



# Dodderhill Parish Council

## Summons and Notice of Meeting

Members are summoned to the **online Annual Parish Council** meeting to be held on **Wednesday 5 May 2021 at 7.30pm**

### Register in advance for this meeting:

[https://us02web.zoom.us/joining/register/tZ0ld-msrzqrHNP\\_4V4kdp8vG8fu2O69jBFI](https://us02web.zoom.us/joining/register/tZ0ld-msrzqrHNP_4V4kdp8vG8fu2O69jBFI)

After registering, you will receive a confirmation email containing information about joining the meeting.

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the allocated time as listed under agenda item 21/006a below. The public may ask questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

### Meeting Agenda

#### **21/001 Election of Chairman**

- The appointment of Chairman is an annual requirement; the appointed member will sign the Chairman's Declaration of Acceptance of Office.

#### **21/002 Election of vice-Chairman**

- The appointment of Vice-Chairman is an annual requirement assuming responsibilities in the absence of the Chairman. The appointed member will sign the Vice-Chairman's Declaration of Acceptance of Office.

#### **21/003 Apologies**

To receive apologies from absent members and record the reason for absence.

#### **21/004 Declarations of Interest:** Councillors are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date;
- b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

#### **21/005 To consider any dispensations**

Written requests for the council to grant a dispensation to a councillor (as per Localism Act 2011, s33) must be with the Clerk before the meeting starts

#### **21/006 Open Session – Participation to hear from:**

- a) Members of the public
- b) Supporting organisations, eg Safer Neighbourhood Team, Tree Warden
- c) Worcestershire County Councillor – Peter Tomlinson
- d) Wychavon District Councillor – Laurence Smith

#### **21/007 To adopt previous minutes**

- a) To approve adoption of the minutes of the parish council meeting held 9 March 2021, previously circulated but also attached.
- b) To approve adoption of the minutes of the parish council meeting held 6 April 2021, to follow.

## 21/008 Annual Business

Members are reminded that for the purposes of annual business during 2020, Statutory Instrument 2020 No. 392 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 – Regulation 6(c), removed the requirement for a parish council to hold an annual meeting in May 2020. As local authorities were not required to hold annual meetings under these regulations, annual governance policies continued unchanged until the next annual meeting of the authority.

**i. Appointment of committees: nomination thereto and dates of meeting – Please see attached draft Meeting dates.**

- a) Finance Committee: to cover governance issues, policy preparation and revision, risk management, budgeting comprising of 3 members. (current members to be identified)
- b) Staffing: to cover all issues relating to staffing comprising of 3 members. (current members, Cllrs Macdonald, Keane and Webb).
- c) Allotment Committee: to consider and make decisions on matters relating to allotments comprising of 5 members. (Current Members to be identified)

**ii. Review of delegation arrangements**

- See proposed schedule of delegation to committees and to the Clerk to be reviewed and signed by the Chairman.

**iii. Governance arrangements:**

**a) Review of Standing Orders**

- The Standing Orders have been updated and amended. Please refer to separate report detailing an explanation of the changes made. This document requires approval and signature by the Chair.

**b) Review of Financial Regulations**

- The Financial Regulations have been updated and amended. Please refer to separate report detailing an explanation of the changes made. This document requires approval and signature by the Chair.

**c) Review of Members' Code of Conduct**

- No changes are proposed to the Members' Code of Conduct. It is a legal requirement that the council has a Code that members must follow, which is linked to their Register of Interests. All Worcestershire local councils adhere to the same code introduced by the county's Monitoring Officers in 2012. Please refer to re-formatted document

**d) Review of Asset Register**

- Please see revised Asset Register as at 31 March 2021 for approval.

**e) Confirm insurance arrangements and adequacy of cover**

A review of the asset register has been forwarded to the council's insurer. Cover during the financial period 20/21 amounted to £2954.79 however due to a disparity between what was recorded on the asset register and what the council own may impact the renewal. Once 21/2 renewal is received it will be tabled at a PC meeting for approval. It has been advised by Came and Company that as there is an ongoing insurance claim, it would be inadvisable to move to a different insurer at this time.

**Please note:**

*Under the Insurance Act 2015 DPC has a new duty to provide a 'fair presentation' of the risk to insurers. This means that DPC must now*

*clearly disclose every material circumstance. A material circumstance is one that may influence an insurer's judgement over whether to take the risk and, if so, on what terms. If DPC is in any doubt as to whether a circumstance is material it is advised to disclose it. To avoid the risk of under-insurance it is vitally important that your sums insured /indemnity limits are maintained at a correct level. Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.*

**f) Review annual subscriptions**

- National Association of Local Councils / Worcs CALC (£958.42 for 2020/21. £967.11 for 2021/22)
- Data Protection Annual Fee – (£35.00 for 2020/21)
- Local Council Award Scheme – NALC, (£50.00 for 2020/21)
- The National Allotment Society – (£57.00 for 2020/21)

**21/009 Clerk's Report**

To be advised of any decisions taken under delegated powers, receive updates to ongoing matters and list any relevant communications since the last council meeting.

a) Mole invasion on football pitch.	A report was received on 13 April stating that mole holes and tunnels were evident on the pitch. A purchase order amounting to £150.00 was raised to cover 3 visits to set traps accordingly.
b) Community Infrastructure Levy Neighbourhood Fund – WDC	Correspondence has been received reporting that as a result of the commencement of development within Dodderhill Parish, the CIL money due to DPC is £1,142.14. Please refer to WDC Correspondence to view the terms of the agreement.
c) Lengthsman report	5 x fly tipping incidents within the parish have been reported to WDC. WCC have been notified through the online portal of a pot hold in the location of WR9 0BX, drainage issues on Astwood Lane and a pavement issue on Worcester Road.
d) Street Trader Application – Wychbold Sports and Social Club WR9 7PN	WDC has forwarded an application for a fish bar vendor to trade on Monday evenings. The application is supported by the social club. The full application can be viewed through Sharepoint by council members. DPC is asked to consider this request.

**21/010 Finance**

- (i) To approve the bills for payment. See attached. Page 5.
- (ii) To note regular monthly payments for continuing statutory and/or contractual obligations in accordance with Financial Regulations 5.5b) and 5.6. Page 5. Invoices received after the agenda has been posted but prior to the meeting will be tabled at the meeting to note.
- (iii) To be advised of any expenditure decisions taken by Clerk. Please see agenda item 21/009 a).
- (iv) To agree the current financial direct debit payments for 2021/2022 . See attached page 5
- (v) To approve an increase of hours for the clerk from 10 per week to 20 per week due to required workload from date of appointment on 1 April 2021.
- (vi) To approve updating the bank mandate, adding the Clerk and removing out of date signatories.

- (vii) To review Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2021. Please see separate report with explanations provided why a 'No' assertion has been recorded. Page 5 but also shown on the Annual Governance and Accountability Return provided. Please see Internal Audit report 2021 to support Assertions.
- (viii) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2021. The accounts inspected by the Internal Auditor were signed in advance of the meeting in accordance with section 2 of the AGAR.
- (ix) To approve the Year End Financial Position. Please refer to March 2021 bank reconciliation.
- (x) To retrospectively approve the decision to instruct DPC insurers to direct a contractor to carry out repairs on the Village Hall rather than taking a 'cash settlement' and seeking its own contractors.

**21/011 Committee, Working Party and Members' reports on meetings attended**

- a) Annual Parish Meeting held 27/04/2021; draft minutes to follow.

**21/012 Planning**

- a) To consider response to consultations received including:

WDC ref	Site Address	Proposal
21/00789/FUL	Astwood Fishery, Horsepool Lane, Hanbury, B60 4BB	Insertion of doors and windows and other operational development to facilitate proposed change of use of storage building to dwelling house granted prior approval under reference 18/00873/GPDP

**21/013 Date and Venue of Next Meetings**

Next Parish Council Meeting, Tuesday 8 June 2021, 7.30pm at Wychbold Village Hall.



Tracy Bodley  
Parish Clerk  
27/04/2021

<p>Council Members: A Keane (Chair), J Macdonald (Vice-Chair), M Addy, R Addy, J-P Bradley, N Edge, R Keane, N O'Leary, K Shaw, C Smart, G Smart, J Walton and D Webb</p>
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Agenda Item 21/010 (i) To approve bills for payment.

May Payments Report – For Approval

Voucher	Date	Cheque No	Description	Supplier	Net	VAT	Total
12	05/05/2021	102519	MS 365 additional 2 users	John Finch	22.80	4.56	27.36
13	05/05/2021	102520	Consultancy Work	T Bodley	741.20	0.00	741.20
14	05/05/2021	102521	Training	Worcestershire CALC	30.00	0.00	30.00
15	05/05/2021	102522	Annual Subscription	Worcestershire CALC	942.49	188.50	1,130.99
16	05/05/2021	102523	Accountancy Services	S E Bostock	174.00	0.00	174.00
17	05/05/2021	102524	Clerk Services	S E Bostock	100.63	0.00	100.63
18	05/05/2021	102525	Zip Wire Repair	Sutcliffe Play South West	665.24	133.05	798.29
19	05/05/2021	102526	Lengthsman Duties	C Cooke	74.20	14.84	89.04
20	05/05/2021	102527	Timber for Noticeboard repair	Broad Street DIY	11.25	2.25	13.50
21	05/05/2021	102528	Internal Audit	DM Payroll Services	125.00	0.00	125.00

Agenda Item 21/010 (ii) To note regular monthly payments since previous meeting

Voucher	Date	Cheque No	Description	Supplier	Net	VAT	Total
10	16/04/2021	Direct Debit	Village Hall - Gas	EON	258.23	12.91	271.14
7	25/04/2021	102516	Salary	T Bodley	633.71	0.00	633.71
8	28/04/2021	102517	Pension contribution	Worcestershire Pension Fund	247.96	0.00	247.96

Agenda Item 21/010 (iv) to agree the current financial direct debit payments for 2021/22

Name	Description	Frequency	Amount
ICO	Annual Data Protection Registration	Annual	£ 35.00
BT Business	Village Hall Landline & Internet	Quarterly	£ 223.08
EON	Village Hall Gas	Monthly	£ 271.14
British Gas	Village Hall Electricity	Monthly	£ 177.69
Water Plus	Village Hall Water	Quarterly	£ 81.39

Please note: Utilities costs are variable, the listed payment above is the amount of the last bill paid.

Agenda Item 21/010 (vii)

To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2021

**To be considered by the Full Council in the meeting; Sections 1 and 2 are part of the Annual Governance and Accountability Return that is sent to the External Auditor**

**Section 1 The Annual Governance Statement 2020/2021**

We acknowledge as the members of Dodderhill Parish Council our responsibility for ensuring that there is a sound system of internal control, including 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 2021, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

‘Yes’ means that the council prepared its accounting statements in accordance with the Accounts and Audit Regulations.

It has been identified that effective financial management has not been carried out and so the Parish Council has asserted ‘No’ for the following reasons.

a) The previous clerk left post on 2 November 2020. The period from 1 November to 31 March 2021, no accounting records were kept.

- b) Payments (made by cheque) were made and approved at parish council meetings and signed by two approved members in accordance with the bank mandate, however bank statements were requested to be stopped and no bank reconciliation was carried out.
  - c) An external Accountant was appointed, approved at the Parish Council Meeting 9 February 2021 to carryout data input of all 2020/2021 records on new accounting software to complete the 20/21 AGAR.
  - d) As the newly appointed clerk commencing on 1 April 2021, I do not feel that effective financial management has been carried out for the financial year 20/21 and therefore recommend that the council assertion is '**No**' to box 1.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  
'Yes' means the council made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.  
It has been identified that an adequate system of internal control has not been maintained and so it is recommended that the Parish Council assert 'No' for the following reasons.
- a) There has been little adherence to the council's financial regulations and a risk management policy has not been identified;
  - b) There has been no bank reconciliation carried out since November 2020.
  - c) The asset register is not in accordance with the insurance policy relating to this period highlighting that the council is under insured and in some cases not included in the register.
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.  
'Yes' means that the council has only done things that it has the legal power to do and has complied with proper practices in doing so.  
It has been identified that reasonable steps have not been taken to assure that the council is compliant with laws, regulations and proper practices and for that reason the Parish Council should assert '**No**' for the following reasons.
- a) Following review of the Financial Regulations it has been identified that although it is documented that they were approved in March 2020, there is no minute reference in that same meeting to approval of any regulations or policies.
  - b) It has been identified that some decisions made by the council were not discussed in an open meeting and not approved by council. Furthermore I cannot identify any minute reference to these decisions.
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.  
'Yes' means that the council during the year has given all persons interested the opportunity to inspect and ask questions about this authority's accounts.  
The accounts were open to inspection between 6 May 2020 and 17 June 2020 and were advertised as such from 5 May 2020 on the council's notice boards and website but these advertised dates failed to meet the criteria of including the first 10 working days in July, so the Parish Council has asserted **No**.
5. We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  
'Yes' means that the council has considered and documented the financial and other risks it faces and has dealt with them properly.  
It has been identified that an assessment of risk did not occur, and appropriate steps were not taken to manage those risks. For that reason the Parish Council should assert '**No**' for the following reasons.

- a) No Risk Management policy could be found and it could not be identified from reading the minutes of the same period that council risk was considered at all.
  - b) The council held an inaccurate record of assets which meant that the council is under insured.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  
'Yes' means that the council has 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.  
It has been identified that an adequate and effective system of internal control of accounting records and control systems was not maintained and for that reason the Parish Council should assert '**No**' for the following reasons.
- a) No accounting records were maintained from November 2020 – March 2021 due to the previous clerk leaving post.
  - b) Due to the decision to stop bank statements being sent from November, no banking records were checked.
  - c) No interim clerk was appointed to oversee effective internal control and no council members took on this responsibility.
7. We took appropriate action on all matters raised in reports from internal and external audit.  
'Yes' means that the council responded to matters brought to its attention by internal and external audit.  
It has been identified that the previous internal audit report recommended using separate a bank account for the use of the Village Hall. A bank account for the Village Hall was opened in August 2020 however invoices and receipts relating to hall activity before that period were made through the council's main bank account.. For that reason the Parish Council should assert '**No**'.
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 the council and where appropriate have included them in the accounting statements.  
'Yes' means that the council has disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.  
*The RFO confirms the accounting statements include all required information.*  
It is difficult to state if this is assertion should be answered in the affirmative or negative.  
Given that the accounting practices and internal controls are lacking it would be recommended to assert '**No**' as an answer.
9. Relates to Trust Funds: this is not relevant to Dodderhill PC, the response is NA.

Tracy Bodley  
Parish Clerk & Proper Officer  
Dodderhill Parish Council  
25 April 2021