

## **MINUTES OF A MEETING OF TADLEY TOWN COUNCIL HELD AT TADLEY TOWN COUNCIL AT 7.30PM ON 4 SEPTEMBER 2023**

**Present:** Cllrs Atkinson, Burdett (Chairman), Flahive, Hankinson, Meiszner, Morrow, Mullan, Slimin and Witton

**In Attendance:** Clerk, Borough Cllr Bound, 4 members of the public

### **1. APOLOGIES**

Received and accepted from Cllrs Leeks, Lovegrove and Spence, County Cllr Mellor and Borough Cllr Johnstone

### **2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS**

There were no declarations of interest and dispensation requests.

### **3. MINUTES**

**33/24FC** It was

**RESOLVED (9/0/0)** to receive and confirm the accuracy of the minutes of the meeting 3 July 2023.

### **4. OPEN FORUM 7.32 – 7.41PM**

A resident spoke about an anti-social behaviour incident that took place last week in Southdown Road Park involving young people who were riding a pony and trap. A request was made for the installation of a bollard to prevent pony and traps from entering the park. The request was passed on to the Borough Councillors present as the park is owned by Basingstoke & Deane Borough Council.

A resident spoke about the pedestrian crossing across Silchester Road on the West Berkshire side of Aldermaston Road. This is a Hampshire County Council Highways matter and has already been raised with them many times.

A resident spoke about vehicles parking across the access to her father's drive in Franklin Avenue. This would come under the remit of the parking team at Hampshire County Council.

### **5. ACCOUNTS**

**34/24FC** It was

**RESOLVED (9/0/0)** to receive and sign a statement of receipts and payments for the months of July and August 2023.

### **6. CONCLUSION OF AUDIT**

**35/24FC** It was

**RESOLVED (9/0/0)** to receive and accept the completed annual return as attached. Thanks were given to the clerk for her work on this.

### **7. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS**

The Chairman reported: She had great pleasure in presenting a Good Citizen Award to Wendy Cottrell in recognition of her 17 years of voluntary service to Helping Hands Charity Shop. She had attended the funeral of former Councillor John Moss.

### **8. LEASE FOR CAR PARK**

**36/24FC** It was

**RESOLVED (9/0/0)** to use the Town Council seal and sign the lease for the car park with Tadley Medical Partnership.

## **9. BORE HOLE REPAIR**

**37/24FC** It was

**RESOLVED (9/0/0)** to accept the quotation of £857.50 from CDS Group to repair the bore hole in land adjacent to Tadley Cemetery.

## **10. CCTV CAMERA REPLACEMENT**

**38/24FC** It was

**RESOLVED (9/0/0)** to agree expenditure of up to £1500 for a replacement CCTV camera at the skatepark.

## **11. CEMETERY EXTENSION**

**39/24FC** It was

**RESOLVED (9/0/0)** to agree expenditure of up to £7500 for legal fees.

## **12. COMMITTEES**

**40/24FC** It was

**RESOLVED (9/0/0)** to receive and approve the report of the Highways and Planning Committees held on 31 July and 21 August 2023.

**41/24FC** It was

**RESOLVED (9/0/0)** to accept the recommendation **4/24FGP** to accept a quotation of £749 from M Lovegrove to weld an additional pair of wheels to the water bowser.

**42/24FC** It was

**RESOLVED (9/0/0)** to accept the recommendation **5/24FGP** to award a grant of £150 to Victim Support for security items.

**43/24FC** It was

**RESOLVED (9/0/0)** to accept the recommendation **6/24FGP** to not award a grant to Challengers for Play Days. Challengers to be advised that if Tadley residents are in need of grant funding then they can apply direct to the Turbary Allotment Charity or the Allotments for the Labouring Poor.

**44/24FC** It was

**RESOLVED (9/0/0)** to receive and approve the report of the Finance & General Purposes Committee held on 31 July 2023.

## **13. REPORTS**

Reports were received from the following:

- a. Hampshire County Council – Cllr Mellor – see Appendix
- b. Basingstoke & Deane Borough Council – Cllr Bound, Morrow and Slimin - see Appendix.
- c. Representatives on external organisations

Barlows Park – Cllr Slimin reported that they had received large energy bills and are working with Basingstoke & Deane Borough Council to address this. Applied for a Community Infrastructure grant for solar panels and batteries.

The meeting closed at 8.30pm

Signed: .....

Dated: 6 November 2023

## **Appendix**

### **County Councillor Mellor report:**

#### **Monthly Report for Hampshire County Council /September 2023**

##### **County Deal;**

The planned arrangement for a cooperative County Deal, bringing in the unitary authorities of Bournemouth, Portsmouth and Southampton to assist in the area getting the benefits of devolution under Wave 3 is now set aside. Clearly the politics were too much for some parties and HCC will therefore continue with its bidding arrangements with HMG to get the funding required for investment.

The Local Enterprise Partnerships with whom we work on key often cross border projects such as Freeports/Infrastructure Development – there are two; one is the M3 Solent LEP and the other is the Thames Valley M4 LEP- are being withdrawn. HCC will continue to fight for HMG funding to support planned programmes.

##### **Parking;**

In April HCC started its taking over the street parking responsibility from B & D which was one of the few districts/boroughs left in the County that had not done so. By October the outstanding districts will all be under HCC. None of them minded! Of course with standard parking problems also comes EV streetside charging, blue badge issues and enforcement. Residents permits. Dropped kerbs etc -annoying pavement parking also realise a heavy mailbag. Tadley has its own problems of lack of parking space on some of the estates- notably Tadley South; little can be done about most of these due space constraints. Car ownership and size are somewhat different from the 60's/70's as many roads in my division average 2 cars per household. There are no plans to introduce street parking charges in Tadley/Baughurst/Headley etc. Equally, one can hardly expect a parking inspector to be standing on a pavement in the unlikely occasion of a car parking in a wrong spot. All may have heard of a County Council having more legal capability- the yellow boxes are an example of this- and this may be expanded.

##### **Highways;**

The recent newsletter prepared by Highways Maintenance was dispatched reflecting a massive increase in maintenance over the first 3 months of the F/Yr. As reported last month, additional monies have been found to add another £7.5M p.a on to the pothole repair budget. Having said that the July weather has not helped some of the temporary repairs but generally- certainly in my patch having reviewed our mapping of incidents and undertaken my fortnightly street tour- we have reduced the problem. Outstanding of course are some of the rural, some unclassified- roads where dimension restricts the machinery. The other issue is the erosion -where the verge meets the road- of some of these single track roads and Highways are starting to see what can be done long term.

##### **Public Consultation:**

May I once again bring to your attention the HCC website as the current topic for consultation is Adult Social Care; HCC is planning to spend £173M on building new and upgrading other care homes. Of course this does mean that a handful of current homes will not be retained – nothing in my area- which of course causes some difficulty with long term residents never keen to move. With a focus on long term care for those with dementia, Views are sought and if the response is anything like the recent 30/20mph review (over 10000), HCC will be pleased! Adult Social Care 'budget' runs at £1.2Bn+ and inevitably rising way above inflation levels due to wage increases and an above average senior citizen count in the County.

##### **Childrens Services:**

Too early to obtain a full analysis of the GCSE results achieved by local 'youth'. Initial impression is 'doing OK'. Perhaps I should highlight that as we are currently running a foster parent recruiting campaign aimed at supporting local children as well as needing those prepared to look after asylum seeking children. HCC has some 1500 children in care. Obviously funding has been the big issue on all budgets; worth highlighting that

HCC has continued with some initiatives in the current F/yr-some funding from HMG.  
Included in the expenditure plan;  
£800k to support the community pantry network  
£360k for organisations supporting unpaid carers  
£800k in Community Grants  
£4.4M to districts and boroughs to provide food vouchers and support housing costs  
£2.85M for schools/educational establishments to offer support for needy families  
£460k in direct fuel support to vulnerable adults  
£715k supplement to carers in voucher form.  
HCC is supporting those that need it the most.

As for my own work, Chairing the Audit Cttee for the County is a challenge when the Auditors can never concur on valuations but thankfully HMG has just sorted that out; secondly, Chairing Governance of the Hampshire IOW Fire Authority also kept me busy and of course the local case work with issues such as the Main Road traffic lights, road improvement and the seasonal ECHP matters coming to the fore.

### **Borough Councillor Mike Bound report:**

#### **Report to Tadley Town Council – September 2023**

August tends to be a quiet month as regards the Borough with no meetings taking place except for DC. There was a Full Council meeting in July.

Since your previous meeting I have attended site viewings with DC committees and attended the subsequent DC meetings. I have also attended training session on GDPR, Heritage and a briefing on biodiversity. As always, I have also followed up on any matters brought to my attention by the resident living in the ward that I serve, eg potholes, overhanging vegetation, plastic waste recycling, damp in some housing association properties and general planning matters.

Concerning planning, as you'll all be aware there is a form of planning application called a PIP – Permission In Principle, a step on the way to obtaining planning permission that purely relates to location, land use and amount of development. These applications have proved very difficult to refuse even when you feel that had they come forward as a full or outline application they might very well have been turned down; there are four out of eight applications on the DC committee agenda on Wednesday evening!

However, an interesting development is a PIP appeal made recently by an applicant against refusal by the Borough of their PIP application; the appeal wasn't upheld by the inspectorate, an interesting development that will no doubt be closely scrutinised by the planning officers in terms of their response to future PIP applications. It should be noted that a PIP approval still means that an applicant must bring forward a Technical Details application before they get permission to proceed with any development.

**Borough Councillor Kerry Morrow** gave a spoken report: new administration at Basingstoke & Deane Borough Council, website improvement, more focus on recruitment and retention, new position to liaise between Basingstoke Council and social housing providers, officer to look at the mapping system to include potential plots of land in the Borough for affordable housing, promotion of local music at the top of the town, artificial grass pitch at the Hurst School, increasing street cleaning and grounds maintenance, leaf clearance and sweeping, and recruitment of 4 CSPO's.

**Borough Councillor Jo Slimin** gave a spoken report: Cllr Johnstone has been working on the Skate Lane development proposal, Speedwatch has been carried out in Pamber Heath Rd – Pamber Parish Council have received a Basingstoke & Deane Borough Council Councillors grant of £486 for new speed radar guns, the results of a speed survey carried out by Pamber Parish Council on the A340 yielded some horrific results, issues with hedges encroaching onto pavements, biodiversity strategy and re-introduction of environmental improvement grants.

Tadley Town Council  
Unreconciled Bank Transactions Report

Bank: Bank Account Current (1200)

Account Balance: £4,013.21

Reconciled Balance: £5,500.00

Date	Name	Reference	Type	Payment	Receipt
18/08/2023		PAYE July	Other Payment	1,486.79	0.00
TOTAL				£1,486.79	£0.00
				BALANCE	-£1,486.79

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	152006.90
Bank Statement Balance	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1486.79
	TRUE BANK BALANCE	156020.11
Sage Accounts	PREMIUM ACCOUNT	152006.90
Sage Accounts	CURRENT ACCOUNT	4013.21
	TOTAL ON BALANCE SHEET	156020.11

From: 01/07/2023  
To: 31/07/2023

Tadley Town Council  
**Receipts and Payments Day Book Report**

01 Aug 2023  
06:52

Receipt/Payment: Receipts, Account: Bank Account Savings (1220)

Trx No	Type	Date	Name	Ref	Net	VAT	Total
4866	Other Receipt	03/07/2023		Ash Brook Memorial	154.00	0.00	154.00
4923	Other Receipt	04/07/2023		M J Sly Memorial	59.00	0.00	59.00
4874	Other Receipt	05/07/2023		LAMIT Property Fund	44,818.46	0.00	44,818.46
4906	VAT Payment	07/07/2023		VAT Q1			11,254.23
4907	Other Receipt	10/07/2023		Bank Interest	83.72	0.00	83.72
4879	Customer Receipt	11/07/2023	Tadley Funeralcare				54.00
4927	Other Receipt	12/07/2023		Burial Broad	168.00	0.00	168.00
4908	Other Receipt	18/07/2023		Memorial M J Sly	154.00	0.00	154.00
4902	Customer Receipt	24/07/2023	Tadley Funeralcare				168.00
4909	Other Receipt	24/07/2023		Memorial M J Sly	89.00	0.00	89.00
4924	Other Receipt	25/07/2023		Burial Ash Brook	84.00	0.00	84.00
4912	Other Receipt	26/07/2023		Memorial M J Sly	154.00	0.00	154.00
4915	Other Receipt	28/07/2023		Memorial M J Sly	89.00	0.00	89.00
4916	Other Receipt	28/07/2023		Burial Ash Brook	168.00	0.00	168.00
4921	Other Receipt	31/07/2023		Memorial M J Sly	59.00	0.00	59.00
4925	Other Receipt	31/07/2023		LAMIT Property Fund	530.43	0.00	530.43
						<b>TOTAL</b>	<b>£58,086.84</b>

Tadley Town Council  
Receipts and Payments Day Book Report

Receipt/Payment: Payments, Account: Bank Account Current (1200)

Trx No	Type	Date	Name	Ref	Net	VAT	Total
4850	Supplier Payment	01/07/2023	Arco Wessex	Boots & Paper Towels			129.52
4852	Supplier Payment	03/07/2023	Greenbarnes	Noticeboard part			72.78
4853	Supplier Payment	03/07/2023	Southern Electricity	DD			57.31
4855	Supplier Payment	03/07/2023	Basingstoke & Deane Borough Council	DD			165.00
4857	Supplier Payment	03/07/2023	Basingstoke & Deane Borough Council	DD			192.00
4860	Supplier Payment	03/07/2023	M&C Landscapes	SO			551.00
4862	Supplier Payment	03/07/2023	Kings DIY	Maint cons			65.64
4864	Supplier Payment	03/07/2023	M&C Landscapes	Grass Cutting			2,078.40
4878	Other Payment	06/07/2023		M Lovegrove Bowser	748.70	0.00	748.70
4849	Supplier Payment	07/07/2023	Inty Cascade	DD			92.62
4884	Supplier Payment	11/07/2023	SLCC	Webinar			54.00
4876	Supplier Payment	12/07/2023	UK Fuels Ltd	DD			91.02
4890	Supplier Payment	13/07/2023	Elmdale Maintenance	IP address update			102.00
4928	Other Payment	13/07/2023		M Lovegrove Cleats truck	91.96	0.00	91.96
4871	Supplier Payment	14/07/2023	Mainstream Digital	DD			51.11
4873	Supplier Payment	14/07/2023	Valda Energy	DD			6.30
4895	Supplier Payment	14/07/2023	Nash Contract Services Ltd	Treework Huntsmoor Rd			132.00
4799	Other Payment	17/07/2023		PAYE June	1,486.79	0.00	1,486.79
4869	Supplier Payment	17/07/2023	SGW Payroll	DD			38.88
4903	Other Payment	20/07/2023		Training HALC	35.90	0.00	35.90
4893	Supplier Payment	21/07/2023	EE	DD			52.44
4901	Supplier Payment	26/07/2023	UK Fuels Ltd	DD			82.89
4905	Supplier Payment	26/07/2023	SGW Payroll	DD			33.60
4882	Supplier Payment	28/07/2023	Lloyds Bank	DD			15.00
4886	Other Payment	28/07/2023		July Wages	4,107.06	0.00	4,107.06
4887	Other Payment	28/07/2023		July Pension	823.31	0.00	823.31
4918	Supplier Payment	29/07/2023	M&C Landscapes	Grass Cutting			2,181.00
4897	Supplier Payment	31/07/2023	Gradwell	DD			52.67
4922	Supplier Payment	31/07/2023	P Hiscock	Grounds Maint			60.00
						<b>TOTAL</b>	<b>£13,650.90</b>

From: 01/07/2023  
To: 31/07/2023

Tadley Town Council  
**Cashbook Report — Lloyds Bank Credit Card (1260)**

01 Aug 2023  
06:55

Trx	Transaction Date	Date Entered	Contact	Type	Method	Currency	Reference	Money In (GBP £)	Money Out (GBP £)	Balance
							- Opening Balance: 01/07/2023			-303.50
4867	04/07/2023	04/07/2023		Other Payment	Credit/Debit Card	GBP	Post Office		2.95	-306.45
4911	04/07/2023	26/07/2023		Bank Transfer	Electronic	GBP		303.50		-2.95
4880	10/07/2023	10/07/2023		Other Payment	Credit/Debit Card	GBP	Licence Christmas Decs		65.00	-67.95
4910	25/07/2023	25/07/2023		Other Payment	Credit/Debit Card	GBP	Postage		2.60	-70.55
4913	27/07/2023	27/07/2023		Other Payment	Credit/Debit Card	GBP	Lakeside Garden Centre		44.99	-115.54
4914	27/07/2023	27/07/2023		Other Payment	Credit/Debit Card	GBP	Zoom		119.90	-235.44
							TOTALS	303.50	235.44	
							- Closing Balance: 31/07/2023			-235.44
							- Movement			68.06



Tadley Town Council  
Unreconciled Bank Transactions Report

Bank: Bank Account Current (1200)

Account Balance: £4,013.21

Reconciled Balance: £5,500.00

Date	Name	Reference	Type	Payment	Receipt
19/09/2023		August PAYE	Other Payment	1,486.79	0.00
TOTAL				£1,486.79	£0.00
				BALANCE	-£1,486.79

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	131546.81
Bank Statement Balance	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1486.79
	TRUE BANK BALANCE	135560.02
Sage Accounts	PREMIUM ACCOUNT	131546.81
Sage Accounts	CURRENT ACCOUNT	4013.21
	TOTAL ON BALANCE SHEET	135560.02

From: 01/08/2023

To: 31/08/2023

Tadley Town Council  
Receipts and Payments Day Book Report

31 Aug 2023

19:22

Receipt/Payment: Receipts, Account: Bank Account Savings (1220)

Trx No	Type	Date	Name	Ref	Net	VAT	Total
4968	Other Receipt	10/08/2023		Interest	115.00	0.00	115.00
4952	Customer Receipt	11/08/2023	Tadley Funeralcare				84.00
4961	Other Receipt	18/08/2023		Burial Ash Brook	84.00	0.00	84.00
4962	Other Receipt	18/08/2023		M J Sly Memorial	89.00	0.00	89.00
4966	Other Receipt	18/08/2023		Memorial M J Sly	59.00	0.00	59.00
4967	Other Receipt	18/08/2023		Additional insc M J Sly	59.00	0.00	59.00
4988	Other Receipt	18/08/2023		Additional Ins I M J Sly	89.00	0.00	89.00
4971	Customer Receipt	22/08/2023	Miles & Daughters Funeral Directors	Burial Miles & D			946.00
4991	Other Receipt	23/08/2023		Ash Brook Burial	168.00	0.00	168.00
4989	Other Receipt	31/08/2023		Xmas Table	10.00	0.00	10.00
						<b>TOTAL</b>	<b>£1,703.00</b>

Tadley Town Council  
Receipts and Payments Day Book Report

Receipt/Payment: Payments, Account: Bank Account Current (1200)

Trx No	Type	Date	Name	Ref	Net	VAT	Total
4930	Supplier Payment	01/08/2023	Basingstoke & Deane Borough Council	DD			165.00
4932	Supplier Payment	01/08/2023	Basingstoke & Deane Borough Council	DD			192.00
4934	Supplier Payment	01/08/2023	M&C Landscapes	SO			551.00
4935	Other Payment	01/08/2023	Land Registry		3.00	0.00	3.00
4938	Other Payment	01/08/2023	Fattorini 236850104		24.87	4.98	29.85
4940	Supplier Payment	01/08/2023	4squareit (Tadley Computers)	CCTV Camera			1,200.00
4942	Supplier Payment	01/08/2023	Kings DIY	Maint cons			9.98
4970	Supplier Payment	02/08/2023	SGW Payroll	DD			38.88
4937	Supplier Payment	08/08/2023	Inty Cascade	DD			92.62
4946	Supplier Payment	09/08/2023	UK Fuels Ltd	DD			87.75
4944	Supplier Payment	14/08/2023	Mainstream Digital	DD			182.10
4949	Supplier Payment	14/08/2023	Valda Energy	DD			37.67
4954	Supplier Payment	16/08/2023	UK Fuels Ltd	DD			81.41
4888	Other Payment	18/08/2023	PAYE July		1,486.79	0.00	1,486.79
4951	Supplier Payment	18/08/2023	CDS Group	Cemetery Extension			1,029.60
4993	Other Payment	18/08/2023	Refund M J Sly		30.00	0.00	30.00
4956	Supplier Payment	21/08/2023	EE	DD			66.77
4978	Supplier Payment	23/08/2023	Blandy & Blandy	Legal fees cemetery			3,764.40
4958	Other Payment	25/08/2023	August Wages		4,107.06	0.00	4,107.06
4959	Other Payment	25/08/2023	August Pension		823.31	0.00	823.31
4973	Supplier Payment	25/08/2023	SAGE	DD			33.60
4980	Supplier Payment	25/08/2023	BDO	Audit 2023			1,260.00
4982	Supplier Payment	25/08/2023	Vitaplay	Surfer The Green 29/23FC			6,540.00
4964	Supplier Payment	28/08/2023	Lloyds Bank	DD			15.00
4987	Supplier Payment	28/08/2023	Siemens Financial Services	DD			180.10
4976	Supplier Payment	30/08/2023	UK Fuels Ltd	DD			80.15
4985	Supplier Payment	30/08/2023	Elmdale Maintenance	Photocopier			7.10
						<b>TOTAL</b>	<b>£22,095.14</b>

Trx	Transaction Date	Date Entered	Contact	Type	Method	Currency	Reference	Money In (GBP £)	Money Out (GBP £)	Balance
							- Opening Balance: 01/08/2023			-235.44
4969	03/08/2023	21/08/2023		Bank Transfer	Electronic	GBP		67.95		-167.49
							TOTALS	67.95	0.00	
							- Closing Balance: 31/08/2023			-167.49
							- Movement			67.95

# Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', has an explanation been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations been published where required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of any difference between Box 7 and Box 8 been provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2022/23

## Tadley Town Council

<https://www.tadleytowncouncil.gov.uk>

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NOT USED
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (if the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b>	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/01/2023

18/04/2023

Name of person who carried out the internal audit

Eleanor Greene ICRA

Signature of person who carried out the internal audit

Date

18/4/23

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: if the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Tadley Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

15/05/2023

and recorded as minute reference:

13/24 FC

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

Chairman

Clerk

<https://www.tadleytowncouncil.gov.uk>



## Section 2 – Accounting Statements 2022/23 for

### Tadley Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	175,591	186,943	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	186,466	186,466	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	52,395	170,447	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	71,827	74,219	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	16,305	19,260	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	139,377	320,577	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	186,944	129,799	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	186,087	99,161	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	580,644	666,864	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	45,000	57,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

  

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

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

15/5/2023

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

15/05/2023

as recorded in minute reference:

14/24 FC

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

## Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Tadley Town Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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:

None

### 3 External auditor certificate 2022/23

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 2023.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature

Digitally signed by

BDO LLP

Date 23 August 2023

## Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Tadley Town Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2022/23

We certify/do not 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 2023.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date