

To: All Members of Compton Parish Council

All Councillors are hereby summoned to attend the following meeting.

Please inform the Clerk if you are unable to attend.

NOTICE OF MEETING

MEETING: Full Council

DATE & TIME: Monday 10th January 2022 at 7.00pm

PLACE: Online via Zoom - Meeting ID: 868 4938 5745, Passcode: 375415, [Meeting Link](#)

S. Marshman

Dr S. Marshman, PSLCC, Clerk to the Council

5th January 2022

Agenda

1. To receive, and consider for acceptance, apologies for absence from Members of the Council
2. To receive any [declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests by members or the Clerk and to consider any requests for dispensation](#)
3. To receive:
 - 3.1 Questions or comments from members of the public regarding items on the agenda
 - 3.2 Representations from any member who has declared a personal interest
4. To approve the [Minutes of the Full Council Meeting held on 6th December 2021](#)
5. To discuss any matters arising from the previous meeting
6. To receive a report from the District Councillor
7. To review the minutes and recommendations from the following committees:

| Committee | Meeting Date | Minute Numbers | Recommendations |
|-----------|--------------|----------------------------|-----------------|
| Planning | 13/12/2021 | PLN21/22-13 to PLN21/22-18 | |
| Personnel | None | | |

8. To receive an update and review recommendations from the following working parties:
 - 8.1 Burial Ground
 - 8.2 Village Enhancement
 - 8.3 Digital

- 8.4 Queen's Platinum Jubilee
 - 8.5 Street lighting
 - 8.6 Sports Pavilion
 - 8.7 Allotments
 - 8.8 Outdoor Gym
9. Planning Applications
 - 9.1 To consider the following new planning applications:
 - [21/03069/HOUSE 12 Shepherds Mount, Compton, RG20 6QZ](#) - Two storey side extension to replace flat roof garage and lobby.
 - [21/02865/REG3 The Downs School Compton Newbury RG20 6AD](#) - Extension and refurbishment of existing school sports hall.
 - 9.2 To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee
 - 9.3 To consider whether to refer any planning applications for further response from the Council's planning consultants
 - 9.4 To receive a report on recent planning decisions taken by West Berkshire Council
 10. To receive the Clerk's report
 11. Finance:
 - 11.1 To consider approving the payments listed on the [Finance Report](#)
 - 11.2 To note the most recent [Bank Reconciliation](#)
 - 11.3 To note the Quarterly Budget Report (*if applicable*)
 12. To review the [Temporary Scheme of Delegation](#)
 13. To consider [allotment fees for 2022/23](#)
 14. To review the [Draft Budget](#)
 15. To consider the [Scope of Internal Audit](#) and to appoint an internal auditor for the 2021/22 audit
 16. To receive an update on vandalism and anti-social behaviour (ASB) in the village
 17. To receive reports on the following:
 - 21.1 Recreation Ground
 - 21.2 Rights of Way
 - 21.3 Village Hall
 - 21.4 Downland Practice Patient Representation Group
 - 21.5 Communications
 - 21.6 Neighbourhood Development Plan
 18. To discuss matters for future consideration and for information

19. To resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw
20. To consider actions to be taken relating to Newbury Lane allotments

Date and time of next scheduled meeting:

Please note an extra meeting will be scheduled this month to agree the budget and consider co-option of new councillors. Once the date is agreed this information will be given on our website and social media channels and the agenda will be published on the website and the noticeboard

Full Council: Monday 7th February 2022 at 7pm

Supporting Documentation

2. 2. To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests by members or the Clerk and to consider any requests for dispensation

Members are invited to declare Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests in items on the agenda as required by the Compton Parish Council [Code of Conduct](#) for Members, as adopted on 5th July 2021, Minute 21/22-087, and by the [Localism Act 2011 Chapter 7](#).

Please use the flow chart below to ascertain the type of interest you have and what action you are required to take.

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

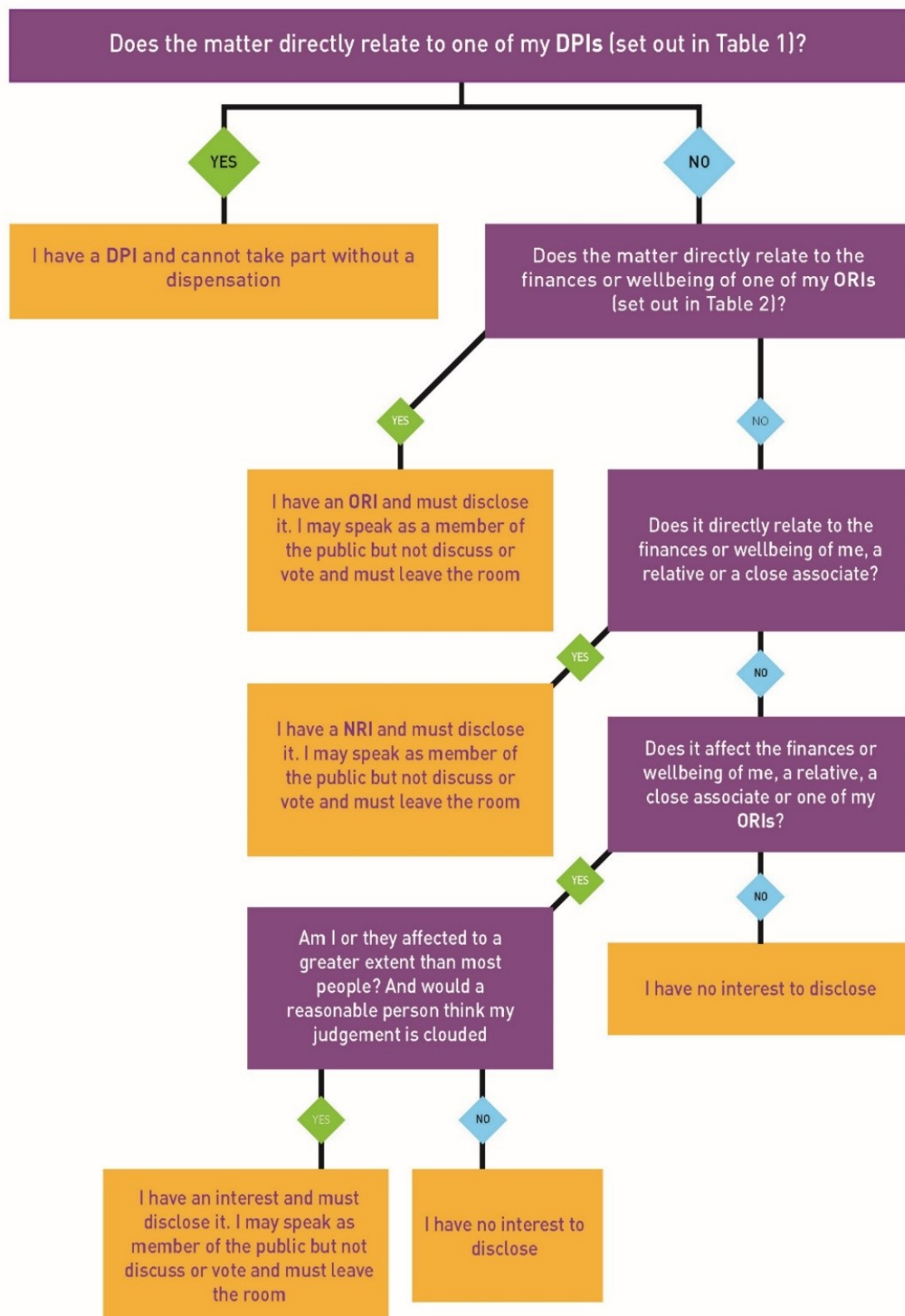


Table 1: Disclosable Pecuniary Interests

| Subject | Description |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain. |
| Sponsorship | <p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p> |
| Contracts | <p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p> |
| Land and* property | Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income. |
| Licenses | Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer |
| Corporate tenancies | <p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p> |
| Securities | <p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share</p> |

| | |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class. |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interest

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

9.4 To receive a report on recent planning decisions taken by West Berkshire Council

The following decisions have been reported by West Berkshire Council since the last Parish Council meeting:

- 21/02516/HOUSE 7 Newbury Lane, Compton, RG20 6PB - Rear mono pitched single storey extension to existing house. Demolition of existing asbestos garage store replaced by one and a half timber clad studio (store ,garden room and office) and modifications to increase parking.

11. Finance:

Finance Report

Status at last bank reconciliation 30th November 2021

| Account | Amount |
|--------------------------------|--------------------|
| Unity Trust Current Account | £41,380.52 |
| Unity Trust Deposit Account | £122,634.57 |
| Lloyds Multipay Corporate Card | -£231.79 |
| Total | £163,783.30 |

Income received 29th November 2021 - 3rd January 2022

| Account | Income Detail | Amount |
|---------------|--------------------------|----------------|
| Unity Current | Compilations advertising | £180.00 |
| Total | | £180.00 |

Payments made on Lloyds Corporate Card to be approved

| Method | Date | Payee | Payment Detail | Amount |
|--------------|-----------|-----------|------------------|----------------|
| CC | 03-Dec-22 | Lloyds | Monthly card fee | £3.00 |
| CC | 03-Dec-22 | Amazon | PPE | £93.58 |
| CC | 26-Dec-22 | Microsoft | Software | £11.28 |
| Total | | | | £107.86 |

Payments to be approved

| Method | Date | Payee | Payment Detail | Amount |
|--------------|-----------|----------------------------------------|----------------------------------------------------------------|------------------|
| DD | 20-Dec-22 | Vodafone | Mobile phone | £21.29 |
| BACS | 21-Dec-22 | The National Allotment Society | Membership | £67.00 |
| DD | 31-Dec-22 | Unity Trust Bank | Bank charges Q3 | £18.00 |
| BACS | 06-Jan-22 | Staff Costs | Including salary, expenses, PAYE and pension contributions Nov | £1,543.08 |
| BACS | 10-Jan-22 | IJ Agricultural and Equestrian Fencing | Planting of trees | £216.00 |
| BACS | 10-Jan-22 | CJM Services | Installation of waste/dog bins | £945.00 |
| BACS | 10-Jan-22 | Nexus | Microsoft 365 software | £63.67 |
| BACS | 10-Jan-22 | Enerveo | Street light maintenance Dec quarter | £702.61 |
| BACS | 10-Jan-22 | AD Clark | Grounds maintenance Oct | £799.00 |
| BACS | 10-Jan-22 | CCB | Community Buildings Advice Service membership | £177.00 |
| BACS | 10-Jan-22 | Thrings | Solicitor Fees RE: Institute planning application | £2,032.80 |
| BACS | 10-Jan-22 | Almond Arborists | Tree works in Recreation Ground | £895.00 |
| Total | | | | £7,480.45 |

Transfers

| Method | Date | From Account | To Account | Amount |
|--------|-----------|---------------|------------|----------------|
| DD | 16-Dec-22 | Unity Current | Lloyds | £234.79 |
| Total | | | | £234.79 |

Bank Reconciliation November**Bank Reconciliation at 30/11/2021**

Cash in Hand 01/04/2021 163,302.67

ADD

Receipts 01/04/2021 - 30/11/2021 61,854.32

SUBTRACT

Payments 01/04/2021 - 30/11/2021 61,373.69

A: Cash in Hand 30/11/2021 (per cash book) 163,783.30

Cash in hand per Bank Statements

Petty Cash 30/11/2021 0.00

3 Lloyds Corporate Card 30/11/2021 -231.79

2 Unity Deposit 30/11/2021 122,634.57

1 Unity Current 30/11/2021 43,111.54

165,514.32

Less unrepresented payments 1,731.02

Plus unrepresented receipts 0.00

B: Adjusted Bank Balance 163,783.30

A = B Checks out OK

12. To review the Temporary Scheme of Delegation

Temporary Scheme of Delegation

1. Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
 - A Committee may delegate its powers to an officer.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
4. In an emergency the Proper Officer is empowered to carry out any function of the Council
5. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

Delegation to The Proper Officer

6. As a temporary measure, to allow for effective decision making whilst Covid-19 restrictions and considerations are in place, the Proper Officer may be empowered to take any and all decisions recommend to them by the relevant Committee or Full Council
7. This empowerment does not affect the delegations already in place via Standing Orders or Financial regulations.
8. The Proper Officer may not take additional decisions that would normally be taken by a Committee or Full Council unless that Committee or Full Council has met in a meeting suitably convened under the requirements of the Local Government Act 1972, and made available to the public to view (where not covered by confidentiality) and expressly agreed for that decision to be enacted via this temporary delegation.

Full Council Matters

9. The following items are reserved for Full Council decision only and cannot be delegated to an Officer.
 - To appoint the Chairman and Vice-Chairman in May each year
 - To sign off the Governance Statement by 30th June each year

- To set the Precept
- To appoint the Head of Paid Service (Parish Clerk)
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council

13. To consider allotment fees for 2022/23

The allotment rent was increased for 2020/21 by £1 to £21 for a full-size plot.

The finance figures for the current financial year have been extracted from the finance software and are shown below.

| Current Year 2021 - 2022 | | | | | | |
|--------------------------|-------------------------------|----------|--------|----------|--------|----------|
| Allotments | | Receipts | | Payments | | |
| Code | Title | Budget | Actual | Budget | Actual | Forecast |
| 29 | Allotment Rent - Newbury Lane | 400.00 | 598.50 | | | |
| 30 | Allotment Rent - School Road | 380.00 | 350.75 | | | |
| 31 | Newbury Lane Water | | | 200.00 | 210.98 | 105.49 |
| 32 | Newbury Lane Capital | | | | | |
| 33 | Newbury Lane Other Expenses | | | 150.00 | | |
| 34 | School Road Water | | | 150.00 | 185.28 | 92.64 |
| 35 | School Road Capital | | | | | |
| 36 | School Road Other Expenses | | | 150.00 | | |
| 37 | Allotment Skips | | | 200.00 | 235.00 | |
| SUB TOTAL | | 780.00 | 949.25 | 850.00 | 631.26 | 198.13 |

14. To review the Draft Budget

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

Current Year 2021 - 2022

| Income | | Receipts | | Payments | | | Receipts | Payments |
|-----------|--------------|-----------|-----------|----------|--------|----------|-----------|----------|
| Code | Title | Budget | Actual | Budget | Actual | Forecast | Budget | Budget |
| 1 | Precept | 49,050.00 | 49,050.00 | | | | 51,000.00 | |
| 2 | Interest | | | | | | | |
| 3 | VAT Refund | | | | | | | |
| 4 | Grants | | | | | | | |
| 5 | Other Income | | 10.00 | | | | | |
| 57 | CIL Receipts | | 6,789.65 | | | | | |
| SUB TOTAL | | 49,050.00 | 55,849.65 | | | | 51,000.00 | |

Current Year 2021 - 2022

| Administration | | Receipts | | Payments | | | Receipts | Payments |
|----------------|-----------------|----------|--------|-----------|-----------|----------|----------|-----------|
| Code | Title | Budget | Actual | Budget | Actual | Forecast | Budget | Budget |
| 6 | Staff Costs | | | 17,900.00 | 12,198.07 | 6,099.04 | | 18,900.00 |
| 7 | Staff Expenses | | | 200.00 | 139.29 | 69.65 | | 200.00 |
| 8 | Office | | | 960.00 | 560.00 | 320.00 | | 960.00 |
| 9 | Office Supplies | | | 90.00 | 92.89 | 46.45 | | 250.00 |

| | | | | | |
|------------------|----------------------|------------------|------------------|-----------------|------------------|
| 10 | Phone | 150.00 | 131.86 | 70.96 | 200.00 |
| 11 | Website | 350.00 | | 350.00 | 350.00 |
| 12 | Bank Charges | 108.00 | 60.00 | 36.00 | 108.00 |
| 13 | Subscriptions | 570.00 | 405.05 | 125.00 | 802.00 |
| 14 | Software | 400.00 | 967.58 | 292.28 | 900.00 |
| 15 | Insurance | 1,000.00 | 945.75 | | 950.00 |
| 16 | Election Fees | 320.00 | | | 320.00 |
| 17 | Audit Fees | 550.00 | 542.50 | | 550.00 |
| 18 | Chairman's Allowance | 80.00 | | 20.00 | 80.00 |
| 19 | Training | 500.00 | 225.00 | 80.00 | 500.00 |
| 20 | Meeting Rental | 200.00 | | 120.00 | 360.00 |
| 21 | Other Expenses | 250.00 | 6.00 | | |
| 48 | Professional Advice | 3,200.00 | 2,989.50 | | 3,000.00 |
| SUB TOTAL | | 26,828.00 | 19,263.49 | 7,629.38 | 28,430.00 |

Current Year 2021 - 2022

Village Maintenance

| | | Receipts | | Payments | | | Receipts | Payments |
|------|----------------------------|----------|--------|----------|----------|----------|----------|----------|
| Code | Title | Budget | Actual | Budget | Actual | Forecast | Budget | Budget |
| 22 | Grounds Maintenance | | | 5,600.00 | 3,518.00 | 679.00 | | 5,000.00 |
| 23 | Recreation Ground | | | 200.00 | 310.53 | | | 300.00 |
| 24 | Play Equipment Maintenance | | | 3,000.00 | 828.50 | | | 2,000.00 |
| 25 | Tree Maintenance | | | 1,000.00 | | | | 1,000.00 |
| 26 | Refuse Disposal | | | | 421.53 | | | 400.00 |
| 27 | Vandalism Repair | | | 300.00 | 400.00 | | | 300.00 |
| 28 | War Memorial Maintenance | | | 300.00 | | 668.90 | | 150.00 |

| | | | | | | | |
|-----------|--|--|-----------|----------|----------|--|----------|
| SUB TOTAL | | | 10,400.00 | 5,478.56 | 1,347.90 | | 9,150.00 |
|-----------|--|--|-----------|----------|----------|--|----------|

Current Year 2021 - 2022

Allotments

| Code | Title | Receipts | | Payments | | Forecast | Receipts | Payments |
|-----------|-------------------------------|----------|--------|----------|--------|----------|----------|----------|
| | | Budget | Actual | Budget | Actual | | Budget | Budget |
| 29 | Allotment Rent - Newbury Lane | 400.00 | 598.50 | | | | 500.00 | |
| 30 | Allotment Rent - School Road | 380.00 | 350.75 | | | | 350.00 | |
| 31 | Newbury Lane Water | | | 200.00 | 210.98 | 105.49 | | 250.00 |
| 32 | Newbury Lane Capital | | | | | | | |
| 33 | Newbury Lane Other Expenses | | | 150.00 | | | | |
| 34 | School Road Water | | | 150.00 | 185.28 | 92.64 | | 200.00 |
| 35 | School Road Capital | | | | | | | |
| 36 | School Road Other Expenses | | | 150.00 | | | | |
| 37 | Allotment Skips | | | 200.00 | 235.00 | | | 250.00 |
| SUB TOTAL | | 780.00 | 949.25 | 850.00 | 631.26 | 198.13 | 850.00 | 700.00 |

Current Year 2021 - 2022

Sports Pavilion

| Code | Title | Receipts | | Payments | | Forecast | Receipts | Payments |
|------|-------------------------|----------|--------|----------|----------|----------|----------|----------|
| | | Budget | Actual | Budget | Actual | | Budget | Budget |
| 38 | Football Club - Income | 825.00 | 450.00 | | | 360.00 | 450.00 | |
| 39 | SP Building Maintenance | | | 250.00 | 544.15 | 200.00 | | 300.00 |
| 40 | SP Running Costs | | | 500.00 | 1,161.75 | 580.88 | | 500.00 |
| 41 | Pitch Marking | | | 825.00 | 999.30 | 110.00 | | 920.00 |

| | | | | | | | |
|-----------|--------|--------|----------|----------|----------|--------|----------|
| SUB TOTAL | 825.00 | 450.00 | 1,575.00 | 2,705.20 | 1,250.88 | 450.00 | 1,720.00 |
|-----------|--------|--------|----------|----------|----------|--------|----------|

Current Year 2021 - 2022

Lighting

| | | Receipts | | Payments | | | Receipts | Payments |
|-----------|------------------------------|----------|--------|----------|----------|-----------|----------|-----------|
| Code | Title | Budget | Actual | Budget | Actual | Forecast | Budget | Budget |
| 42 | Electricity | | | 4,200.00 | 3,230.79 | 1,140.00 | | 4,400.00 |
| 43 | Lighting Routine Maintenance | | | 2,500.00 | 1,739.93 | 1,154.42 | | 2,500.00 |
| 44 | Lighting Repairs | | | 750.00 | | | | 500.00 |
| 45 | Lighting Replacement | | | | | 8,150.20 | | 35,000.00 |
| SUB TOTAL | | | | 7,450.00 | 4,970.72 | 10,444.62 | | 42,400.00 |

Current Year 2021 - 2022

Burial Ground

| | | Receipts | | Payments | | | Receipts | Payments |
|-----------|------------------------|----------|--------|----------|----------|----------|----------|----------|
| Code | Title | Budget | Actual | Budget | Actual | Forecast | Budget | Budget |
| 46 | Burial Ground - Income | | | | | | | |
| 47 | Burial Ground | | | 4,000.00 | 1,532.93 | | | 4,000.00 |
| SUB TOTAL | | | | 4,000.00 | 1,532.93 | | | 4,000.00 |

Current Year 2021 - 2022

Compilations

| | | Receipts | | Payments | | | Receipts | Payments |
|------|-----------------------|----------|--------|----------|----------|----------|----------|----------|
| Code | Title | Budget | Actual | Budget | Actual | Forecast | Budget | Budget |
| 49 | Compilations - Income | 1,800.00 | 180.00 | | | 1,890.00 | 1,800.00 | |
| 50 | Compilations | | | 2,300.00 | 1,463.72 | 1,097.79 | | 2,300.00 |

| | | | | | | | |
|-----------|----------|--------|----------|----------|----------|----------|----------|
| SUB TOTAL | 1,800.00 | 180.00 | 2,300.00 | 1,463.72 | 2,987.79 | 1,800.00 | 2,300.00 |
|-----------|----------|--------|----------|----------|----------|----------|----------|

Current Year 2021 - 2022

Grants

| Code | Title | Receipts | | Payments | | Forecast | Receipts | Payments |
|------|--------|----------|--------|----------|--------|----------|----------|----------|
| | | Budget | Actual | Budget | Actual | | Budget | Budget |
| 51 | Grants | | | | | | | |

SUB TOTAL

Current Year 2021 - 2022

Neighbourhood Development Plan

| Code | Title | Receipts | | Payments | | Forecast | Receipts | Payments |
|------|--------------|----------|--------|----------|--------|----------|----------|----------|
| | | Budget | Actual | Budget | Actual | | Budget | Budget |
| 52 | NDP - Income | 5,000.00 | | | | | | |
| 53 | NDP | | | 5,000.00 | | 200.00 | | |

| | | | | | | | |
|-----------|----------|--|----------|--|--------|--|--|
| SUB TOTAL | 5,000.00 | | 5,000.00 | | 200.00 | | |
|-----------|----------|--|----------|--|--------|--|--|

Current Year 2021 - 2022

Events

| Code | Title | Receipts | | Payments | | Forecast | Receipts | Payments |
|------|-------------------------------|----------|--------|----------|--------|----------|----------|----------|
| | | Budget | Actual | Budget | Actual | | Budget | Budget |
| 54 | Christmas Events | | | 200.00 | 74.58 | 150.00 | | 200.00 |
| 55 | Christmas Day Lunch Room Hire | | | 50.00 | | 50.00 | | 50.00 |
| 59 | Other Events | | | | | | | 200.00 |

| | | | | |
|-----------|--------|-------|--------|--------|
| SUB TOTAL | 250.00 | 74.58 | 200.00 | 450.00 |
|-----------|--------|-------|--------|--------|

Current Year 2021 - 2022

Reserves

| Code | Title | Receipts | | Payments | | Forecast | Receipts | Payments |
|-----------|-----------------|----------|--------|----------|-----------|----------|----------|----------|
| | | Budget | Actual | Budget | Actual | | Budget | Budget |
| 56 | Reserves | | | | 6,127.29 | | | |
| 58 | CIL Expenditure | | | | 14,893.90 | | | |
| SUB TOTAL | | | | | 21,021.19 | | | |

Summary

| | | | | | | | |
|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| TOTAL | 57,455.00 | 57,428.90 | 58,653.00 | 57,141.65 | 24,258.70 | 54,100.00 | 89,150.00 |
|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|

15. To consider the Scope of Internal Audit and to appoint an internal auditor for the 2021/22 audit

Scope of Internal Audit 2021/2022

The check list below is drawn from the 'Annual Internal Audit Report 2019/20' section of the 'Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return (AGAR) 2020/21', with updated years on the assumption that the list on the 2021/22 AGAR will contain the same list. Please note that this list may be updated when the AGAR 2021/22 is issued.

This check list is designed to assist you in identifying the areas that should be covered during the audit; you are, of course, at liberty to include any other checks you consider necessary in addition to these.

- A. Appropriate accounting records have been properly kept throughout the financial year.
- B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
- C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
- G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.
- H. Asset and investments registers were complete and accurate and properly maintained.
- I. Periodic bank account reconciliations were properly carried out during the year.
- J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.
- K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt.

- L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.
- M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.
- N. The authority has complied with the publication requirements for 2019/20 AGAR.
- O. Trust funds (including charitable) – The council met its responsibilities as a trustee.