

YATTON PARISH COUNCIL

STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31 MARCH 2023

SCOPE OF RESPONSIBILITY

Yatton Parish Council is a local authority funded largely by public money and is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, Yatton Parish Council (the Council) is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2023 and up to the date of approval of the annual accounts and accords with proper practice as set out in the Practitioners' Guide *Governance and Accountability in Local Councils* (2023 Edition).

THE INTERNAL CONTROL ENVIRONMENT

The Council

The Council reviews its obligations and objectives and approves a budget for the following year at its December or January meetings. The meeting of the Council on 16 January 2023 approved the level of precept for the following financial year.

The Council has appointed a Finance, Personnel and Administration Committee. The Committee met six times in the year ended 31 March 2023. Members of the Committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters, policy and procedure. The minutes of the meetings of the Committee are circulated to all members of the Council.

The Full Council normally meets six times each year, in 2022-23 it met six times.

Some Committees have delegated powers to incur expenditure within their budgetary provision. Expenditure on any single item of more than £5,000 must be authorised by Full Council. The Clerk has delegated authority to incur expenditure of up to £1,000 on urgent issues including health and safety matters. This would be after consultation with the Chair of Council or Chair of appropriate Committee.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council / Responsible Financial Officer

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

Payments

All expenditure must be authorised by the Council, or by a committee having delegated authority, or (as set out above) by the Clerk after consultation with the appropriate Chair. All one-off items of expenditure over £50, other than out of petty cash, must be recorded on an official purchase order form, with the list of order numbers recording the Minute number of the authorising committee where possible. The list of orders is available for inspection by any member of the Council on demand.

All receipts and payments are reported to the Council. Two members of the Council must sign every cheque or order for payment. The signatories check each cheque against the relevant invoice (which has already been signed by the Clerk), sign the invoice and initial the cheque counterfoil. All authorised cheque signatories are members of the Council. No member of staff of the Council can make payments (other than out of petty cash and via the capped debit card) or sign cheques. The debit card facility was important to the continued smooth running of the Council during the pandemic and since then it can facilitate best value in allowing items to be purchased for less on-line.

In addition, two nominated members perform a three monthly sample check of one invoice, following the paper trail from the decision to incur the expenditure, through the placing of an order, receipt of an invoice, authority for payment and final payment. The nominated members also check the monthly bank reconciliation and petty cash reconciliation. The final check for year end 2023 has taken place, carried out by the Chairman and Vice Chairman of the Finance Personnel and Administration Committee.

Contracts

In March 2009 the Council adopted a Procurement Policy which sets out the tender or quotation requirements for contracts of differing amounts. A review

took place in November 2022 of Standing Orders, Financial Regulations and the Procurement Policy due to the Public Contract thresholds and as good practice.

Risk Assessments / Risk Management

The Clerk will report on risk assessment to the Finance, Personnel & Administration Committee or Full Council at least once a year generally prior to a new council year (February 2023).

Internal Audit

The Council has appointed an independent internal auditor who has reported to the Council on the adequacy of its records, procedures, systems, internal control and risk management.

External Audit

The Council's external auditors, BDO LLP for 2022-23, submit an annual Certificate of Audit, which is presented to the Council.

Review of Effectiveness

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement on Internal Control.

(Chairman)

(Responsible Financial Officer / Clerk)

Approved and adopted by Yatton Parish Council

15th May 2023

Annual Internal Audit Report 2022/23

Yalden Parish Council

www.yalden-pc.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**
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)	Yes	No	Not applicable
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

Name of person who carried out the internal audit

07/12/2022 04/05/2023 DD/MM/YYYY

S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

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).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

YATTON 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 2023, that:

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

***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:

15/5/2023

and recorded as minute reference:

COU11/23iii

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.yatton-pc.gov.uk> ADDRESS

Section 2 – Accounting Statements 2022/23 for

YATTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	300,100	291,690	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	226,814	238,154	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	21,803	79,198	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	135,942	156,826	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	121,085	187,157	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	291,690	265,059	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	302,175	265,568	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	1,031,890	1,089,693	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓	✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

Heena Patel

Date

09/05/2023

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

DD/MM/YYYY

as recorded in minute reference:

COU11/23iv

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

SIGNATURE REQUIRED



Yatton Parish Council

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Stowey Road,
Yatton
Bristol
BS49 4HS

Tel: 01934 838971

Email: clerk@yatton-pc.gov.uk



OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham

TERMS OF REFERENCE OF COMMITTEES

(Adopted by Yatton Parish Council, 20 April 2009, as amended & agreed 10 May 2010, 16 May 2011, 14 May 2012, 9 May 2016, May 6th 2021, May 16th 2022 and 15th May 2023 (subject to approval).

Matters Reserved to Full Council

The following matters are reserved to Full Council (where appropriate, on the recommendation of a committee):

- The approval of the Council's annual budget and the setting of a precept
- The approval of the Council's Statement on Internal Control
- The approval of the Council's annual accounts
- The consideration of the external auditor's report where the auditor requires it to be considered at a meeting of the Council.
- Any decision to borrow money or to apply for permission to borrow.
- The passing of a resolution to make the Council eligible to exercise the general power of competence.
- The incurring of expenditure, whether included within budgetary provision or not, on any individual item or contract in excess of £5000.
- Any variation or waiver of the Council's procurement policy.
- The co-option of a member to fill a casual vacancy or the appointment of additional members.
- The appointment of the Clerk

FINANCE, PERSONNEL AND ADMINISTRATION COMMITTEE

The committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights

Responsibilities common to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council.
- In conjunction with the Clerk/RFO to monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible.

Responsibilities specific to this committee:

This committee has delegated responsibility for the overall management of the council's finances and any other matter which does not fall within the scope of any other committee and is not reserved to Full Council.

- To deal with personnel matters including those allocated to the committee by the Council's Grievance and Disciplinary Procedures
- To appoint staff (other than the Clerk) and determine and review their terms and conditions of employment.
- To manage the Parish Office in Hangstones Pavilion.
- To propose the Council's annual precept and obtain Full Council approval for it.
- To ensure that an adequate and effective system of internal audit of the council's records and control systems is maintained as required by the Accounts and Audit Regulations
- To implement an annual salary review for parish council employees, giving due regard to staff development and NALC guidelines.
- To review regularly in conjunction with the RFO, the council's insurance arrangements ensuring that the property and risks are adequately insured. To review annually the Parish Council's Risk including all Assessments.
- To review the effective operation of the council, its policies and procedures, including maintaining Quality Parish Council status.
- To develop communications with the electorate and other partners (other than on strategic planning matters)
- To authorise payments in cases of urgency or where it is inconvenient to await the next meeting of full Council.
- To make grants to organisations working for the community in Yatton and Claverham

AMENITIES AND PROPERTIES COMMITTEE

The committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights

Responsibilities common to all committees:

- To be responsible for compiling its annual budget .
- To present and obtain approval for its annual budget from the Finance, Personnel and Administration Committee and then from Full Council.
- In conjunction with the Clerk/RFO to monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible.

Responsibilities specific to this committee:

In accordance with council policy this committee has delegated responsibility for all matters relating to land and buildings owned or leased or managed by the Council (other than the Parish Office in Yatton Library and Cadbury Hill), including:

- Hangstones Queen Elizabeth II field, play area and pavilion.
- Broadcroft field and play area.
- Rock Road field and play area and the interests of the Parish Council as lessor of part of the land.
- Glebelands, the Village Green and the parish car park.
- The War Memorial and gardens.
- Mendip Road Allotments.
- Arnolds Way Allotments.
- Rectory Way burial ground.
- Streetlights owned by the Council.
- Christmas lights and decorations.

as well as tools and equipment used in the maintenance of its amenities and properties.

PLANNING COMMITTEE

The committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights

Responsibilities specific to this committee:

In accordance with council policy this committee has delegated responsibility for all matters relating to planning and the environment (except where these relate to land owned, leased or managed by the Council) and for community services such as community consultation and strategic community planning.

- To respond to North Somerset Council on any matter relating to planning applications/development control; and
- To encompass all areas pertaining to planning which affects Yatton Parish.
- To be responsible for the development and promotion of strategic policies concerned with national and local government plans and initiatives such as the Transport Plan, Local Plan, waste strategy, sustainable development, etc.
- To be responsible for all matters relating to public footpaths and bridleways, public transport and the condition of highways infrastructure not owned by the council.
- Any matters relating to the Yatton & Claverham Neighbourhood Plans that are not required to go to Full Council.

WORKING GROUPS

(Note: working parties do not have the power to make decisions on behalf of the Council, to make policy on behalf of the Council, to make commitments on behalf of the Council or to incur expenditure)

NEW CEMETERY WORKING GROUP

To consider and make recommendations to Full Council on any matter relating to a possible new burial ground.

WAKEDEAN GARDENS WORKING GROUP.

To consider and make recommendations to Full Council/Planning Committee on any matter related to Wakedean Gardens.

PUBLIC TRANSPORT WORKING GROUP.

To consider and make recommendations to Full Council/Planning Committee on any matter related to Public Transport.

ROAD SAFETY WORKING GROUP

To consider and make recommendations to Full Council on any matter relating to road safety in the parish.

PLAY AREA WORKING GROUP

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to play areas.

HANGSTONES ALTERATIONS WORKING GROUP

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to Hangstones alterations.

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TECHNICAL SUPPORT WORKIN GROUP

To assist the Clerk on any matters of a technical matter as required.

JOINT NEW MEDICAL CENTRE WORKING

To consider and make recommendations to Full Council/Planning Committee on any matter related to the new proposed medical centre.

CLIMATE EMERGENCY WORKING

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to climate emergency.

STATION FOOTBRIDGE ROOF & CYCLE RAMP WORKING

To consider and make recommendations to Full Council/Planning Committee on any matter related to the station footbridge roof and cycle ramp.

CHRISTMAS LIGHTS WORKING GROUP

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to the Christmas Lights display.

NORTH END GATEWAY and ROUNDABOUT WORKING GROUP

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to the North End gateway and roundabout.

HANGSTONES EMERGENCY BASE WORKING GROUP

To consider and make recommendations to Full Council/Amenities & Properties Committee on any matter related to using Hangstones Pavilion as a base during an emergency.

PARTY IN THE PARK WORKING GROUP

To organise a 'Party in the Park' event on Hangstones in celebration of the Kings Coronation to be held in May 8th 2023. To report back to the Amenities & Properties Committee/Full Council/Finance Committee as required.

LIBRARY STRATEGY WORKING GROUP

To work with North Somerset Council Library Service on the strategy and make recommendations as required to Amenities & Properties Committee/Full Council.

CIL IDEAS CONSULTATION WORKING GROUP

To organise the consultation and collate the responses then make report back to Full Council/Finance, Admin & Personnel Committee.