OXENHOPE VILLAGE COUNCIL

PO Box 883
Halifax
HX1 9TZ

Signed: *Janet Foster* 5th June 2020
Janet Foster, Clerk to the Village Council
07972 717 058
clerk@oxenhopevillagecouncil.gov.uk

You are summoned to attend the monthly meeting of Oxenhope Village Council to be held at 7.30 p.m. on Wednesday 10th June 2020 via video conferencing. Meeting access details are:

Join Zoom Meeting
https://us04web.zoom.us/j/71652138283?pwd=SEY5bk4wd2N3MmNPQjh5dzdmOUlxUT09

Meeting ID: 716 5213 8283

Please email the clerk at clerk@oxenhopevillagecouncil.gov.uk to obtain the meeting password

AGENDA

83/20 Apologies for Absence
To note any apologies offered and approve reasons for absence.

84/20 Disclosures of Interest
To receive disclosures of pecuniary interests and other interests from members on matters to be considered at the meeting.

85/20 Applications for a Dispensation
To grant, or otherwise, the applications for dispensation as received by the Clerk.

86/20 Minutes of Meetings (previously circulated to Members)
a) To confirm the minutes of the Village Council's monthly meeting held on 13th May 2020 as a true and correct record.
b) To discuss any matters arising from the minutes.
c) To receive information on the June Outstanding Issues Report (Appendix 1) and decide further action where necessary.

87/20 Public Question Time
To welcome members of the public and to receive their representations.

88/20 Guest Speakers
a) Worth Valley Ward Councillors.
b) Other guest speakers.

89/20 Correspondence
To consider and decide upon the following new correspondence:

a) Email from Tonya Ward, National Careers' Service about the National Careers Service – Still here to help.

b) Email from Alice Bentley, Ward Officer about Lottery/Government Funding Information.

c) Emails between Ward Councillor Rebecca Poulsen, Oxenhope Village Councillor and Dan de Tute, Enforcement Officer, Bradford Council about access at Shaw Farm.

d) Emails between Ward Councillor Rebecca Poulsen, Cllr Dawson and Calderdale Council about the closure of the A6033 road**.**

e) Email from Chris Barker, Community Action Bradford and District (received via Alice Bentley, Ward Officer) about the Give Bradford resilience fund now open (deadline for applications is 17th June).

90/20 Financial Matters

a) To note the internal audit report for 2019/2020 and list of audit checks undertaken (Appendix 3).

b) To note the Annual Internal Audit Report part of the Annual Governance and Accountability Return (AGAR) (Appendix 4).

c) To review the effectiveness of internal controls and authorise, or otherwise, the Chair and Responsible Finance Officer to sign Section 1 Annual Governance Statement 2019/20 of the AGAR (Appendix 5).

d) To consider and approve, or otherwise, Section 2 Accounting Statement 2019/20 of the AGAR, authorise the accounts for the year ending 31st March 2020 and authorise the Chair and Responsible Finance Officer to sign the 2019/20 return (Appendix 6).

e) To authorise, or otherwise, the following accounts for payment: -

Payee	**Cheque No. / Online**	**Amount**	**Description**
Came and Company	Online payment	**£545.40**	Annual insurance
J.I. Kinsella	Online payment	**£100.00**	Rebuilding 3 cheek ends Rose Garden wall
Imperative Training Limited	Online payment	**£297.90**	Annual service of two defibrillators
HMRC	Online payment	**£11.59**	Employer's NI contribution on homeworking allowance
Town Parish Audit	Online payment	**£180.00**	Internal Audit 2019/20 Accounts
Business Stream	Online payment	**£0.85**	Estimated allotment water bill 18th Feb - 21st May

f) To authorise, or otherwise, a change to the method of paying the clerk's salary. The standing order for the salary payment will be cancelled and future payments will be by BACS. The payment for June 2020 will include the back pay for the one point increase in the salary scale, which took effect from 1st April 2020.

g) To note the following payments previously authorised: -
Clerk's salary and home working allowance (01.06.20 - 30.06.20)
Clerk's mobile phone (£11.29 per month direct debit)

91/20 Minor items and items for next agenda
To discuss minor items and to note items for the next agenda.

92/20 Date and time of next meeting
The next monthly meeting of Oxenhope Village Council will take place on 8th July 2020 starting at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – June 2020 outstanding issues report

Subject	Issues	Responsibility	Date last actioned	Outcome/ Notes/further action required
Safeguarding training	Safeguarding training to be provided for all Councillors	Clerk	24/02/20	Training is available via the Bradford Safeguarding Children Board. Details have been emailed to all Village Councillors. Clerk and Cllr Dawson have completed the Introduction to Safeguarding Children Course
Litter Bins	Parish Council considering additional bins	Clerk / Chair	12/02/20	Cllr Poulsen awaiting response from Cleansing Team about bin.
Toilet building on Recreation Ground	To investigate possibility of a Community Asset Transfer	Clerk	31/01/20	Community Asset Transfer form (Stage 1) submitted to Bradford Council. Email sent on 31/01/20 to chase up.
Defibrillators	Defibrillators for Station Road and Marsh	Chair and Clerk	25/01/20	Informed planned site in Marsh not possible. To discuss fixing to outside of phone kiosk with electrician. No response from Co-op about siting defibrillator there.
Christmas lights	Upgrading Christmas lights	Cllr Dawson	12/02/20	First quote received.
Savings accounts	Looking for savings account with better rate of interest	Clerk	08/01/20	Clerk looking at possible savings accounts.
Climate Change issues	To agree how the Village Council should respond	Chair and Clerk	02/03/20	Meeting arranged for 16th March cancelled due to Government restrictions.
Art Exhibition	Exhibition in village	Chair and Clerk	1305/20	Looking at ideas for an art exhibition / trail in Oxenhope

Appendix 2 – Correspondence

a) Email from Tonya Ward, National Careers' Service
Date: 18th May 2020
Subject: National Careers Service – Still here to help

Dear Parish Councillor

National Careers Service – COVID-19

- We deliver the government funded **National Careers Service (NCS)** across Yorkshire and the Humber with a team of 69 professional careers advisors who in 2019/20 supported the people we help to secure 11,472 job and learning outcomes. This is a free service open to all.

  The National Careers Service is still operational - We are now in unprecedented times as we all continue to provide services and support through the COVID-19 pandemic to your community. The service currently is being delivered via telephone with our advisers working from home **providing advice on finding work and accessing learning**.https://nationalcareers.service.gov.uk

- We are also offering direct support for businesses, employers, and furloughed workers all who may have been directly affected by COVID-19.

  We would like to offer our support For example, if you were holding a virtual surgery, one of our career's advisers could be online to assist with regards to the support available from the National Careers Service.

- You may also already be aware, the Department for Education released **The Skills Toolkit** it is a new online learning platform launched by the Government last week (theskillstoolkit.campaign.gov.uk/). This gives people access to free courses, to help them build up their skills, progress in work and boost their job prospects.

  Boosting the nation's digital skills in particular is a first step towards recovery, helping people build up the skills employers need and boosting growth and productivity as well as helping people cope and keep in touch in the lockdown period.
  The National Careers Service:

- Provides personalised careers information, advice and guidance to assist young people and adults to make informed choices about learning, employment and skills
- Helps people understand employer demand and skills gaps through accessible job profiles
- Provides skills assessments and a detailed directory of courses and vacancies
- Supports local economic growth and social mobility by ensuring that careers advice reflects local and national labour market conditions

  I understand you will be really busy at this time, but I hope you may have time to contact me further to discuss how best we can support your constituents.

  I have attached a couple of flyers which might be helpful. They explain **how to book an appointment** which you may wish to forward to any appropriate audiences

or **post on social media** as you may have contact with constituents who may appreciate our support.

Please do not hesitate to get in touch if I can help. We appreciate any help you can offer letting people know we are here to help.
Kind regards

Tonya Ward
Area Manager – Bradford, Keighley & Halifax

b) Email from Alice Bentley, Ward Officer
Date: 22nd May 2020
Subject: Lottery / Government Funding Information

Dear all,

Please see the links below for some information about funding which has opened for applications this morning.

"We're delighted to confirm that the Government's new Coronavirus Community Support Fund will open for applications at 10am on Friday 22nd May.

This new funding stream makes available £200m in Government funding that will be aimed primarily at small to medium organisations in England."

https://www.tnlcommunityfund.org.uk/news/press-releases/2020-05-20/statement-about-the-coronavirus-community-support-fund - PRESS RELEASE

https://www.tnlcommunityfund.org.uk/funding/programmes/covid-19-funding-under-10k - FUNDING UNDER £10,000

https://www.tnlcommunityfund.org.uk/funding/programmes?min=10000&location=england – OVER £10,000

As usual, please let me know if I can be of any support. Apologies if you are already aware of this.

Kind regards

Alice.
Alice Bentley
Ward Officer – Keighley West and Worth Valley
Neighbourhoods and Customer Services

c) Emails between Ward Councillor Rebecca Poulsen, Oxenhope Village Councillor and Dan de Tute, Enforcement Officer, Bradford Council
Date: Various
Subject: Access Shaw Farm

Email from Ward Cllr Rebecca Poulsen to Dan de Tute, 26th May 2020

Hi Dan

I've been to look at Shaw Farm after it was raised to me by the Parish council. There are clearly now two separate entrances that differs from the planning permission previously granted. I've attached recent photos showing the new entrance and the existing entrance to compare to the planning permission. When this has been looked at could you copy me into the response please.

Regards

Cllr Rebecca Poulsen

Email from Dan de Tute, 29th May 2020

Good morning Councillor

I have sought some further information about this site.

Do you know if the approved access in 2002 was ever constructed/used? If it wasn't then the condition attached to the consent requiring the original approved access to be used would now not be enforceable.

We would therefore need to look at the works as a new issue. The access appears to be longstanding and in addition the road is not classified. This being the case the access point wouldn't require planning permission.

If you do have any further details they would be useful.

Once we get the additional details I will advise you further about what action can be taken.

Kind regards

Dan de Tute

Email from Oxenhope Village Councillor, 29th May 2020

Hi Dan

I can confirm the 2002 access was never constructed.

The new access, which is nearly finished, was constructed a couple of weeks after lock-down started. The new access is significantly different to that shown in the 2002 consent.

The old access remains unchanged.

The 2002 consent envisaged one access from the highway serving both properties. We now have two access adjacent to each other, on one of the most congested roads in Oxenhope, with bumper to bumper on street parking on both sides of the access points. Our concern, as Oxenhope Village Council, is the road safety aspects of this. We have had complaints from local residents about this matter.

Email from Dan de Tute, 2nd June 2020

Good morning

I have now had the opportunity to look at the details we hold for the above site.

The original application approved a revised layout, which was never implemented. In view of the time that has passed the condition regarding the access has been breached for over 10 years and therefore we would not be able to enforce that. This means that the works on the land are just classified as new development work.

In view of the existing gated gap/access they would not be creating a new access point and therefore under planning we would just look at the physical changes made to the entrance and to lay the access road. I have however copied in Highways in case there is any action they need to take.

In terms of the physical works to lay the driveway we consider at this time that the land is outside of a residential curtilage and therefore permission would be required (we are aware of the listed status of adjoining buildings). In addition consent may have been required for the removal of the wall however this will depend on its height previously.

I will arrange for a letter to be sent to the landowner regarding the laying out of the driveway and we will see what response we receive but it is likely one we will need to visit in the future.

Once we have further details we will endeavour to update you.

Kind regards

Dan de Tute
Senior Enforcement Officer
Development Services

Bradford Metropolitan District Council
Department of Place

d) Emails between Ward Councillor Rebecca Poulsen, Cllr Dawson and Calderdale Council
Date: Various
Subject: Closure of the A6033 road

Email from Cllr Poulsen to Calderdale Council, 1st June 2020

Hi

Could you confirm that the A6033 from Oxenhope to Hebden Bridge has planned closures coming up for an extended period. As this is a route many of my residents use daily it would be useful to have the details so I can keep residents updated as my ward includes Oxenhope. Will there be access for buses during any closure either?

Regards

Cllr Rebecca Poulsen

Email from Calderdale Council to Cllr Poulsen, 3rd June 2020

Good morning Cllr Poulsen,

Please see the below response from our Highways Engineer leading the scheme:

The closure will be effective starting 6th July from 7.00am Monday morning until 18.00pm Friday evening for 20 weeks.

The road will be open weekends.

Obviously residents within the length closed will have access at all times but only 1 property is affected.

The difficult decision has been taken with agreement with the Head of Service and Councillors.

Unfortunately the work cannot be started earlier due to the location being within the location of SSSI (Site of Special Scientific Interest) and Natural England have prevented us starting until this date due to the bird nesting season.

The works are to widen the carriageway at the bends, relay all the kerbs and resurface the carriageway. The Council are aware this will create some difficulties and longer journeys for communities either side of the closure but it was accepted that this was the best way forward.

I can only apologise for any difficulties the closure will cause you.

Kind regards

Streetworks
Strategic Infrastructure **|** Regeneration and Strategy

Email from Cllr Dawson to Calderdale Council 1st June 2020

Dear sirs,

I've been informed of signage detailing an impending road closure (job ref CH6011290) on the A6033 Keighley Road, Hebden Bridge.

The roadworks app states the road will be closed. I've heard reports that the roadworks are planned from 6 July to Mid November.

To have the main link between the Calderdale Upper Valley and Bradford closed for 4 months is unacceptable.

Anyone this side of the roadworks (Oxenhope) who works in Manchester and travels by train or car has to extend their travel time by over 1 hour each way. Anyone who works Upper Valley Calderdale has to drive to Halifax (and through the Mytholmroyd flood defence traffic lights) adding well over an hour to their journey.

This is the second time recently that road closures have been made without notice being given to Oxenhope Village council.

I urge you to reconsider how these road improvements are made and ask you to consider either a stop/go system or temporary traffic lights.

I looks forward to hearing from you.

Yours faithfully,

Michelle Dawson
Oxenhope Village Council

Email from Calderdale Council to Cllr Dawson 3rd June 2020

Dear Ms Dawson

I understand you have been in contact with regards to the proposed road closure.

The closure will be effective starting 6th July from 7.00am Monday morning until 18.00pm Friday evening for 20 weeks. The road will be open weekends.

Obviously residents within the length closed will have access at all times but only 1 property is affected.

The difficult decision has been taken with agreement with the Head of Service and Calderdale Councillors.

Bradford Council officers have been made aware of the proposed works and road closure and will be issuing a press release in the coming weeks.

Unfortunately the work cannot be started earlier due to the location being within the location of SSSI (Site of Special Scientific Interest) and Natural England have prevented us starting until this date due to the bird nesting season.

The works are to widen the carriageway at the bends, relay all the kerbs and resurface the carriageway.

The Council are aware this will create some difficulties and longer journeys for communities either side of the closure but it was accepted that this was the best way forward.

Advance warning signs notifying of the closure have been deployed to give commuters who use this route time to make alternate travel arrangements.

I can only apologise for any difficulties the closure will cause you.

Kind regards

Highways Information on behalf of

Kevin Rushworth
Engineer

Calderdale Metropolitan Borough Council
Regeneration and Strategy
Strategic Infrastructure

Email from Cllr Dawson to Calderdale Council, 3rd June 2020

Dear Mr Rushworth,

Thank you for your response.

It is disappointing that you cannot start the roadworks a little later to allow commuters to navigate the journey to Hebden Bridge.

Additionally, there has been no mention of buses. Will they be able to get through during the roadworks?

Yours sincerely,

Cllr Michelle Dawson

Email from Calderdale Council to Cllr Dawson, 4th June 2020

Dear Ms Dawson

Consideration was given to a daily closure but this would have extended the time on site by 8 to 10 weeks as the Contractor would have had to clear the site every evening to make the route safe and then spend time setting up every morning.

The bus company have agreed that the weekday closure would be acceptable to them and that they would seek alternatives.

Kind regards
Highways Information on behalf of

Kevin Rushworth
Engineer

Calderdale Metropolitan Borough Council
Regeneration and Strategy
Strategic Infrastructure

Email from Cllr Poulsen to Cllr Scullion, Calderdale Council, 5th June 2020

Dear Cllr Scullion

I am the Ward Councillor for the Worth Valley Ward on Bradford Council, which includes the village of Oxenhope.

I have discovered via a sign on the A6033 that it is to be closed for 20 weeks from the Bradford/Calderdale boundary. As I'm sure you can imagine this was a real shock to myself, the Oxenhope Village Council, residents and businesses. There has been no consultation or even notification to councillors on the Bradford side of the boundary and given the impact this will cause local communities I find this not acceptable.

When previous work has been done on the A6033 the road was open morning and evening to allow people to travel to and from work but in this latest work it is to be closed from Monday morning all the way through to Friday evening. This is a key route for many people travelling to Manchester and the surrounding area predominately by train from Hebden Bridge. What consideration has been made for these people many who are now starting to return to work following covid restrictions? The Worth Valley and I'm sure Calderdale as well has really suffered over the last three months from a lack of tourists visiting. Just as businesses are going to start trying to reopen the main road is closed, it is very bad timing.

There is no reasonable diversion that can be used except via Halifax, which can add up to an hour onto a journey in each direction. Not practical when trying to return to work.

I appreciate road safety work and we have agreed to have a joint 50mph on this road on both sides of the Boundary. The change in speed limit was discussed between the two authorities so why wasn't the road closure? I have contacted Bradford Highway Officers and they advise they have only just been notified by Calderdale of the closure as well.

Please, as the Cabinet member for this work can you urgently look into why no-one affected across the Boundary into Bradford District was advised or consulted and look at other options for this work such as contraflow or partial closures. I hope going forward you can ensure officers make sure affected communities are aware of work such as this even if they are over the boundary.

Kind regards

Rebecca

Cllr Rebecca Poulsen
Worth Valley Ward Councillor
Bradford MDC

e) Email from Chris Barker, Community Action Bradford and District (received via Alice Bentley, Ward Officer)
Date: 5th June 2020
Subject: Give Bradford resilience fund now open - deadline 17th June

Hi

Apologies if you've already picked this up, but the Give Bradford fund is now open, for voluntary groups. Grants of up to £10,000. Deadline is June 17th. Priority is groups with up to £100 000 income a year and working in most deprived areas.

More details / application https://www.givebradford.org.uk/resilience-fund/

- Give Bradford - Together Stonger
The Resilience Fund is designed to support charities in Bradford that are experiencing exceptional difficulties operating as a result of the impact of COVID-19.
www.givebradford.org.uk

Chris Barker
Voluntary Organisation Support Officer
Community Action Bradford & District

Appendix 3 – Internal Audit Report 2019/20 and Audit Checklist

Town Parish Audit
9 Butlers Wharf
Hebden Bridge
West Yorkshire
HX7 8AF

The Clerk
Oxenhope Village Council

clerk@oxenhopevillagecouncil.gov.uk

2nd June 2020

Dear Janet Foster

Internal Audit of the Accounts for Financial Year ending 31st March 2020

I am pleased to inform you that the internal audit of **Oxenhope Village Council** is complete. There are no significant issues to report.

The tests and checks as per attached list were carried out.

Cashbook and bank reconciliation
The cashbook and bank reconciliation statement were agreed to the 31st of March 2020.

VAT claim
The VAT claims for the year had been carried out in an appropriate manner.

Budget
The compilation of the Councils budget for the year was reviewed and I can confirm that it has been properly compiled and effectively underpins the precept demand. I can also confirm that progress against the budget was monitored on a regular basis.

Minutes
The Council's minutes were reviewed. Samples provided were signed and paginated.

Insurance
Insurance cover is in place and is adequate for the major liabilities faced by the council.

Annual Governance and Accountability Return 2019/2020
I checked the figures in section 2 of the return and found them to be correct and ready for submission to the external auditor.

Issues examined included

Internal Controls
I confirm that I have carried out appropriate tests and checks on the accounts and internal controls as detailed on the accompanying Independent Internal Audit check list and found them to be satisfactory.

Appropriate powers are identified correctly in the cashbook.

It was noted that names of employees were included in the cashbook, particularly in relation to salaries. This information should remain anonymous, in-line with GDPR and therefore the staff member's name should be replaced by the title 'gross salary payments' and under allowances and expenses claimed, the individual staff name should be replaced by the job title ie Clerk's allowance etc.

Appropriate explanations for the 2018-19 to 2019-20 variances in the annual return were provided via the AGAR variance completed form.

I can confirm that all original and additional information requested was provided in an efficient, detailed and timely manner.

Yours sincerely

Naomi Goddard

Town Parish Audit
07975 522812

admin@townparishaudit.co.uk
www.townparishaudit.co.uk

Independent internal audit checklist

Name of Council	Oxenhope Village Council	Name of Clerk:	Janet Foster
No. of councillors	8	Name of RFO (if different)	N/A
Quorum	3	Precept	£30,480

1. Book Keeping			
1.1. Ledger maintained and up to date?	Yes		✓
1.2. Arithmetic correct?	Yes		✓
1.3. Evidence of Internal Control?	Yes		✓
1.4. VAT evidence, recording and reclaimed?	Yes		✓
1.5. Payments in ledger supported by invoices, authorised and minuted? (see schedule)	Yes		✓
1.6. S137 separately recorded and within limits?	Yes		✓
1.7. S137 expenditure of direct benefit to electorate?	Yes		✓

2. Due Process			
2.1. Standing Orders adopted since 2013?	Yes		Updated may 2018
2.2. Standing Orders next review?	Yes		2020-21
2.3. Financial Regulations adopted?	Yes		09.05.2018
2.4. FRs properly tailored to council?	Yes		✓
2.5. Equal Opportunities policy adopted?	Yes		✓
2.6. Adequate internal controls for payments?	Yes		✓
2.7. List of member interests held?	N/A		Cllrs duty to inform Borough Authority Monitoring Officer
2.8. Agendas signed, informative and displayed with 3 clear days notice?	Yes		✓
2.9. Purchase orders raised for all expenditure?		No	As appropriate plus internal controls in place
2.10. Purchasing authority defined in FRs?	Yes		✓
2.11. Legal powers identified in minutes and/or cashbook?	Yes		In cashbook
2.12. Committee terms of reference exist and have been reviewed?	Yes		Friends of Rose Garden

3. Risk Management			
3.1. Does scan of minutes reveal any unusual activity?	Yes		✓
3.2. Annual risk assessment carried out?	Yes		✓
3.3. Insurance cover appropriate and adequate?	Yes		✓
3.4. Evidence of annual insurance review?	N/A		Three-year contract
3.5. Internal financial controls documented and evidenced?	Yes		✓
3.6. Minutes initialled, each page identified and overall signed?	Yes		✓
3.7. Regular reporting and minuting of bank balance?	Yes		✓
3.8. S137 expenditure minuted?		No	Noted in cashbook

4. Budget			
4.1. Annual budget to support precept?	Yes		✓
4.2. Has budget been discussed and adopted by council?	Yes		✓
4.3. Any reserves earmarked?		No	No reserves earmarked
4.4. Any unexplained variances from budget?	Yes		✓

4.5. Precept demand correctly minuted?	Yes		✓

5. Payroll – Clerk and other employees			
5.1. Contract of employment?	Yes		✓
5.2. Tax code issued / contracted out?	Yes		✓
5.3. PAYE / NI/RTI evidence?	Yes		✓
5.4. Has council approved salary paid?	Yes		✓
5.5. Other payments reasonable and approved by council?	Yes		✓
5.6. Wageslips and P60 evidence?	Yes		✓

6. Asset Control			
6.1. Does council keep a register of all material assets owned?	Yes		✓
6.2. Is asset register up to date?	Yes		✓
6.3. Value of individual assets included?	Yes		✓
6.4. Inspected for risk and up to date inspection records exist	Yes		✓
6.5. Record of deeds, articles and land register references available?	Yes		✓

7. Bank Reconciliations			
7.1. Is there a bank reconciliation for each account?	Yes		✓
7.2. Reconciliation carried out on receipt of statement?	Yes		✓
7.3. Any unexplained balancing entries in any reconciliation?		No	✓

8. Year End Procedures			
8.1. Year end accounts prepared on correct accounting basis?	Yes		✓
8.2. Bank statements and ledger reconcile?	Yes		✓
8.3. Underlying financial trail from records to presented accounts?	Yes		✓
8.4. Where appropriate, debtors and creditors properly recorded?	Yes		✓
8.5. Council agreed/signed/minuted sections 1 & 2 of the annual return?		No	To be signed at next meeting of the Council

9. Miscellaneous			
9.1. Have points raised at the last audit been addressed?	Yes		✓
9.2. Has the council adopted a Code of Conduct since July 2012?	Yes		✓
9.3. Is eligibility for General Power of Competence properly evidenced?	N/A		The Council does not have GPC
9.4. Are all electronic files backed up?	Yes		✓
9.5. Do arrangements for public inspection of council's records exist?	Yes		✓
9.6. Is the Council compliant with the Transparency Code for Smaller/Larger Authorities? (Depending on gross income/expenditure	Yes		✓
9.7. General Data Protection Act – evidence of compliance	-	-	Need to make sure compliant in all areas

Transaction Spot Check						
Check No.	1	2	3	4	5	6
Reference no.	101346	101360	101384			
Ledger date	✓	✓	✓			
Item / Budget heading	✓	✓	✓			

Ref/cheque no.	✓	✓	✓			
Order minute ref	✓	✓	✓			
Delivery evidence	✓	✓	✓			
Payment minute ref	✓	✓	✓			
Invoice value	✓	✓	✓			
Minute value	✓	✓	✓			
Cheque value	✓	✓	✓			
Statement value	✓	✓	✓			
Timely payment	✓	✓	✓			
VAT recorded	✓	✓	✓			
S137 recorded in ledger	✓	✓	✓			
S137 minuted	✓	✓	✓			
Notes						

Internal audit carried out by	(signed)	Naomi Goddard Internal Auditor Town Parish Audit
Audit type (delete as appropriate)		Yearend 2019-20
Date	02.06.2020	

For auditor's use only	
Section 4 of Annual Return Form completed and signed	
Report/letter sent to council	

Appendix 4 – AGAR Internal Audit Report 2019/20

Annual Internal Audit Report 2019/20

Oxenhope Village Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	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 and year-end bank account reconciliations were properly carried out.	✓		
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 2018/19, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")*			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		

M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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: Completed 02.06.2020 DD/MM/YY

Name of person who carried out the internal audit: Naomi Goddard ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit: SIGNATURE REQUIRED

Date: 02.06.2020

*If the response is 'no' you must include a note to 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).

Appendix 5 – AGAR Section 1 Annual Governance Statement 2019/20

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Oxenhope Village 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 2020, 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:

and recorded as minute reference:

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

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.oxenhopevillagecouncil.gov.uk

Appendix 6 – AGAR Section 2 Accounting Statement 2019/20

Section 2 – Accounting Statements 2019/20 for

Oxenhope Village Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	30,687	52,870	*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	27,405	30,480	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	16,664	2,877	*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	9,428	9,892	*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	12,458	56,339	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	52,870	19,996	*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	52,870	19,996	*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	38,373	67,140	*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).*

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

I certify that for the year ended 31 March 2020 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

Date

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

as recorded in minute reference:

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