islands.

Clerk to speak to the police with reference to a possible insurance claim.

There are a lot of complaints regarding speeding around the Parkway. Should sleeping policemen be installed? These do not necessarily slow anyone down.

## 194/22 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

The following declarations were made:

202/22 Volunteers - Councillor K Elder

## 195/22 - CODE OF CONDUCT DISPENSATIONS

No requests for dispensation received.

## 196/22 – MINUTES

- a) Resolved that the minutes of the Parish Council Meeting held on 13<sup>th</sup> March 2023 were agreed as a true and correct record.
- b) Noted for information the draft minutes of the following committees/working parties:
- i. Health & Safety working party 15<sup>th</sup> March 2023
  - ii. Human Resources Committee 29<sup>th</sup> March 2023
  - iii. Finance Committee held 11<sup>th</sup> April 2023

## 197/22 - FINANCE

- a) Paid Expenditure Transactions between paid between 01/03/23 and 31/03/23  
Resolved payments approved.

Payment	Paid				
Reference	Date	Tn no	Gross	Details	
DD ASH02	01/03/23	4907	£184.01	Ash Waste Services	General & Recycle Waste Collection
Bacs DepRef	03/03/23	4908	£100.00	Refunded Deposit	Kerr - 25/02/23
DD BPayCon	0206/03/23	4909	£11.22	Brightpay	BrightPay Connect Monthly Subscription
Bacs MP03	13/03/23	4910	£80.00	Mick Poutney	Raised Beds Presentation
Bacs UKFC03	14/03/23	4911	£1,755.00	The UK Firework Company Ltd	45% Deposit for Firework Display
DD BT02	17/03/23	4912	£80.29	British Telecom	Telephone & Broadband Charges
Bacs DepRef	17/03/23	4913	£150.00	Refunded Deposit	Smith - 11/03/23
Bacs IR02	17/03/23	4914	£2,760.25	Inland Revenue	Tax & NI - February 201/3
Bacs PEN02	17/03/23	4915	£3,313.52	Staffordshire County Pension Fund	Pension - February
DD Bpay	20/03/23	4916	£226.80	Brightpay	Payroll Licence 2023-24
Bacs ESPO03	21/03/23	4917	£86.38	ESPO	Stationery
DD GAS02	21/03/23	4918	£834.93	Total Energies Gas & Power Ltd	Gas Charges 26/01/23 - 21/02/23
CHG HSBC02	21/03/23	4919	£6.60	HSBC UK	Bank Charges
Bacs DepRef	22/03/23	4920	£100.00	Refunded Deposit	Edwards - 18/03/23
Bacs HALL 03	24/03/23	4921	£231.00	Halls SMS	Toilet Rolls, Hand Towels & Centre
DD WATER03	24/03/23	4922	£260.90	Waterplus	Water Charges 08/02/23 - 08/03/23
Bacs SPCA03	27/03/23	4923	£102.00	Staffordshire Parish Council Ass.	Training Course - Playground Safety
Bacs ELEC02	27/03/23	4924	£1,099.59	Total Energies Gas & Power Ltd	Electricity Charges - 28/01/23
Bacs AE03	29/03/23	4925	£84.00	Acquiesce Environmental Compliance Ltd	- Legionella Monitoring
Credit Card	29/03/23	4926	£221.00	Codsall & Wergs Garden Centre	Mulch for Rose Garden
Credit Card	29/03/23	4927	£74.99	Norton	Virus Protection Annual Subscription
PettyCashTop	30/03/23	4932	£47.26	Home & Motorsave	General Maintenance Items
PettyCashTop	30/03/23	4933	£112.48	Sainsbury's	Various
PettyCashTop	30/03/23	4934	£23.09	Lealans Garden Centre	Treatment for Rose Garden
PettyCashTop	30/03/23	4935	£7.98	Martyns	Decorations for Parish Christmas Tree
PettyCashTop	30/03/23	4936	£5.79	Home Bargains	Coffee
Bacs	31/03/23	4928	£11,866.44	Salaries	March
Bacs ESPO03a	31/03/23	4929	£32.40	ESPO	Mop Kit
Bacs WSM03	31/03/23	4930	£300.47	Weston Sawmill	Birdmouth Fencing for Rose Garden
Bacs ACC03	31/03/23	4931	£3,920.76	A.C. Contracts (Codsall) Ltd	Fixed Electrical Testing and Repair

**Total £28,079.15**

- b) Cash book to date received and noted for information.
- c) Income statement to date received and noted for information.
- d) Expenditure and budget to date received and noted for information.
- e) Concessionary room hire granted to The Codsall Festival for their booking on 16<sup>th</sup> March 2024
- f) Requirements for a new printer for the clerk's office was discussed. **Resolved** to lease a machine from Ricoh at a cost of £73.37 per quarter.
- g) Perton Primary Academy are looking at converting a bus into a library. The project is costing £10,000, they have already raised £3,000. There were some concerns with damp, vandalism and fire risk but would like to help. The council would like to take up the offer of a tour of the bus, **Resolved** the Clerk to arrange a convenient date.

#### **198/22 – HEALTH & SAFETY**

An update was given by the Chairman of the Committee.

#### **199/22 – POLICIES**

The following were reviewed;

- a) First Aid - **Resolved** to adopt
- b) Fire emergency and evacuation **Resolved** to adopt

#### **200/22 – WROTTESLEY PARK ROAD DEVELOPMENT**

An update on the allotments was presented. The s106 obligations have been fulfilled by Severn Homes, this will need confirmation from the District Council before the land transfer can commence.

Severn Homes have agreed to swap part of the wooden road edging for concrete but this does not form part of the s106.

There is a large amount of top soil on the allotments that will be the Parish Councils responsibility to remove should it not be used on the allotments. The Clerk has contacted the contractor to see if it would be useful but waiting for a reply. It could be sold but this would need further consideration. The developer is finding out how much soil there is on the land.

The Parish Council has been informed that there will be some legal costs between £850 and £1250 to transfer the land from District to Parish.

Severn Homes are willing to allow the Parish Council contractor access before the land transfer is completed if the District Council agree.

#### **201/22 – FIREWORK DISPLAY**

The display has been booked for Sunday 5<sup>th</sup> November unfortunately the Clerk has been unable to get approval for use of the Middle school grounds as yet, in part, due to the Easter break. **Resolved** Clerk to continue following this up.

Clarification on vat recovery for donations and sponsorship had been sought from Staffordshire Parish Council Association. If it is just a brief acknowledgment then VAT can be reclaimed but if further promotion is required then the Parish Council would not be entitled to reclaim it, it would be classed as a taxable supply.

#### **202/22 – VOLUNTEERS**

Discussion was held on recruiting volunteer 'Weed Warriors' and agreed that it was a good idea but managing it could be a lot work and there may be an issue with insurance. Is the Parish Council the right group to take this forward? Can organisations be affiliated with the council. **Resolved** Clerk to clarify with the parish insurance if litter collecting and weed clearing by volunteers would be covered. Clerk to approach Brighton and Hove Council who already have volunteers and see what arrangements they have and also to contact Wombourne Parish Council to see how their voluntary groups are managed.

#### **203/22 - STAFFORDSHIRE COUNTY COUNCIL**

This item was covered earlier in the meeting.

## **204/22 - SOUTH STAFFORDSHIRE COUNCIL**

- a) Reports presented from Councillors P Davis and Mrs R Heseltine. Verbal reports presented by Councillors Mrs P Allen, and AA Bourke. The reports were noted for information.
- b) CCTV costs and siting were discussed. PCSO A Tooth attended the meeting virtually to answer questions raised by members.

- Access is through a laptop by Police at Codsall
- The camera does rotate by set timescales
- It can be remotely moved when necessary

Resolved District Council are looking at alternative solutions for running costs. Also Clerk to look at funding. The PPC may have some funds available.

- c) The inner south island has been damaged by a car crash. SSDC kindly removed the damaged tree and car debris. Volunteers have agreed to plant some foxgloves donated by Councillor Mrs P Allen. A new tree can be planted in the autumn.
- d) Planning Applications:

Applications for consideration previously distributed:

Application no. : 23/00131/FULHH

Location: 4 Dean Court, Perton, WV6 7YF

Proposed: Retention of boundary fence and gate (retrospective)

Applications returned since last meeting:

Application no. : 23/00224/FULHH

Location: 14 Sutherland Grove, Perton, WV6 7PA

Proposed: New rear porch

Comments: No objections received

Application no. : 23/00239/FULHH

Location: 15 Sutherland Grove, Perton, WV6 7PA

Proposed: Single storey side extension to provide utility room and infill to provide porch to front elevation.

Comments: No objections received

**205/22 – Reports - to note and receive for information**

Weekly Clerk's reports previously distributed

**206/22 - Date and time of next meeting – Perton Civic Centre, Board room 7pm**

Annual Parish Meeting – 24<sup>th</sup> April 2023

Full Council meeting 15<sup>th</sup> May 2023

## **CONFIDENTIAL AGENDA**

### **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

In pursuance of the powers contained in section 1 of the above act, I move that the press and public be excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest.

### **207/22 – Recruitment of relief caretaker**

- a) Resolved to appoint a relief caretaker on a one year contract for a minimum of 10 hours per month. as recommended by the Human Resources Committee
- b) Resolved Councillors appointed to short list the applications are Cllr Mrs B Walters and D Glynn
- c) Resolved Councillors appointed to the interview panel – The Parish Council Chairman, Chairman of Management, Councillors P Davis and Mrs A James, if available.



**208/22 – Staff absence**

Following discussion it was **Resolved** that any employee who tests positive for Covid will be expected to come to work unless they feel they are not well enough. This will be recorded as sickness absence.

**Meeting closed at 9.08pm**

Signed .....  
Chairman

Date: .....

# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 31/01/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## Ordinary Accounts

Co-operative Bank	£2,544.22
HSBC Current Account	£20,262.42
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
<b>Total</b>	<b>£179,056.64</b>

	Net	Vat	Gross
<b>RECEIPTS</b>			
Parish Council	£228,352.70	£0.00	£228,352.70
Civic Centre	£66,717.24	£0.00	£66,717.24
<b>Total Receipts</b>	<b>£295,069.94</b>	<b>£0.00</b>	<b>£295,069.94</b>
	Net	Vat	Gross
<b>PAYMENTS</b>			
Parish Council	£157,582.74	£9,111.53	£166,694.27
Civic Centre	£122,220.46	£5,065.80	£127,286.26
<b>Total Payments</b>	<b>£279,803.20</b>	<b>£14,177.33</b>	<b>£293,980.53</b>

Closing

## Ordinary Accounts

Co-operative Bank	£1,441.07
HSBC Current Account	£7,454.98
Petty Cash Account	£250.00
Public Sector Deposit Fund	£171,000.00
<b>Total</b>	<b>£180,146.05</b>

Uncleared and Unpresented

Statement Closing

## Ordinary Accounts

Co-operative Bank	£1,441.07
HSBC Current Account	£7,454.98
Petty Cash Account	£250.00
Public Sector Deposit Fund	£171,000.00
<b>Total</b>	<b>£180,146.05</b>

# Paid Expenditure Transactions

15/23 a)

paid between 01/04/23 and 30/04/23

Payment				Gross Details	Heading
Reference	Paid date	Tn no	Order no		
DD ASH04	03/04/23	4928		£198.48 ASH Waste Services Ltd	223
DD Rates04	03/04/23	4929		£1,243.00 South Staffordshire Council - Rates	221
Bacs SPCA Sub	04/04/23	4930		£892.84 Staffordshire Parish Council's Association	129
Bacs Seeds04	04/04/23	4931		£604.00 Junomagic	134/5
Bacs AMAZON04	04/04/23	4932		£128.69 Amazon	134/5
DD BPayCon03	05/04/23	4933		£11.22 Brightpay	121/2
Bacs PEN03	14/04/23	4934		£3,500.69 Staffordshire County Pension Fund	101/4
Bacs IR03	14/04/23	4935		£2,979.15 Inland Revenue	201/3
Bacs FAAC	17/04/23	4936		£453.60 FAAC Entrance Solutions UK Limited	203
Bacs DTE03	17/04/23	4937		£112.32 Down to Earth	124/4
DD BT03	17/04/23	4938		£80.29 British Telecom	130
Bacs PP04	17/04/23	4939		£120.00 ALK Print Ltd	119
Debit Card JK04	18/04/23	4940		£40.00 Just Keys Ltd	110
CHG HSBC04	21/04/23	4941		£13.24 HSBC UK	204
DD Water03	25/04/23	4942		£118.35 Waterplus	226
DD ELEC03	25/04/23	4943		£995.38 Total Energies Gas & Power Ltd	220
Bacs Ricoh04	25/04/23	4944		£224.53 Ricoh	123/2
Bacs Film04	25/04/23	4945		£300.00 Arts Alive	112
Bacs Grant04	25/04/23	4946		£480.00 Birmingham Museums Trust	115
Debit Card APM04	25/04/23	4947		£20.50 Sainsbury's	112
Bacs AE04	27/04/23	4948		£84.00 Acqiesce Environmental Compliance Limited	214
CreditCard RBL04	27/04/23	4949		£141.54 Royal British Legion	134/5

# Paid Expenditure Transactions

paid between 01/04/23 and 30/04/23

Start of year 01/04/23

Payment Reference	Paid date	Tn no	Order no	Gross Details	Heading
CreditCard RRL04	27/04/23	4950		£541.10 Rainbow Rhino Lazer	134/5
CreditCard WW04	27/04/23	4951		£44.77 Wool Warehouse	110
CreditCard AMAZON04	27/04/23	4952		£25.00 Amazon	110
Bacs SalaryM1	28/04/23	4953		£11,630.64 Salaries	201/1
Total				£24,983.33	

# Financial Summary – Cashbook

15/23 b)

Summary of receipts and payments between 01/04/23 and 30/04/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## Ordinary Accounts

Co-operative Bank	£1,441.07
HSBC Current Account	£14,270.44
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
Total	£171,961.51

RECEIPTS	Net	Vat	Gross
Parish Council	£114,610.48	£0.00	£114,610.48
Civic Centre	£2,250.61	£0.00	£2,250.61
Total Receipts	£116,861.09	£0.00	£116,861.09

PAYMENTS	Net	Vat	Gross
Parish Council	£15,282.62	£171.26	£15,453.88
Civic Centre	£9,215.47	£313.98	£9,529.45
Total Payments	£24,498.09	£485.24	£24,983.33

Closing

## Ordinary Accounts

Co-operative Bank	£1,441.07
HSBC Current Account	£106,148.20
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
	£263,839.27
Total	£263,839.27

Uncleared and Unpresented

Statement Closing

## Ordinary Accounts

Co-operative Bank	£1,441.07
HSBC Current Account	£106,148.20
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
Total	£263,839.27

Signed

Chair

Clerk / Responsible Financial

Summary of Income April 2023 - March 2024																	
Community Centre & Parish Receipted Income						Community Centre & Parish BACS Income						Total Income			Refunded Deposits		Notes
Business Income						Business Income						Income		2022/23	2022/23	2021/22	Main Differences This Year v Last Year
Room Hire		Refund Deposit	Other	Photo Copies	Drinks	PPC events	Room Hire	Refund Deposit	Precept	Interest	Grant	Other	Plyline Commission	Agency Fee			
£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Apr	318.50	100.00	5.00	1.50		16.00	1,630.91	100.00	112,500.00	527.71						111,563.69	409.00
May																7,030.77	
June																7,349.24	
July																5,123.92	
Aug																5,268.00	
Sept																114,724.48	
Oct																8,734.43	
Nov																7,239.68	
Dec																5,382.40	
Jan																17,928.20	
Feb																12,659.36	
Mar																20,225.22	
=	318.50	100.00	5.00	1.50	0.00	16.00	1,630.91		112,500.00	527.71	0.00	0.00	0.00	0.00	0.00	115,199.62	323,249.39
															YTD +/-	To Date	
															3,635.93	115,199.62	

# Financial Budget Comparison

15/23 d)

Comparison between 01/04/23 and 30/04/23 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Actual Net	Balance
<b>INCOME</b>				
<b>Parish Council</b>				
1	Precept	£225,000.00	£112,500.00	-£112,500.00
2	VAT reclaimed	£0.00	£0.00	£0.00
3	Litter - Agency Fee	£3,578.00	£0.00	-£3,578.00
4	Public Sector Deposit Fund Interest	£1,000.00	£527.71	-£472.29
5	Events	£200.00	£21.00	-£179.00
6	Funding	£0.00	£0.00	£0.00
7	Miscellaneous	£0.00	£0.00	£0.00
8	Perton Walkers Map	£0.00	£0.00	£0.00
10	Co-op Bank - Community Support	£0.00	£0.00	£0.00
<b>Total Parish Council</b>		<b>£229,778.00</b>	<b>£113,048.71</b>	<b>-£116,729.29</b>
<b>Civic Centre</b>				
51	Bar Commission	£0.00	£0.00	£0.00
52	Bar Charges	£0.00	£0.00	£0.00
53	Deposit - Room Hire (Refundable)	£0.00	-£100.00	-£100.00
54	Drinks Machine (hot)	£150.00	£41.61	-£108.39
55	Funding	£0.00	£0.00	£0.00
56	Hire of Rooms	£55,000.00	£2,052.00	-£52,948.00
57	Photocopies	£0.00	£1.50	£1.50
<b>Total Civic Centre</b>		<b>£55,150.00</b>	<b>£1,995.11</b>	<b>-£53,154.89</b>
<b>Allotments</b>				
301	Plot Rent	£0.00	£0.00	£0.00
302	NSALG Membership Fee	£0.00	£0.00	£0.00
303	s106 Funding	£0.00	£0.00	£0.00
<b>Total Allotments</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total Income</b>		<b>£284,928.00</b>	<b>£115,043.82</b>	<b>-£169,884.18</b>

# Financial Budget Comparison

Comparison between 01/04/23 and 30/04/23 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Actual Net	Balance
<b>EXPENDITURE</b>			
<b>Parish Council</b>			
101 Salaries	£97,997.00	£9,395.87	£88,601.13
102 Litter Salaries	£14,000.00	£1,286.99	£12,713.01
103 Members' Allowances	£15,000.00	£1,156.62	£13,843.38
104 Advertising & Signage	£300.00	£0.00	£300.00
105 Audit	£1,200.00	£0.00	£1,200.00
106 Bus Shelter Maintenance	£1,000.00	£0.00	£1,000.00
107 CCTV - Anders Square	£4,000.00	£0.00	£4,000.00
108 Christmas Decorations	£3,000.00	£0.00	£3,000.00
109 Civic Functions/Civic Sunday	£250.00	£0.00	£250.00
110 Civic Awards	£200.00	£102.31	£97.69
111 Contingency	£16,000.00	£0.00	£16,000.00
112 Events	£1,250.00	£267.57	£982.43
113 Flowers tubs & hanging	£4,000.00	£0.00	£4,000.00
114 Graffiti Removal	£300.00	£0.00	£300.00
115 Grants & Donations	£6,700.00	£480.00	£6,220.00
116 H&S Consultancy Services	£1,500.00	£0.00	£1,500.00
117 Insurance Renewal	£2,000.00	£0.00	£2,000.00
118 Litter Supplies	£150.00	£0.00	£150.00
119 Newsletter	£400.00	£100.00	£300.00
120 Notice Boards	£1,000.00	£0.00	£1,000.00
121 Office Equipment	£2,500.00	£9.35	£2,490.65
122 Partnership Working	£9,500.00	£0.00	£9,500.00
123 Photocopier	£500.00	£93.56	£406.44
124 Play Area / Outdoor Activities	£1,700.00	£93.60	£1,606.40
125 Premises Licence Fee	£200.00	£0.00	£200.00
126 Skatepark	£10,000.00	£0.00	£10,000.00
127 Staff Training	£2,250.00	£0.00	£2,250.00
128 Stationery & Postage	£500.00	£0.00	£500.00
129 Subscriptions	£1,500.00	£892.84	£607.16
130 Telephone & Broadband	£600.00	£33.46	£566.54
131 Website	£250.00	£0.00	£250.00
132 Walkers Map	£0.00	£0.00	£0.00
133 War Memorial Maintenance	£10,000.00	£0.00	£10,000.00
134 *Ringfenced Items*	£78,000.00	£1,370.45	£76,629.55
140 Co-op Bank: Community	£1,544.22	£0.00	£1,544.22
<b>Total Parish Council</b>	<b>£289,291.22</b>	<b>£15,282.62</b>	<b>£274,008.60</b>



# Financial Budget Comparison

Comparison between 01/04/23 and 30/04/23 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Actual Net	Balance
<b>Civic Centre</b>			
201 Salaries	£91,000.00	£6,271.00	£84,729.00
202 Advertising	£0.00	£0.00	£0.00
203 Automatic Doors	£1,500.00	£378.00	£1,122.00
204 Bank Charges	£200.00	£13.24	£186.76
205 Boilers	£1,000.00	£0.00	£1,000.00
206 CCTV - Civic Centre	£500.00	£0.00	£500.00
207 Consumables	£1,200.00	£0.00	£1,200.00
208 Drinks Machine (Foyer)	£700.00	£0.00	£700.00
209 Electrical Inspection	£500.00	£0.00	£500.00
210 Fire & Security Alarms	£1,500.00	£0.00	£1,500.00
211 Fire Extinguisher Maintenance	£250.00	£0.00	£250.00
212 General Maintenance	£2,000.00	£0.00	£2,000.00
213 Insurance Renewal	£1,900.00	£0.00	£1,900.00
214 Legionella Monitoring	£1,000.00	£70.00	£930.00
215 Lifts	£1,000.00	£0.00	£1,000.00
216 Miscellaneous CC	£500.00	£0.00	£500.00
217 Office Equipment	£700.00	£0.00	£700.00
218 Performing Rights Society &	£750.00	£0.00	£750.00
219 Photocopier	£500.00	£93.55	£406.45
220 Power (Gas & Electricity)	£13,000.00	£829.48	£12,170.52
221 Rates	£16,000.00	£1,243.00	£14,757.00
222 Refreshments	£200.00	£0.00	£200.00
223 Refuse Collection	£2,200.00	£165.40	£2,034.60
224 Staff Uniforms	£100.00	£0.00	£100.00
225 Telephone & Broadband	£600.00	£33.45	£566.55
226 Water & Sewerage	£2,000.00	£118.35	£1,881.65
<b>Total Civic Centre</b>	<b>£140,800.00</b>	<b>£9,215.47</b>	<b>£131,584.53</b>
<b>Allotments</b>			
351 NSALG Membership Fee	£0.00	£0.00	£0.00
352 Maintenance	£0.00	£0.00	£0.00
353 Electric	£0.00	£0.00	£0.00
354 Water	£0.00	£0.00	£0.00
<b>Total Allotments</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total Expenditure</b>	<b>£430,091.22</b>	<b>£24,498.09</b>	<b>£405,593.13</b>
Total Income	£284,928.00	£115,043.82	-£169,884.18
Total Expenditure	£430,091.22	£24,498.09	£405,593.13
<b>Total Net Balance</b>	<b>-£145,163.22</b>	<b>£90,545.73</b>	

**PERTON PARISH COUNCIL**  
**APPLICATION FOR GRANT**

NAME OF CLUB ..... Pc Perton .....

SECRETARY (NAME AND ADDRESS) ..... Zara Lamb .....

TREASURER (NAME AND ADDRESS) ..... AS ABOVE .....

GROUND AND HEADQUARTERS ..... Pavilion .....

PURPOSE OF CLUB ..... U12's football grass roots .....

NUMBER OF ADULT MEMBERS ..... 5 .....

NUMBER OF MEMBERS 16 AND UNDER ..... 13 .....

NUMBER OF MEMBERS RESIDING WITHIN SOUTH STAFFORDSHIRE DISTRICT .....

NUMBER RESIDING IN PERTON PARISH ..... 7 .....

PURPOSE OF GRANT ..... Purchase equipment for u12's  
Football team  
help with cost of printing new team shirts  
TOTAL COST OF SCHEME (IF APPLICABLE) ..... N/A .....

OTHER GRANTS APPLIED FOR .....

None .....

WHAT HAS BEEN DONE TO RAISE MONEY YOURSELVES? ..... football  
cards  
sponsor .....

ARE YOU AFFILIATED TO ANY OTHER ORGANISATION? IF SO, GIVE NAME .....

Yes FA .....

ANY OTHER FACTS YOU WOULD LIKE CONSIDERED .....

No .....



15/23 e)



NatWest

## Statement

BUSINESS CURRENT ACCOUNT

Account number: 83459715

Sort code: 55-70-46

BIC: NWBKGB2L

IBAN: GB17 NWBK 5570 4683 4597 15

FC PERTON  
COMMUNITY ACCOUNT

## Your current details

MRS ZARA LAMB  
FC PERTON

Period 18 Feb 2023 to 17 Mar 2023

Previous Balance £262.26

Paid out £353.00

Paid in £371.00

New Balance £280.26

Date	Type	Description	Paid in	Paid out	Balance
		BROUGHT FORWARD			£262.26
23 Feb 2023	MOBILE/ONLINE TRANSACTION	FROM A/C 23529210, LAMB Z, VIA MOBILE XFER	£10.00		£272.26
2 Mar 2023	AUTOMATED CREDIT	S CURTISS, AARON, FP 02/03/23 1600, 500000001090609084	£29.00		£301.26
3 Mar 2023	AUTOMATED CREDIT	JP + K WILLIAMS, SUBS FOR GEORGE W, FP 03/03/23 1633, RP4659984299523200	£35.00		£336.26
3 Mar 2023	AUTOMATED CREDIT	PAUL YEBOAH, JOEL SUB, FP 03/03/23 0954, 230303095457089694	£32.00		£368.26
3 Mar 2023	AUTOMATED CREDIT	ADEOLA-OJO RAFAT, FOOTBALL, FP 03/03/23 1002, FP23062009750017	£32.00		£400.26
3 Mar 2023	AUTOMATED CREDIT	Y ADEBAYO, YASSER MARCH 2023, FP 03/03/23 1010, 100000001087880435	£35.00		£435.26
3 Mar 2023	AUTOMATED CREDIT	SOLANKE BABATUNDE, TREASURE SOLANKE, FP 03/03/23 0917, FP23062009640696	£29.00		£464.26
3 Mar 2023	AUTOMATED CREDIT	SOLANKE BABATUNDE, TREASURE SOLANKE, FP 03/03/23 0919, FP23062009646653	£3.00		£467.26
3 Mar 2023	AUTOMATED CREDIT	I CARTWRIGHT, RILEY - MARCH SUBS, FP 03/03/23 0753, 600000001090742484	£35.00		£502.26
3 Mar 2023	MOBILE/ONLINE TRANSACTION	LAL A, RYAN, VIA MOBILE - PYMT	£32.00		£534.26
3 Mar 2023	MOBILE/ONLINE TRANSACTION	LAL A, RYAN, VIA MOBILE - PYMT	£3.00		£537.26

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15/23 e)



NatWest

## Statement

BUSINESS CURRENT ACCOUNT

Account number: 83459715

Sort code: 55-70-46

BIC: NWBKGB2L

IBAN: GB17 NWBK 5570 4683 4597 15

FC PERTON  
COMMUNITY ACCOUNT

## Your current details

MRS ZARA LAMB  
FC PERTON

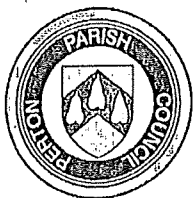
Date	Type	Description	Paid in	Paid out	Balance
6 Mar 2023	AUTOMATED CREDIT	NDUNDULU L K, LAURIANE NATHAN , FP 05/03/23 2302 , RP4679961040356700	£32.00		£569.26
6 Mar 2023	MOBILE/ONLINE TRANSACTION	FROM A/C 23529210 , LAMB Z , VIA MOBILE XFER , JACK	£32.00		£601.26
6 Mar 2023	MOBILE/ONLINE TRANSACTION	TO A/C 23529210 , LAMB Z , VIA MOBILE XFER , JACK O/P TRAIN		£3.00	£598.26
6 Mar 2023	ATM TRANSACTION	NOTEMACHINE 04MAR		£210.00	£388.26
6 Mar 2023	ATM TRANSACTION	SAINSBURYS B 03MAR		£20.00	£368.26
13 Mar 2023	AUTOMATED CREDIT	S CHEEMA , TAN/DAL , FP 11/03/23 0933 , 300000001098684131	£32.00		£400.26
16 Mar 2023	MOBILE/ONLINE TRANSACTION	TRAINING , 2141 , VIA MOBILE - LVP , FP 16/03/23 10 , 16075322796150000N		£120.00	£280.26

## Dispute resolution for agreed overdrafts or overdrawn accounts

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

## Deposit Guarantee Scheme Information

Your eligible deposits with NatWest are protected by the Financial Services Compensation Scheme (FSCS). This means that all deposits with one or more of National Westminster Bank Plc, NatWest Premier, Ulster Bank and Mettle are covered under the same FSCS limit. An FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. For further information about the compensation provided by the FSCS, refer to the website [www.FSCS.org.uk](http://www.FSCS.org.uk)



15/23 f)

# Perton Parish Council

## Application for Grant

Name of Organisation	Perton Library (Staffordshire Library and Arts)
Name and Address of Applicant	Scott Whitehouse Perton Library Severn Drive Perton WV67QU
Telephone No.	01902 506050
Email address:	scott.whitehouse@staffordshire.gov.uk
Position in Organisation	Library Development Officer
Type of organisation	Library and Arts Service
Are you affiliated to other groups?	For the purposes of this project - Friends of Perton Library
Aims of Organisation:	To deliver a library service to the Perton community engaging them in all aspects of the Library Offer, including the Universal Library Offers of Reading, Health and Wellbeing, Information and Digital, Culture and Creativity and the Childrens Promise. All activities support education, wellbeing and community cohesion, underpinned by our priority statement: <i>Connecting Communities, improving wellbeing and promoting equality through learning, literacy and cultural participation.</i>
Numbers in Organisation:	Statistics for 2018-19 - Staffordshire Libraries had 267,025 library members, over 2.7m physical library visits and 638,000 virtual visits and issued nearly 2.2m items.
Please provide the number residing in:	Member numbers/breakdown are not available, but in 2018-19 visits to libraries totalled: South Staffordshire: 330, 657  Perton : 66, 052  Those numbers have been affected by the Covid Pandemic; library visits are approximately a third lower on average than pre-covid. This event, amongst others is a part of our continuing programme to re-engage with our community and recover visitor to the library.
Subscriptions/charges to members	No
Brief description of why the grant is required	Perton Library has run a History Fair, each Autumn, as part of the wider Staffordshire History Festival that happens across all libraries in the County during September and October. The day has always been completely free to access.  Last year's fair, although a success, had fewer numbers than we might have hoped for and in conversation with our team and the Friends of Perton Library we feel that some important learning



# Perton Parish Council

## Application for Grant

	<p>from the Perton Science Fair could aid us in increasing engagement. Although many local organisations and groups come will attend open days free of charge, others offering high quality, engaging activity for children do charge. We found that by offering bookable activities for children, offering high quality immersive events, such as Think Tank or Zoolab, we not only increased footfall, but encouraged families to spend longer at the event and to engage with all the other exhibitors as well. We achieved this through grant funding from local groups and organisations, including the Parish Council.</p> <p>We believe that to offer an exciting Escape Room experience for children 5+ from Perton will enhance our offer to the community and help us achieve greater engagement.</p> <p>We would like to offer 4 immersive escape room workshops from an organisation called 'School Escape Rooms'. They can offer 4 workshops across the day, each on a different historic period – Roman, Anglo-Saxons, Egyptians and the Second World War, with links to curriculum work. Each workshop should be able to accommodate between 24 and 30 children and parents/carers should be able to watch/participate as well, especially with the younger children. The workshops will involve about 60 minutes of puzzles, problem solving, enquiry based learning and team working all delivered in an engaging way by a professional organisation. For more information, please visit their website: <a href="https://www.schoolescaperooms.co.uk/">https://www.schoolescaperooms.co.uk/</a></p> <p>We would like to offer this at no charge to the families of Perton so that nobody is excluded from participating.</p>
Total cost of scheme	£695
What has been done to raise money yourselves?	<p>We have an offer of £195 funding towards this from Friends of Perton Library, so we are seeking a grant of £500 from Perton Parish Council.</p> <p>In addition, Friends of Perton Library are also offering to fund craft materials and resources for additional workshops that will be run by a local artist. This will bring another approximately £100 to the History Fair budget and offer a different bookable, free activity for children during the day.</p>
Have you applied for other grants? If so, where from?	We were recently successful in receiving funding for the Perton Science Fair, for Think Tank shows, from the Parish. The Science Fair was a huge success, with 1300 visitors during the day.
Amount of grant requested	£ 500 towards total of £695 for Schools Escape Room.
Any other supporting information	<p>The History Fair will be Saturday 7<sup>th</sup> October 10am -3pm.</p> <p>We already have 13 groups and organisations signed up to take part and we are awaiting confirmation from others, so the library will be the place to be that day in Perton. We have an excellent</p>



# Perton Parish Council

## Application for Grant

	<p>relationship with the local schools who will help us in reaching out to parents to book up the event.</p> <p>A photo of our feedback board for last year's event is attached with this application and another from our recent science fair; these demonstrate how much the community enjoy and value this type of activity. Here are some examples of feedback received for last year's history fair:</p> <ul style="list-style-type: none"><li>• <i>I thought I would drop you a quick email to say thank you for yesterday's experience at Perton Library. I really enjoyed the experience, the different museum layouts were engaging and the staff were so friendly and helpful. Many thanks to you all and your team.</i></li><li>• <i>Thank you and everybody so much for Saturday. It was a great day and I had lots of children and parents telling me how much they enjoyed themselves at the library</i></li></ul>
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Please attach a set of the latest accounts. The application will not be considered if these are not submitted.

New groups that do not have a set of accounts can still apply, but they must show how they will benefit the parish.

All applicants must, where possible, make themselves available to attend the parish council meeting. Failure to do so may delay any decision if further information is required.

## SCHOOL BUS VISIT, PERTON PRIMARY ACADEMY 03/05/23. 13.00

I was not able to enter the bus so all photos and observations are taken from the exterior.

The bus is sited on the school car park in very close proximity to the neighbouring house, the fence line of which is about two feet away. From the upper floor of the bus a clear view of the house garden would be available. This is an inappropriate location and neighbour disputes may arise.

The bus is old and in poor condition. The panels are pop rivetted and bubbling rust can be seen, especially at the rear. There are large cracks in the upper bodywork at the front and flaking paint on the side panel.

The seals on all the ground floor windows have gone, allowing water ingress and damp patches are visible under the of interior windows. I think when insulation is to be installed and panels are removed the rust behind will be evident. The seats have all been stripped out so the damp is easily seen.

At the rear of the bus there are two large panels that would need complete replacement.

**I believe the cost of this project is underestimated and the life of the bus limited. Also the Health and Safety issues of children using the staircase carrying books needs to be taken into account and the condition of books kept in this environment.**

I asked to be shown the existing library which is in a wing of a classroom and is used as a withdrawal facility and library. As a flat roofed extension to a classroom it is unsuitable for both uses as it is a small space which would not easily hold a class and would have limited access if the classroom is occupied. It could be extended but this would be costly or another solution could be found.

As timber buildings have a guaranteed lifespan of 10 years now and the school has a teacher trained in 'forest school' this would be a more affordable and discreet solution, which would allow use as a withdrawal room and a library and the possibility of fitting a veranda or shelter for use outside during rain. It would be more environmentally friendly and could more easily be heated and lit. It would have a threefold purpose.

As examples I have looked at two possible buildings of a suitable size.

BillyOh Kent Garden Office | Log Cabin Garden Office ([gardenbuildingsdirect.co.uk](http://gardenbuildingsdirect.co.uk)) £5472

BillyOh Fraya Max Log Cabin | Garden Buildings Direct £5699

Something of this nature would be easily insulated and lit. I am told that there is a group of parents ready to renovate the bus who could be approached for another project. Also the scrap value of the bus could be added to the £3000 already available and it is possible that this type of solution may be suitable for a grant from Veola as an environmental project.

I will be submitting this report to the school and speaking to the Chair of Governors.

Penny Allen

06/05/23





Black Rose Solutions Limited

16/23 a)

74 Leacroft Road  
Penkridge  
Staffs  
ST19 5BU

0781 321 7576

[sandie.morris@blackrosesolutions.co.uk](mailto:sandie.morris@blackrosesolutions.co.uk)

4<sup>th</sup> May 2023

Dear Becky,

**Perton Parish Council – Internal Audit 2022/23**

I confirm that I have carried out an examination of your accounts and procedures, in line with the Practitioners Guide 2022 and in accordance with the requirements of the Accounts and Audit Regulations 2015.

I can state that I found no material errors, omissions or irregularities in your financial records and I have no significant concerns about your internal control procedures.

Please refer to the enclosed report for further details of the audit work covered. Items marked "Rec" denotes an issue recommended for action as it may affect the Internal Audit response on the AGAR (Annual Governance and Accounting Return).

I would also confirm that I am totally independent of your Council and have no contact with any Member, employee or supplier.

Yours sincerely,

S Morris

Mrs Sandra Morris ACMA

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Black Rose Solutions Limited, Registered in England and Wales No. 6136400  
Registered Address : 74 Leacroft Road, Penkridge, Staffs, ST19 5BU

# Black Rose Solutions Ltd

## Internal Audit - Report

Name of Council - Perton Parish Council

Date of Audit - 4th May 2023

### Annual Return - Internal Control Objectives

A. Appropriate accounting records have been properly kept throughout the financial year.		YES
Is the cashbook maintained and up to date?	yes	
Is the cashbook arithmetic correct?	yes	
Is the cashbook regularly balanced?	yes	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.		YES
Are payments supported by invoices?	yes	
Is all expenditure approved?	yes	
Is VAT appropriately accounted for?	yes	
Does the Council hold Power of Competence?	yes	
If not, does the council monitor s137 expenditure against limit?	n/a	
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		YES
Does a review of the minutes identify any unusual financial activity?	no	
Do minutes record the council carrying out an annual risk assessment?	yes	
Is Insurance cover appropriate and adequate?	yes	
Are internal financial controls documented and regularly reviewed?	yes	
	<b>Review</b>	<b>Update</b>
Risk Assessment	Mar-23	
Financial Regulations	May-22	
Standing Orders	May-22	Oct-22

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		YES
Has the council prepared an annual budget in support of its precept?	yes	
Is actual expenditure against the budget regularly reported to the council?	yes	
Are there any significant unexplained variances from budget?	no	
Are reserves appropriate?	yes	
Earmarked Reserves	171,962	
General/Operating Reserves	150,095	
Months of Income	5.6	
Months of expenditure	5.5	
The council holds General Reserves (Cash flow/Contingency) of 5 to 6 months of Net Revenue Expenditure - this is within guideline levels of 3 to 12 months (larger councils being closer to 3)		

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.		YES
Is income properly recorded and promptly banked?	yes	
Does the precept recorded agree to the Council Tax authority's notification?	yes	
Are security controls over cash and near-cash adequate and effective?	yes	
Is the council VAT registered?	no	
Are returns submitted in a timely manner.	yes	
Is VAT reclaimed on exempt business activities reviewed and considered insignificant?	yes	
Are receipts for business activities within the registration threshold?	yes	

F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		yes
Is all petty cash spent recorded and supported by VAT invoices/receipts?	yes	
Is petty cash expenditure reported to each council meeting?	yes	
Is petty cash reimbursement carried out regularly?	yes	
A few petty cash items were reimbursements to staff for payment made by personal card. There is no issue with this, but could be recorded on the claim/receipt to differentiate an "expense reimbursement" from a true cash payment.	note	

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.		YES
Do all employees have contracts or employment with clear terms and conditions?	yes	
Do salaries paid agree with those approved by the council?	yes	
Are other payments to employees reasonable and approved by the council?	yes	
Have PAYE/NIC been properly operated by the council as an employer?	yes	
Does line 4 include only Salary, NI & Pension	yes	
Does the council monitor off payroll working (IR35)	yes	

H. Asset and investments registers were complete and accurate and properly maintained.		YES
Does the council maintain a register of all material assets owned or in its care?	yes	
Are the assets and investments registers up to date?	yes	
Do asset insurance valuations agree with those in the asset register?	yes	

I. Periodic and year-end bank account reconciliations were properly carried out.		YES
Is there a bank reconciliation for each account?	yes	
Is a bank reconciliation carried out regularly and in a timely fashion and approved by council?	yes	
Are there any unexplained balancing entries in any reconciliation?	yes	
Is the value of investments held summarised on the reconciliation?	yes	

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.		YES
Are year end accounts prepared on the correct accounting basis (receipts and payments or income and expenditure) ?	I&E	
Are debtors and creditors properly recorded?	yes	
Do accounts agree with the cashbook?	yes	
Is there an audit trail from underlying financial records to the accounts?	yes	

K. If the authority certified itself as exempt from a limited assurance review, it met the exemption criteria and correctly certified itself exempt	N/a
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The council did not certify itself exempt

L. The authority publishes information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	YES
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End of Year Accounts (5 years)	yes
Transparency Code for Larger Authorities (income/expenditure >£200k)	
Quarterly:-	
All items of expenditure above £500	yes
Government Procurement Card transactions	n/a
Procurement information (initiations to tender > £5k)	no
Annually:-	
local authority land	yes
social housing assets	n/a
grants to voluntary, community and social enterprise organisations	yes
organisation chart	yes
trade union facility time	n/a
parking account	n/a
parking spaces	n/a
senior salaries (>£50k)	n/a
constitution (standing orders)	yes
pay multiple	n/a
social housing fraud	n/a
One off:-	
Waste contracts	n/a

Councils with turnover above £200k should as best practice comply with the Transparency Code. The council may also wish to consider Freedom of Information regulations in terms of what needs to be made available (either on website or via other published means)

M. The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. (Evidenced by website or minutes)	YES*
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It is required to publish your annual report as soon as possible, and you must publish/announce before the inspection period starts. However there has been confusion about the correct dates if your meeting is held before it is possible to start your inspection period.

The Practitioners Guide states this must be at least one date before the commencement date.

Guidance from Local Auditors states exactly one day.

The relevant section of The Accounts and Audit Regulations 2015 states (and confirms exactly one day)

*The period for the exercise of public rights is treated as being commenced on the day following the day on which all of the obligations specified in paragraph (2) have been fulfilled, insofar as they are applicable to the authority in question.*

N. The authority has complied with the publication requirements for 2021/22 AGAR.	YES
---	-----

Notice of Period for Exercise of Electors Rights

yes

Section 1 Annual Governance Statement

yes

Section 2 Accounting Statements

yes

Notice of Conclusion of Audit

yes

Section 3 External Audit Report & Certificate

yes

Internal Audit Report

yes

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O. Trust funds (including charitable) – The council met its responsibilities as a trustee.	N/a
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# Annual Internal Audit Report 2022/23

PERTON PARISH COUNCIL

pertonparishcouncil.gov.uk

During the financial year ended 31 March 2023, 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 2022/23 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 <sup>1</sup>
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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

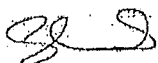
Date(s) internal audit undertaken

04/05/2023

Name of person who carried out the internal audit

S. MORRIS ACMA

Signature of person who carried out the internal audit



Date

04/05/2023

\*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).

## Legionnaires Disease

### Breakdown of responsibilities

#### Duty holders – Chairman of Full Council

There should always be a competent person in charge of the risk assessment, and of other elements involved in legionella control and management. This person should be appointed by the legionella duty holder and is usually referred to as the responsible person. They should be knowledgeable, and properly trained to understand and identify potential risks, so nothing is overlooked.

In-depth monitoring of the water systems, proper maintenance, and regular inspections all form part of this process. Records should also be kept on all these elements, and if anything changes, records should also be kept that identify the changes and what has been done to combat them, i.e. a rise in the bacteria level and any treatment required.

#### Responsible Person – Parish Clerk

The responsible person for the Control of Legionella Bacteria is **a competent individual that is appointed by the duty holder to take day to day responsibility for their organisation's building**. They are to ensure compliance and most importantly, the safety of the users from harmful bacteria such as legionella.



22/23 a)

**District Councillor's Report for Perton Parish Council  
Meeting  
May 2023**

Thank you to everybody for all your warm wishes following my election.

For obvious reasons, I have a very short District Councillor's report for this month.

I have my Declaration of Acceptance of Office appointment and introductory sessions over the next month and as well as training sessions planned over the summer term. I will report back on these at future Parish Council meetings.

Christopher Evans

## **South Staffs Council**

### **Presentations from Community Services**

Due to the success of recent fly tipping presentations to some Parish Council's, we would like to offer you the opportunity to express your interest in further presentations from Community Services.

Each individual presentation will last no longer than 15 minutes. Some topics can be combined into one 15 minute presentation.

#### **Question Title**

Are you interested in any of the following presentations?

- Fly Tipping & Covert Cameras
- Litter Picking (Volunteers)
- Abandoned Vehicles
- Grass Cutting
- Road Sweeping
- Trees & Tree Survey
- Bereavement Services
- Leisure & Wellbeing (Community Programmes)
- Everybody's Health
- Children's Activities (HAF Scheme, Space Scheme, Aspire, Active Youth Scheme)
- Waste & Recycling
- Licensing of Premises & Events Locality
- Enablers - How can we help?

#### **Question Title**

Are there any other topics that you would like presentations on?