

# ASTLEY VILLAGE PARISH COUNCIL

MEETING: Full Council Meeting, Wednesday, 6 November 2019 at **7.00 pm**

VENUE: Astley Village Community Centre, Hallgate, Astley Village

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## AGENDA

289.01 Apologies for Absence

Receive members' apologies.

289.02 Declarations of Interest

Members can declare interests in this agenda item, or when arise during a meeting.

289.03 Public Participation - Residents Matters

In accordance with Standing Order 70 - the Chairman may adjourn the meeting to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting. Councillors will refrain from speaking in the public participation section.

289.04 Minutes of Council Meeting

Approve and sign the circulated minutes of the meeting as a correct record.

289.05 Clerk Report

Reports on ongoing projects and work, and updates on reports and requests from prior meetings.

289.06 Statutory Business

Consider any planning applications relevant to the village and formulate a response.

289.07 Financial Matters

- i) Approve expenditures for payment
- ii) Receive finance reports
- iii) External Audit report

289.08 Christmas Event planning and prices to purchase new Christmas tree lights

289.09 Winter Newsletter planning

289.10 Set Calendar of Meeting dates

8 January, 4 March, 13 May, 2 July, 2 September, 4 November – two dates moved forward to second Wednesday, January because its New Years day and May due to election on the 7<sup>th</sup>

289.11 SPID data downloads

SPID data needs to be downloaded directly from each unit (ie, lap top, wire, maybe ladders) or have installed the Bluetooth, prices obtained

289.12 Environment Reports

289.13 Reports from Parish Council representatives on Other Bodies

Chorley Three Tier Liaison Forum - LL  
Astley Stakeholders Group - KR

Neighbourhood Working Forum - RF  
Friends of Astley Park - JMcA

289.14 Matters for information

Notify the Chair of any item to be brought under this section, prior to the meeting. Only items requiring urgent attention, information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions or spend can be agreed.

*D. Platt*  
Clerk

Date: 31/10/19

**2020 meetings: 7pm Wednesdays:** 8 January, 4 March, 13 May, 2 July, 2 September, 4 November

**CLERK'S REPORT (FOR INFORMATION ONLY)****QUESTIONS/ISSUES FROM MEETINGS/ ONGOING PROJECTS**

Christmas lights on agenda but, Parklands doesn't have a date – chased for ANY date but no response yet, will ring when back in school on Monday.

SPID needs to be downloaded directly from each unit (ie, lap top, wire, maybe ladders) or you can buy the chip which gets installed inside for Bluetooth download prices obtained.

**PLANNING APPLICATIONS / DECISIONS**

None

**CONSULTATIONS / INVITATIONS**

Forthcoming Issues and Options Consultation - Central Lancashire Local Plan - information of drop-in events circulated to Councillors via email 17/10 and put on the website for residents

**TRAINING****Undertaken:**

GDPR training undertaken on 12/04/18

SLCC branch meetings: 19/04/18, 14/6/18, 13/9/18, 06/12/18, 07/02/19, 04/04/19, 12/09/19

SLCC Regional Conference 27/06/18

Clerks meeting Chorley 05/07/18, 06/12/18, 12/03/19, 13/06/19, 11/07/19

Regional Conference, SLCC Cheshire, Northwich: 09/10/19

Regional Conference, SLCC Cheshire, Middlewich: 27/09/18

SLCC National Conference, Leicestershire: 02/10/19-03/10/19

SLCC National Conference 10/10/18-11/10/18

SLCC Webinar on Elections 20/02/19

SLCC Webinar on Agenda & Minutes 12/06/19 & 19/06/19

**Forthcoming:**

SLCC branch meetings: 05/12/19,

Clerks meeting Chorley: 03/12/19 06/02/20,



**INCOME**

Date	Invoice No	Received from	Bank	Grant	Other	Precept	Adverts	Interest		VAT
03/04/19		Chorley Council	24566.00	3877.00		20689.00				
13/05/19		Unify Credit Union Interest	76.35					76.35		
06/06/19		Barclays Interest	31.09					31.09		
02/09/19		Barclays Interest	32.93					32.93		
09/09/19		Sale of blower machine	30.00		30.00					
			24736.37	3877.00	30.00	20689.00	0.00	140.37	-	-

# Astley Village Parish Council

## Summary

1 April 2019 to 31 March 2020

£

### Receipts and Expenditure Account

#### Receipts

Precepts	20689.00
Grant	3877.00
Other	30.00
Bank Interest	140.37
Advertisements	0.00
VAT on Receipts/Recovered	0.00
Total Receipts	<u>24736.37</u>

#### Expenditure Total

12695.93

### Income & Expenditure Reconciliation

Balance Brought Forward at 1 April 2019	53427.52
Add: total receipts to date	+ 24736.37
Less: total expenditure to date	- 12695.93
Balance	<u>65467.96</u>

### Bank Reconciliation

Community Account (chequeing account)	30/09/19	+	1500.00
Bus. Premium Account 1 (higher interest)	30/09/19	+	60748.44
Unify Credit Union deposit	13/05/19		5223.91
Less unpresented cheques/ET/SO		-	2004.39
Plus uncleared credits		+	<u>65467.96</u>

Unpresented cheques/SO	
Sept/Oct	461.41
Nov/Dec	1542.98
	<u>2004.39</u>

## Astley Village Parish Council

Budget Spends		1 April 2019 to 31 March 2020								Notes
		Ear-marked Reserve or C/F	Precept 2019/20	Transfers	Total Budget	Spend to date (ex vat)	Income	Budget Remain		
01 - ADMINISTRATION	01-1	Room Hire		100		100	66		34	
	01-2	Office/Sundry		1000		1,000	377		623	
	01-3	Insurance		400		400	388		12	
	01-4	Auditors/Accounts		175		175	275		-100	
	01-5	Election/by-election/polls	4,000	1000		5,000	273		4,727	
	01-6	Employee costs (salary, training etc)		12000		12,000	3,938		8,062	
	01-7	Employee Contingency	2,250	0		2,250	0		2,250	
	01-8	IT/Website		350		350	180		170	
02 - COUNCIL	02-1	Newsletter/Publications		1000		1,000	422	0	578	
	02-2	Village Caretaker	1,200	1000		2,200	0		2,200	
	02-3	Training		150		150	0		150	
	02-4	Grant fund/local projects & groups		1000		1,000	0		1,000	
	02-5	Emergency funds	10,516			10,516	0		10,516	
03 - PLAN	03-1	Christmas		2500		2,500	15		2,486	
	03-2	Village Improvements/Neighbourhood Proj	1,961	23039		25,000	42		24,958	
	03-3	Speed Indicators	7,000			7,000	5,484		1,516	
		Precept in						20,689		
		Other in						4,047		
<b>All expenditure figures exclude vat</b>										
<b>VAT spent</b>			26,927	43,714		70,641	11,459	24,736	59,182	
			<b>£1,236.90</b>				ex vat			

# **ASTLEY VILLAGE Parish Council**

## **Notice of conclusion of audit**

### **Annual Governance & Accountability Return for the year ended 31 March 2019**

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Astley Village Parish Council** for the year ended 31 March 2019 has been completed and the accounts have been published.

2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Astley Village Parish Council** on application to:

Clerk – Debra Platt  
ASTLEY VILLAGE PARISH COUNCIL  
(a) 9 Ambleside Avenue  
Euxton  
PR7 6NX

(b) By appointment 01257 234004 or clerk@avpc.org.uk

3. Copies will be provided to any person on payment of 10 pence per each copy of the Annual Governance & Accountability Return.

Announcement made by: (d) Debra Platt

Date of announcement: (e) 30 September 2019

### Section 3 – External Auditor Report and Certificate 2018/19

In respect of **ASTLEY VILLAGE PARISH COUNCIL – LA0008**

#### 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 2019; 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 2018/19

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:

- In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.
- The annual internal audit report focuses on a series of internal control objectives covering an authority's key financial and accounting systems and concludes whether, in all significant respects, the internal control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority. We note that the internal auditor has not provided a conclusion on the following internal control objective: K. The annual internal audit report will inform the authority's response to assertions 2 and 6 in the annual governance statement. As a result, the authority must ensure that assurance that has not been provided via these control objectives has been sought elsewhere.

#### 3 External auditor certificate 2018/19

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 2019.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

**28/09/2019**

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 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 2018/19

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2019, 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.

\*For any statement to which the response is 'no', an explanation should be published

This Annual Governance Statement was approved at a meeting of the authority on:

08/05/19 286-11(iii)

and recorded as minute reference:

MINUTE REFERENCE 286-11 (iii)

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

Chairman

L. J. Kennos

Clerk

Debra Platt

Section 2 – Accounting Statements 2018/19 for

ASTLEY VILLAGE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	28791	38864	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	20480	20520	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4048	6458	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	9628	5453	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-	-	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	4827	6962	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	38864	53427	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	38864	53427	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	17327	21257	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	-	-	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)	N/A	Yes	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.
		No	

I certify that for the year ended 31 March 2019 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

*Jessie Platt* REQUIRED  
Date 7/5/19 M/M/YYYY

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

08/05/19 DDMMYYYY

as recorded in minute reference:

286.11 iii) MINUTE REFERENCE

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

*L. S. Kennon* REQUIRED

## Christmas Lights

### **Festive Lights**

Recommends for a 10ft tree approx. 60m of lights and 20ft tree 180m of lights.

If you want twinkling/flashing a transformer required at £30 extra

ConnectGo 10m length strings of multi colour lights x 16 @24.99ea

To make them twinkle it costs £30 (max of 16 strings)

£430 / 2 year warranty / delivery would be free (10% discount) **£388**

### **Blachere Lighting**

No multi coloured and nothing that twinkles

### **MK Illumination**

Don't do flashing colour but do do white flashing which can be mixed in

16ft tree full effect 15-18 strings, each string is 12m with 120 led bulbs

3 sets of Red, Blue, Green, Amber and Flashing bright white (varying prices from £37 to 40+) 15 sets

LV plug £5.25

Total £648.55 (Ex vat Inc delivery) 1 yr warranty

## SPID Downloading options

1. We travel to Astley and carry out works onsite, to add a bluetooth module to each of the 2 signs:

£270.00 + vat

2 nbr bluetooth modules at £295.00 + vat each

Total £860.00 + vat

2. We travel to Astley and add a waterproof USB cable extender to each of the 2 nbr signs:

£210.00 + vat

USB cable extenders at £25.00 + vat each

Total £260.00 + vat

3. We supply 2 nbr waterproof USB cable extenders for yourselves to fit at £25.00 + P&P + vat each

Total £50.00 + P&P + vat

This is a simple operation and would offer a capped, USB at the tail end of the cable, which could be fixed easily and permanently, in a discreet place on the sign/post, at a suitable height that would allow you to plug another USB lead from there into your laptop.