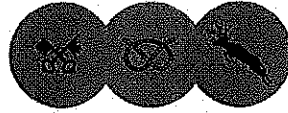


Hednesford Town Council



Gateway to the Chase

4 May 2019

Dear Councillor

The Annual Meeting of the Town Council will be held at 7:30 pm on Tuesday 14 May 2019 at Pye Green Community Centre, Bradbury Lane, Hednesford. You are invited to attend for consideration of the matters shown on the agenda

Yours sincerely

Peter Harrison
Town Council Manager/Clerk

PUBLIC PARTICIPATION

Members of the public are invited to address the council and ask questions before the meeting begins

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes – to approve the minutes of the Meeting held on 2 April -2019 (enclosed **pages 32 to 36 of 2018-19**)
4. Chairman's Announcements
5. Election of Chairman for the 2019-20 Municipal Year
6. Appointment of Vice-Chairman for the 2019-20 Municipal Year

Peter Harrison JP BA(Hons)Town Council Manager/Clerk
Pye Green Community Centre Bradbury Lane Hednesford Staffordshire WS12 4EP
peter.harrison@hednesford-tc.gov.uk
Tel: 01543 424872 Skype: HTC.clerk

7. Report of the Town Council Manager/Clerk

To consider the following:

a) Planning

To confirm the action of the Town Council Manager/Clerk in consultation with the principal speaker in submitting observations on planning applications (enclosed **agenda page 1**)

b) Neighbourhood Plan Update

c) Meeting and Administrative Arrangements

i) Committees and Steering Group

To consider whether the new Council wishes to continue to establish the following Committees and Steering Groups for the forthcoming Municipal Year and appoint the Chairmen, Vice Chairmen and members thereof or adopt different arrangements

Finance & General Purposes Committee

(Membership 2018-19 - Chairman – Cllr D J Davis, Vice-Chairman – Cllr. C Mitchell and all other members of the Council)

Audit & Standards Committee

(Membership 2018-19 - Chairman – Cllr Mrs S Cartwright, Vice-Chairman – Cllr Mrs D Grice and Cllrs. G Adamson, B Gamble, B Hardman, Mrs S Hardman and A Pearson)

Pye Green Community Centre Management Committee

(Membership 2018-19 - Chairman – Cllr Mrs D Grice, Vice-Chairman – Cllr. Mrs S Cartwright and Cllrs. D J Davis, M Davis, B Gamble, B Hardman, A Pearson and representatives of users of the Community Centre)

Neighbourhood Planning Steering Group

(Membership 2018-19 – Chairman Cllr B Gamble, Vice-Chairman Cllr M Davis and Cllrs Mrs D Grice, B Hardman, A Pearson and a representative of the Heart of Hednesford)

CIL Steering Group

(Membership 2018-19 – Cllrs D J Davis, M Davis and A Pearson)

Christmas Lighting Joint Committee

(Member 2018-19 – Cllr Mrs S Cartwright) and representatives from Heath Hayes and Wimblebury and Norton Canes Parish Councils

ii) Appointment of Principal Speakers

To consider whether the new Council wishes to continue to appoint Principal Speakers on behalf of the Council for the forthcoming Municipal year or adopt alternative arrangements. For the last year

these have been:

Planning & Economic Development (*Cllrs B Gamble and B Hardman (Deputy)*)

Heritage (*Cllr D J Davis*)

Education and Youth Provision (*Cllr A Pearson*)

Transportation (including Highways) (*Cllr C Mitchell*)

Promotion/Publicity & Communications (*Cllr Mrs S Cartwright*)

Culture and Leisure (*Cllr G Adamson*)

iii) Submission of Planning Observations

The Council is requested to consider the arrangements with regard to submission of observations on planning applications. Previously these have been that the Town Council Manager/Clerk consults the principal speaker on planning and submits observations on minor applications with the register of planning applications together with the comments made being submitted to the full Council for information and confirmation of the action taken

For more significant applications the Town Council Manager/Clerk and the principal speaker for planning have ensured that other members of the Council are consulted as appropriate before submission of any observations

iv) Schedule of Meetings

To consider adopting the following Schedule of Meetings or consider and determine other arrangements. Whatever the Council determines It is proposed that the Town Council Manager/Clerk in consultation with the relevant Chairman be authorised to determine the dates of meetings not specified in the schedule and the commencement time of meetings and to alter the calendar if necessary

In accordance with the Local Government Act 1972 the Council is required to hold an Annual Meeting on a date to comply with the legislation and must meet on at least 3 more occasions during the Municipal Year. At those meetings the Council will be required to approve the Annual Governance Statement and Audit Return, consider the Completion of Audit Report and determine the precept

Traditionally, the Annual Town Meeting, chaired by the Chairman of the Town Council is also organised by the Council. The Town Meeting must assemble annually between 1 March and 1 June (inclusive). In addition, it must meet when convened by the town council and it may

be convened as often as required. Proceedings must not begin before 6.00 p.m.

Based on previous practice the following is a suggested calendar of meetings for the forthcoming municipal year

19:30	18 June 2019	Council
19:30	30 July 2019	Council
19:30	10 September 2019	Council
19:30	5 November 2019	Council
10:30	17 December 2019	Finance & GP (Budget) (f re-established (see 7 c) above))
19:30	7 January 2020	Council (Budget/Precept)
19:30	11 February 2020	Council
19:30	7 April 2020	Council
19:00	21 April 2020	Annual Town Meeting
19:30	5 May 2020	Annual Council Meeting

* All Town Council meetings should be convened at Pye Green Community Centre to comply with the requirement that the Council use its own premises

v) Appointments to other Bodies

To consider appointing persons to serve on the following:

Cannock Chase Council – Standards Committee (*Previously Cllr C Mitchell*)

Cannock Chase AONB (*Previously Cllrs A Pearson and D J Davis (Deputy)*)

CHAPS (*Previously Town Council Manager/Clerk and or Chairman*)

d) Training Courses for Local Councillors

To consider if any members wish to attend courses arranged by SPCA for 29 May and 18 June from 7:00 pm to 9:00 pm at Trentham / Rudyard Suite, Staffordshire Place One, Tipping Street, Stafford ST16 2LP

The topics being discussed are:

- Profile of an Active Council
- Profile of a Local Councillor
- A Good Chairman
- The Role of the Clerk
- The Council as Employer
- The Law and Local Councils
- Administrative Duties
- Section 137

- Council Budgets and Precepts
- VAT
- Audit Arrangements and Fees
- Transparency Code
- What's on the Agenda
- The Localism Act 2011
- Planning
- The Nolan Principles

The cost is £20.00 for the first delegate, £15.00 for the second and £10.00 for subsequent delegates from the same affiliated council

e) Annual Town Meeting

To consider a report of the meeting held on 16 April 2019 (enclosed **agenda pages 2 to 3**)

f) Speed Indication Devices

To report on the application for grant funding for 2 Speed Indication Devices, to conform the action of the Town Council Manager/Clerk in submitting the bid and to consider how the shortfall in capital funding and ongoing repair and maintenance funding can be met if the grant is approved

g) CHAPS

To receive notes of meetings of CHAPS held on (enclosed **agenda pages 4 to 5**)

h) Hednesford in Partnership

Further to minute 3 d) of 2 April 2019 to consider membership and representation thereon

i) Heart of Hednesford

To receive notes of a meeting held on (enclosed **agenda pages 6 to 8**)

j) CCTV Monitoring

To receive the monitoring report up to (enclosed **agenda pages 9 to 10**)

k) Specialist and Other Services

To consider the arrangements for the continued provision of specialist and other services. Under the Financial Regulations it is possible for the Council to enter into contracts for the provision of specialist services without the need to seek competitive tenders or quotes. At the present time such services are provided as follows:

Public Relations & Marketing – Theprwoman

Website Content & Design – Theprwoman sub contracted to creativesouls

IT Services (Telephony, broadband, hardware and software maintenance and updates, cloud storage) – Centro Systems (Bridgtown)

Payroll – Bradley's Accountants (Hednesford)

GDPR Compliance – Staffordshire County Council
Internal Audit – R Newton
External Audit – Mazar’s (procured nationally and Council required to use)

l) Risk Assessment

To carry out the annual review of the Risk Assessment (enclosed **agenda pages 11 to 13**)

m) Annual Governance Statement and Annual Return

To approve the Annual Governance Statement and the Annual Return for the Audit of Accounts for the year ended 31 March 2019 (enclosed **agenda pages 14 to 25**)

n) Investment Strategy

With reference to minute 3 i) of 2 April 2019, to note that the Town Council Manager/Clerk is preparing a report on the Investment Strategy including possible membership of a credit union for consideration at the next meeting of the Council

8. Items for Information and next agenda

9. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted (if necessary)

HEDNESFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE COUNCIL

HELD AT 7:30 pm ON TUESDAY 2 APRIL 2019

AT PYE GREEN COMMUNITY CENTRE, HEDNESFORD

PRESENT: Cllrs. A Pearson (Chairman), B Gamble (Vice-Chairman),
Mrs S Cartwright, B Hardman and Mrs S Hardman

Apologies for absence were received from Cllrs G Adamson, D J Davis,
M. Davis, Mrs D Grice and C Mitchell

IN ATTENDANCE: Mr P Harrison (Town Council Manager/Clerk), D Wisehall (Heart
of Hednesford), County Cllr B Jones, District Cllr P Woodhead, PCSO R Evans and 9
members of the public

PUBLIC PARTICIPATION

A question was raised regarding the adequacy of time allowed for public participation prior to the commencement of Town Council Meetings. The Chairman advised that the rules for this had been set by the Council. Reference was made to difficulties for delivery vehicles in Market Street. County Cllr Jones confirmed that highway improvements would be taking place this year at "Bee hive" corner and at the Pye Green Road/Belt Road/Jubilee junction. Footway renewals would be carried out on the Chalcot Park estate. He would also look at repairs needed to footways in Broadway. He referred to funding available for road safety grants and hoped that the Town Council would make a bid. Several members of the public referred to the proposals to fence off areas of Cannock Chase to allow cattle to graze and expressed concerns about the potential adverse impact on various users of the Chase and local businesses. The Chairman agreed that he would endeavour to secure a meeting with interested parties so that this matter could be discussed in detail. Mr Wisehall referred to the arrangements to erect a blue plaque to recognise Albert Stanley MP CC who had been a prominent figure in the history of Hednesford. He also mentioned the Memory Trees in Anglesey Square which had been organised by Heart of Hednesford volunteers. Cllr P Woodhead reported that the local Credit Union had established a collection point in Hednesford Library. PCSO Evans advised on police action to combat drug crimes. He also reported that the installation of overnight barriers at Tesco had helped to reduce the incidences of anti-social behaviour involving vehicles

1 MINUTES

The minutes of the meeting held on 12 February 2019 were approved as a correct record

2 CHAIRMAN'S ANNOUNCEMENTS

Blue Plaque Unveiling– Albert Stanley MP CC – Woodseaves, Greenheath Road

The Chairman confirmed that the ceremony on 13 April would be attended by a Deputy Lord Lieutenant and following a press announcement descendants of Albert Stanley would also be attending

On behalf of the Council the Chairman thanked David Wisehall and his partner who had given their time to tidying and cleaning the memorial to Albert which was in the closed burial

ground at St Peter's Church and also Cllr Derek Davis for all the work he had put in to this initiative

District Council Chairman's Charity Evening

The Chairman had been pleased to represent the Council at the Charity Evening held by the Chairman of Cannock Chase Council

Chase Parkinson's Support Group

The Chairman had attended a meeting of the group at the Aquarius on 25 March and expressed appreciation for the work carried out by the group to support Parkinson sufferers

Additional CAB Outreach Service

The Chairman reminded Members will that the Council had increased the 2019-20 budget to allow for additional CAB advice sessions. He was pleased to announce that as well as the general advice available every Thursday morning the new sessions would be mainly a Universal Credit service to assist local residents with their applications. The new service would commence on 9 April from 12:30 pm to 4.30 pm and every Tuesday afternoon thereafter

Annual Town Meeting

The Chairman confirmed that the Annual Town Meeting would be held at 7:00 pm on Tuesday 16 April 2019

Quadrennial Town Council Elections – 2 May 2019

The Chairman announced that the next meeting of the Town Council would be the Annual Meeting on 14 May 2019. Before that, elections for all 10 places on the Council would be held on 2 May

The Chairman advised that some existing members had indicated that it was not their intention to stand again and he thanked them for their past service

For anyone else who was standing for election he wished them the very best

3 REPORT OF THE TOWN COUNCIL MANAGER/CLERK

Consideration was given to this report.

RESOLVED:

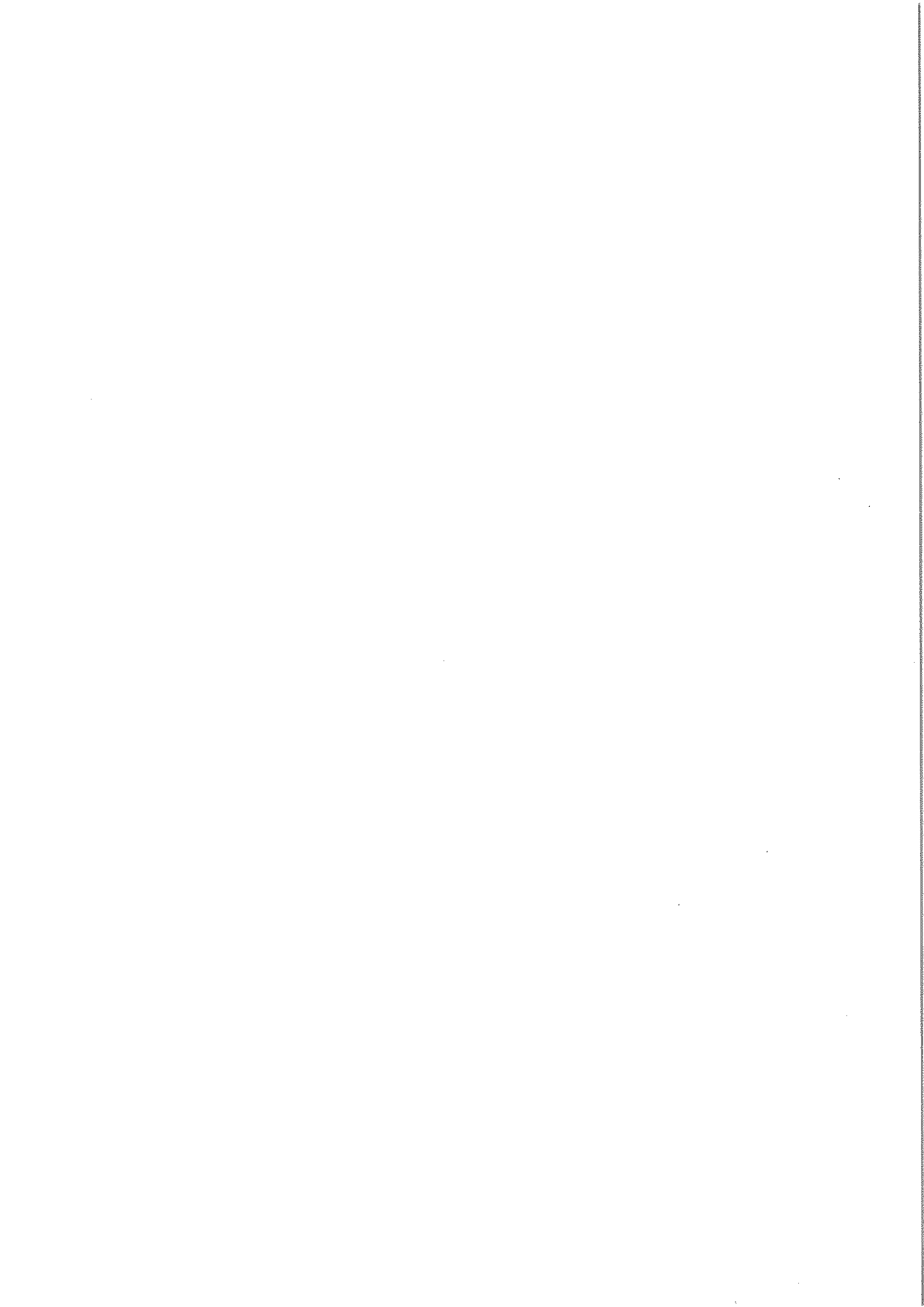
- a) Planning
That the action of the Town Council Manager/Clerk in consultation with the principal speaker in submitting observations on planning applications as set out in Annex 1 be approved
- b) Neighbourhood Plan – Update
That it be noted that the Council's planning adviser was continuing to look at the position regarding implementation of policies relating to the Town centre
- c) CIL Steering Group
That the notes of a meeting of the Steering Group held on 8 February 2019 be received

- d) Hednesford in Partnership
That the notes of a meeting held on 17 December 2018 be received and further information be sought regarding the membership of the Hednesford in Partnership Charitable Incorporated Organisation (CIO) so that the Council can determine its future participation
- e) Heart of Hednesford
That notes of the meeting held on 13 February 2019 be received
- f) CHAPS
That the notes of the AGM held on 1 March 2019 be received
- g) Town Council Elections
That information regarding the arrangements for postal voting and the count be noted
- h) CCTV
That the monitoring reports for January and February 2019 be noted
- i) Credit Union Membership
That consideration of this matter be deferred for the new Council to determine this as part of a review of the Investment Strategy
- j) Finance
That payments made be confirmed and income received be noted up to 31 March 2019

The meeting ended at 8:30 pm

Signed:

Dated:

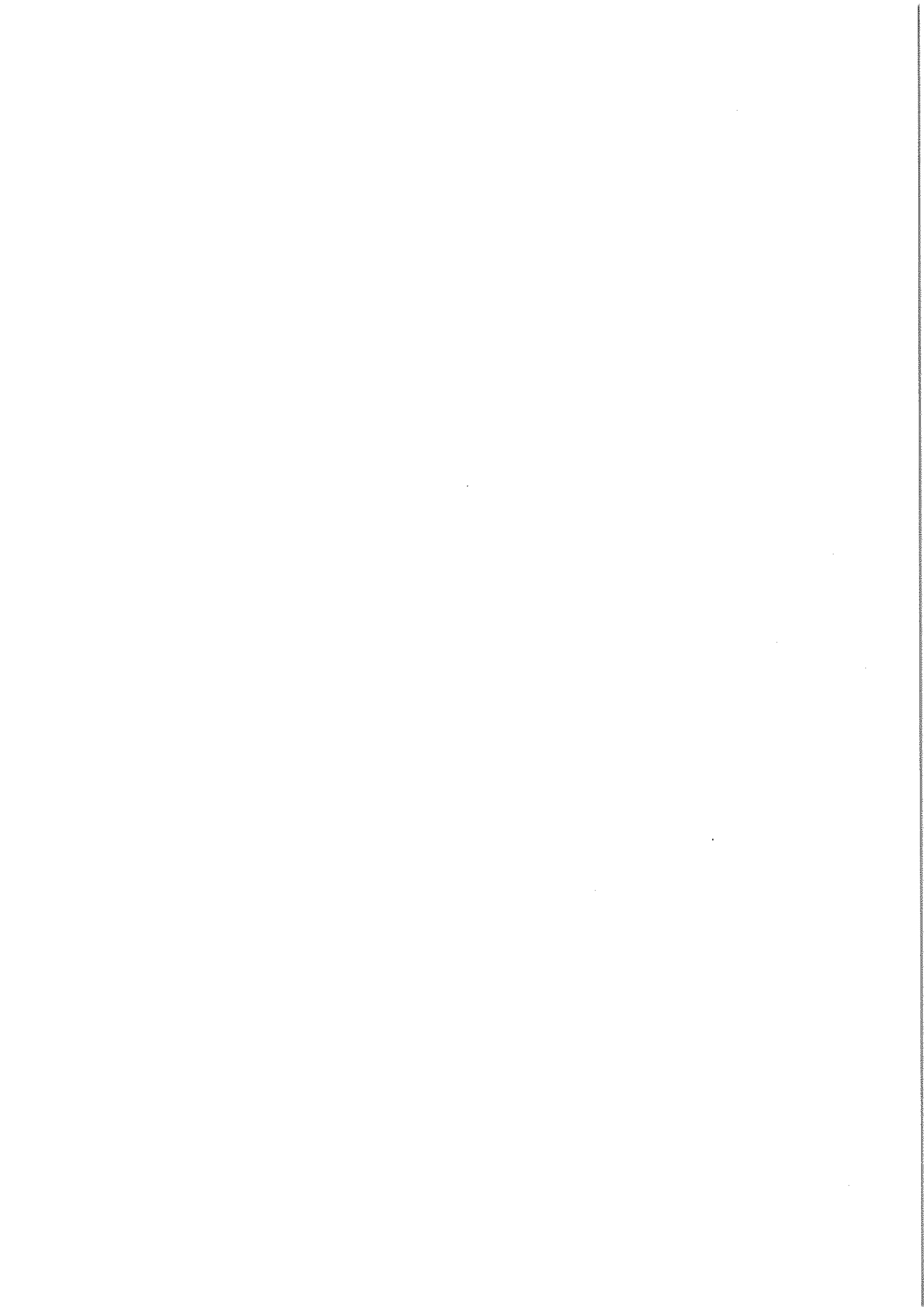


Annex 1

Council Meeting 2 April 2019 – List of Planning Applications

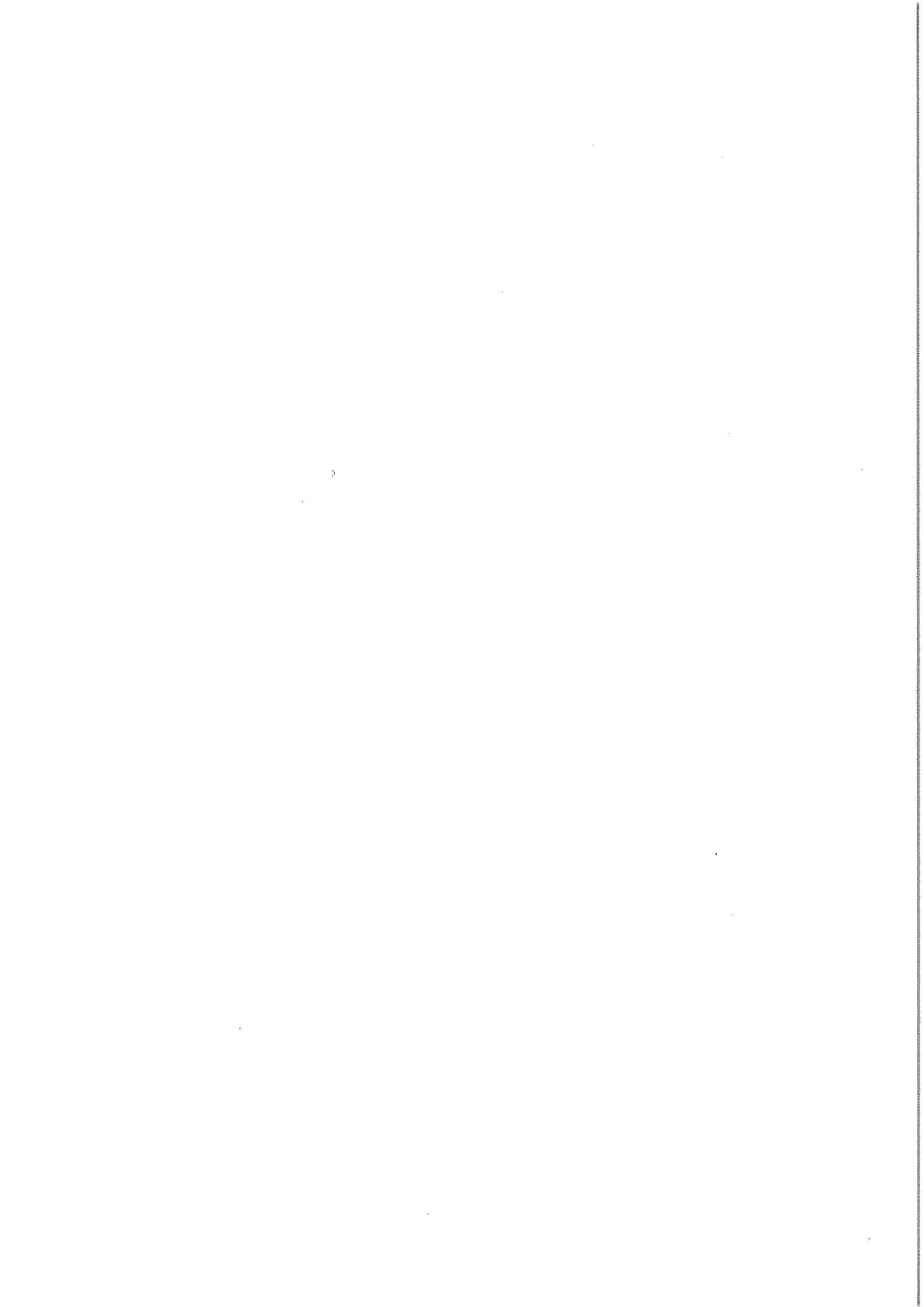
19/111	Two storey rear extension etc. – 50 Station Road	No Objection
19/107	Retention of illuminated sign etc. – 53-55 Market Street	No Objection
19/106	Retention of ATM – 53-55 Market Street	No Objection
19/103	Retention of 4 flag pole banner advertisements – Keys Park Road	No Objection but query if the large advertising banner across the front of the fascia of the building requires similar permission
19/097	Consent for illuminates fascia sign etc. – Victoria Shopping Park, Victoria Street	No Objection
19/094	Resubmission CH/19/275 Outlie app for conversion of public house to 2 x apartments and erection of 5 x 3 bed dwellings – Queens Arms 37 Hill Street	No Objection. Council pleased to see the retention of the building. However, is concerned about the number of proposed dwellings on the site and the potential number of vehicle movements on and off the development
19/089	2 Story Extension etc – 86 Lower Road	No Objection
19/087	2 Storey Extension etc – 35 Greenwood Park.	No Objection
19/085	Variation to allow extension of beer garden hours from 7am to 10pm on any day (12 month temporary basis upon the expiry of which the hours will revert to 7am to 9pm on any day) – Anglesey Lodge, Anglesey Street	No Objection
19/057	Block of 2 x 2 bedroom flats – rear of 111 Hill Street	No Objection

19/055	2 storey side extension etc. – 10 Daisy Bank	No Objection
19/047	Proposed replacement wraparound extension with larger wrap around extension (2m to 4.5m) - 54, East Cannock Road	Unable to view documents online No Objection
18/429	Demolition of existing outbuilding to rear and erection of No. 1 detached bungalow and associated works - 1 , West Hill Avenue – AMENDED PLANS	No Objection



Annual Council Meeting 14 May 2019 – List of Planning Applications

19/133	Extension – 55 Bond Way	No Objection
19/130	Extension – 80 Stagborough Way	No Objection



HEDNESFORD TOWN
MINUTES OF THE ANNUAL TOWN MEETING
HELD AT 7:00 PM ON TUESDAY 16 APRIL 2019
AT THE PYE GREEN COMMUNITY CENTRE, HEDNESFORD

PRESENT: Cllr A Pearson (Chairman of the Town Council)
Mr P Harrison (Town Council Manager/Clerk)
Members of the County Council, District Council and Town Council and
16 Electors of the Parish

1. WELCOME

The Chairman welcomed everyone to the meeting

2. PRESENTATIONS

Prior to the commencement of the meeting the Chairman presented Town Council plates to Mrs Sue Childs for providing IT support to residents and to Mr David Wisehall for his involvement with the inaugural blue plaque unveiling and his work with Heart of Hednesford

3. MINUTES

The Minutes of the last Annual Town Meeting held on 17 April 2018 were approved

4. REPORTS OF TOWN ORGANISATIONS

Reports were received in respect of the Heart of Hednesford, Hednesford in Partnership, Hednesford Town Football Supporters Club and Hednesford Park

The Chairman expressed appreciation to everyone involved in numerous projects to improve and promote the town

5. HEDNESFORD TOWN COUNCIL

Cllr A Pearson reported on the activities of the Town Council over the last year

6. PARK AND DEMENTIA FRIENDLY HEDNESFORD

Lynn Evans reported on various matters including initiatives to involve young people in the community and the ongoing initiatives to raise awareness of dementia

7.

The meeting expressed appreciation to Lynn for all her work

8. GENERAL DISCUSSION AND QUESTIONS

a) Stafford Lane – Railway Bridge

Reference was made to the ongoing traffic restrictions which had been put in place to enable works to be carried out in connection with the electrification of the railway line. It was reported that the Traffic Order was for a period of 18 months and it was uncertain as to when works would be completed and the road fully opened

b) Blue Plaque Scheme

It was reported that the Town Council had erected a blue plaque at Woodseaves, Greenheath Road to commemorate the life of Albert Stanley MP, CC. It was suggested that consideration be given to commemorating other notable people associated with

Hednesford including Tom Coulthwaite (Race Horse Trainer), Nancy Foster (Poetess) and Baroness Lee of Asheridge (Jennie Lee – former MP for the area and one of the founders of the Open University)

c) Staffordshire Day

Anyone who knew of events being organised in connection with Staffordshire Day was requested to notify the Town Council Manager/Clerk

The meeting ended at 8:00 pm



CHAPS [Chase Arts for Public Spaces]

Minutes of the meeting held on Friday 1st March 2019 at 2.40pm
immediately following the AGM at 52, Hatherton Road, Cannock

Present: Cllr Pat Ansell [Chair]; Sheila Harding [Vice-Chair]; Mike Mellor [President, Treasurer]; Sam Dewally [Secretary]; Cllr Alan Pearson; Cllr George Adamson; Trish Mellor; Robert Ford; Lisa Shepherd.

Not Present: Alex Smith; Brian Garner

1. Apologies: Amanda Milling MP; Brenda Marshall; Cllr Alan Dean; Peter Harrison; Jenny Dunn; Craig Watts
2. Minutes of the last meeting held 14th December 2019 were accepted as a true record of that meeting.
3. Matters arising –there were none that did not appear elsewhere on the agenda
4. Officers reports:
 - Chair – nothing to report
 - Vice Chair – nothing to report
 - Secretary – nothing to report
 - Treasurer – nothing to report
 - President – nothing to report outside of items on agenda
5. Miners Memorial, Hednesford - No new matters to report
6. Hednesford in Partnership – No new matters to report
7. Project proposal regarding a mining memorial at the National Memorial Arboretum [NMA] – Update from Mike Mellor

The subcommittee has been formed as agreed made up of officers Mike Mellor [Chair], Ian Reeves [Secretary] and Robert Ford [treasurer] and members Cllr Alan Pearson, Jenny Dunn, Maureen Garbett and Maureen Hopley.

As reported at our meeting on 14th December, we agreed to confirm the focus of the memorial to comply with the revised criteria of the NMA, placing more emphasis on the armed forces.

Mike has contacted Peter Orgill (Head of Operation, NMA) by email, requesting a meeting to discuss our application further. No response has been received. It is assumed that Peter would like to distance himself from the project for professional reasons.

Our commissioned artist, Andy de Comyn, has met with Mike to look again at the design of the frieze, with a focus on the themes of the war effort in both World Wars and mining. The text intended for the freestanding interpretation board has been incorporated into the frieze as an inscription. The wording, proposed by Mike, was received very favourably by the committee.

The wording of the inscription reflects the criteria of the NMA, but purposely includes those who stayed at home to serve their communities. In his letter to the NMA, Mike has indicated that further discussion regarding this wording would be welcomed.

Mike would like to carry out more research regarding miners who served in the armed forces and, in particular, those from mining communities who were awarded VCs. Mike is in contact with Peter Barton, a British military historian, to ensure the historical accuracy of any information.

The project has received the full support of NUM via the General Secretary, Chris Kitchen.

Members of the NMA Sub-Committee have visited the NMA and have proposed 3 possible sites for the memorial, which were included in the application. As the NMA are in the process of re-planning the whole site, we are seeking guidance from them as to where it should be situated.

Mike has asked the NMA to reconsider our amended proposal at the next meeting, the date of which has been requested from the NMA.

8. Possible future projects for CHAPS –

Beaudesert Hall - a grant has been obtained to uncover the old garden paths and CHAPS intend to develop a project around the viewing point.

9. AOB –

Report on Creative People and Places bid by Lisa Shephard (confidential item). CHAPS fully support this and are excited to develop possible future projects linking to this, in particular around the Commonwealth Games.

10. Date of next meeting: Friday June 7th 2019, 2.00pm at 52, Hatherton Road.

Minutes of meeting held on
Wednesday 20th March at
Hednesford Ex-Servicemen's Club



Present:

David Wiseshall (Chair)
Sarah Walker
Ruth Heslop
Sue Thornton
Dot Farish
Bryan Jones
Sharon Jagger

Margaret Fitch
Mark Walker
Deb Burnett
Alan Thornton
Robin Kingston
Paul Woodhead
Wendy Yates

Mary Wynne
Susan Schofield
Olly Kingston
Martyn Jennings-Temple
Phil Hewitt
Sean Middleton
Keith Fitch

Apologies:

Pam Richards
Sandra Wright
Phil Bradley

Chris Richards
Graham Wright

June Morris
Samantha Jennings-Temple

Minutes of Meeting held 13th February 2019.

Minutes approved without amendment.

Matters arising.

Dealt with during the meeting.

Funding.

NalC Funding Bulletin. Received latest bulletin from HTC. Need someone to research and access funding streams for current and future projects. Alan Thornton agreed he would investigate.

Best Kept Village.

Our application for BKV has now been submitted. DW has the submission support document and will forward to KF for distribution to everyone along with any associated attachments. Next HiP BKV meeting April 16th 6.00 pm at Hednesford Library.

Landscape project. Now have the funding in our bank account. Will place orders before the end of the month to comply with SCC Community Fund requirements. £892.54.

Banners & planters. As part of our contribution towards BKV, HiP need 4 banners to place at strategic entry points to the judging area and to enhance the image further, we could construct and supply 4 planters to go with these signs. Banners will cost £80.24 inc. VAT and will be made of mesh and designed to be re-usable in subsequent years. We have been promised a quantity of bulbs/plants from Lichfield Council Parks Dept. once the Bower is over on Mon 27th May.

It was agreed HoH would fund the banners.

Heritage Trail signs. Now the weather is improving, we need to renovate these signs before BKV judging starts in May. We already have all the materials in the container. DW

will be sanding down the woodwork as soon as he has time and DB agreed to paint them with the Danish oil once sanded.

Litter pick. We currently litter pick on 3rd Sunday of the month. DW suggested that, in co-ordination with other litter pick groups, we increase the frequency during late April, May and June to blitz the judging area. This was agreed. The next HoH litter pick will be Sunday 28th April (4th Sunday of the month as the 3rd is Easter Sunday) and Robin Kingston agreed to supervise as DW and KF are not available that day.

Bench on Church Hill

PW will liaise with SS about permission to tidy the surrounding area and repaint the bench.

B&Q Community Re-Use. DW thanked SFM for contacting him about this. He has registered HoH with the B&Q Community Re-use Scheme so we will be contacted if there are any surplus gardening/outdoor items available. Will be first come, first served so need to be quick to take advantage of anything offered.

Keep It, Bin It Campaign. Paul has forwarded DeFRA's toolkit which will be a nationwide initiative to encourage people to dispose of their litter responsibly. Is it worth using these posters to promote this in town? It was agreed that the images used on the posters bore little relevance to Hednesford and we would not be using them.

Miners' memorial.

Spring Memory Tree Project. Lynne Evans from Hednesford Park has asked for the project to be extended by a month to cover Dementia Week. Decided extending the Memory Trees for another month in the town centre will be too much as they would be starting to look tired and dirty plus townsfolk would lose their impact. If HoH had been aware earlier the project could have run to cover Easter and Dementia Week rather than Mother's Day.

SS Has spoken to LE and has agreed to lend some of the trees to them after Easter. In the meantime thought should perhaps be given to the production of a regularly updated list of projects and meetings being held by the various volunteer and other groups in the area to avoid any clashes and bring about closer working relationships.

Lectern. Need someone to volunteer to clean up the lectern in preparation for the Miners' Memorial project unveiling. DB volunteered her services.

Enamel badges. DW has emailed a proof of the badge to Mike Mellor (ChaPS) for approval.

HiP.

Lottery. RK gave an update on recent sales which he thought had been rather static although he believes they will improve once the monthly Artisan Markets recommenced.

Next Internal Meeting. Wednesday April 3rd. 6.00 pm. Hednesford Library.

EGM Next meeting. DW confirmed he would be attending a meeting to formalise the proposals to move Hednesford in Partnership from a constituted group to a Charitable Incorporated Organisation (CIO). The principle benefit of this is that it will allow HiP to demonstrate the more formal relationship between the groups working for the benefit of the whole community, particularly as larger funding pots are applied for covering projects and initiatives which may involve many partners.

Station adoption.

Station update. Station looks great again with the daffodils, baskets and beds in full bloom. No communication from WMT other than their corporate business stakeholder newsletter.

Spring & Summer Planting. Decided to commemorate 75th anniversary of Battle of Arnhem and D-Day. Appropriate flowers in regimental colours to be ordered ready for planting. DW has purchased some replacement coir basket liners for the hay-racks.

Container painting. Time to repaint the doors on the container which, co-incidentally are the same colour as the station. Need stripping of surface paint and then re-painting. KF agreed to make some enquiries to see if WMT can give us a pot of orange paint.

ACoRP Community Stations Workshop.

Community stations workshop 2019

Tuesday 21 May 2019 | Friends' Meeting House, Manchester

For ACoRP members and stakeholders with an interest in creating/improving gardening, artwork, signage and environmental enhancements at smaller stations.

This workshop will focus on smaller projects and any stations without buildings that can be used for community projects.

The workshop will include, among other topics:

1. The fundamentals of Health and Safety in a railway environment and the public realm.
2. How to make inclusive provision for all abilities and adaptations for the less able.
3. Sustainability and Life Cycle Assessment.
4. Engaging with diverse groups and age ranges.
5. Funding, financial management and structure.
6. Connecting stations to communities.

This is your personal complimentary workshop invitation, please do not forward. If you require further information, please contact Hazel or Patrick on **01484 548926**.

Any other business.

Albert Stanley. Some of you may have seen that HTC have commissioned a blue plaque to commemorate the life of Albert Stanley MP who was a great community champion for the town and the miners of Hednesford. The location of the plaque will be on the house where he lived which just happens to be DW's home and the ceremony will take place on Saturday April 13th at 11.00 am. The Deputy Lord Lieutenant of Staffordshire, Amanda Milling MP and numerous other dignitaries will be in attendance. Albert is buried in St Peter's, Church Hill graveyard and is desperately in need of some attention. David will be weeding it and cleaning the marble so the inscription is legible before the ceremony and may require help. It is planned to lay some flowers there afterwards.

SJ: noted the HoH leaflets need reprinting either with a new meeting venue shown or contact details for anybody interested to obtain further information.

SM from Hednesford Lions outlined the work they are undertaking near the entrance to the War Memorial and the meeting agreed HoH should contribute £100 to the purchase of shrubs for the gardens.

Next HoH meeting:

6.30pm Wednesday 17th April 2019

Venue:

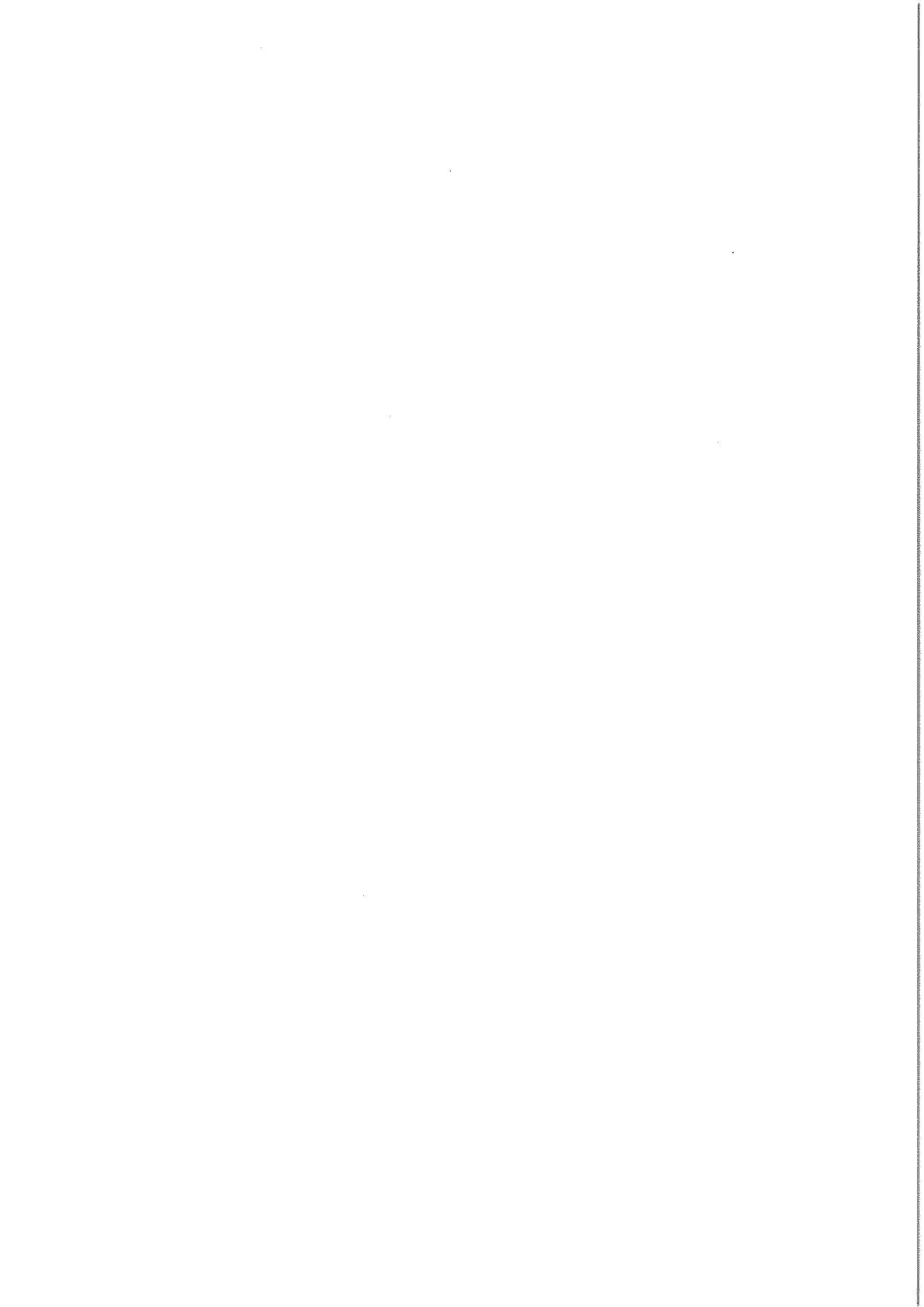
**The Soldiers Lounge, Hednesford Ex-Servicemen's Club (theSoldiers)
Anglesey Street, Hednesford. WS12 1AB**

Next HoH Litter Pick:

10am Sunday 28th April 2019

Meet by the station entrance in the Co-op car park.

*Keith Fitch
6th April 2019.*





Dear Hednesford Town Council,

Please see attached statistical information collated from CCTV within the month of March 2019

CCTV Monitoring for Hednesford Town Council
Criminal and non criminal activity

ANTI SOCIAL BEHAVIOUR	11
ASSAULTS	2
AUTOCRIME	0
BURGLARY	0
DAMAGE	0
DISTURBANCE	0
DOMESTIC	0
DRUGS	1
DRUNKNESS	2
GRAFFITI	0
MISSING PERSON	2
SUSPICIOUS	5
THEFT	2
TRAFFIC	0
WELFARE CHECK	0
TOTAL	25
AREAS MONITORED (NON-CRIMINAL)	150
POLICE ADVISED US	11
WE ADVISED POLICE	4
RESOURCE DEPLOYED	3
86% OF MONITORING WAS NON REPORTABLE	
14% OF MONITORING WAS OF OBSERVING REPORTABLE ACTIVITIES TO THE PARISH/POLICE	

ASB is still occurring around the park and Tesco's but now that Tesco's are putting one of their barriers down in the evening, the boy racers should subside.

One of the evening venues confiscated white powder from a customer and this was collected by the Police.

Please do not hesitate to contact us regarding any issues or concerns that we can assist in monitoring around Hednesford town centre.

Kind regards

Linda Newton
CCTV Operator

**HEDNESFORD TOWN COUNCIL
RISK ASSESSMENT AND MANAGEMENT**

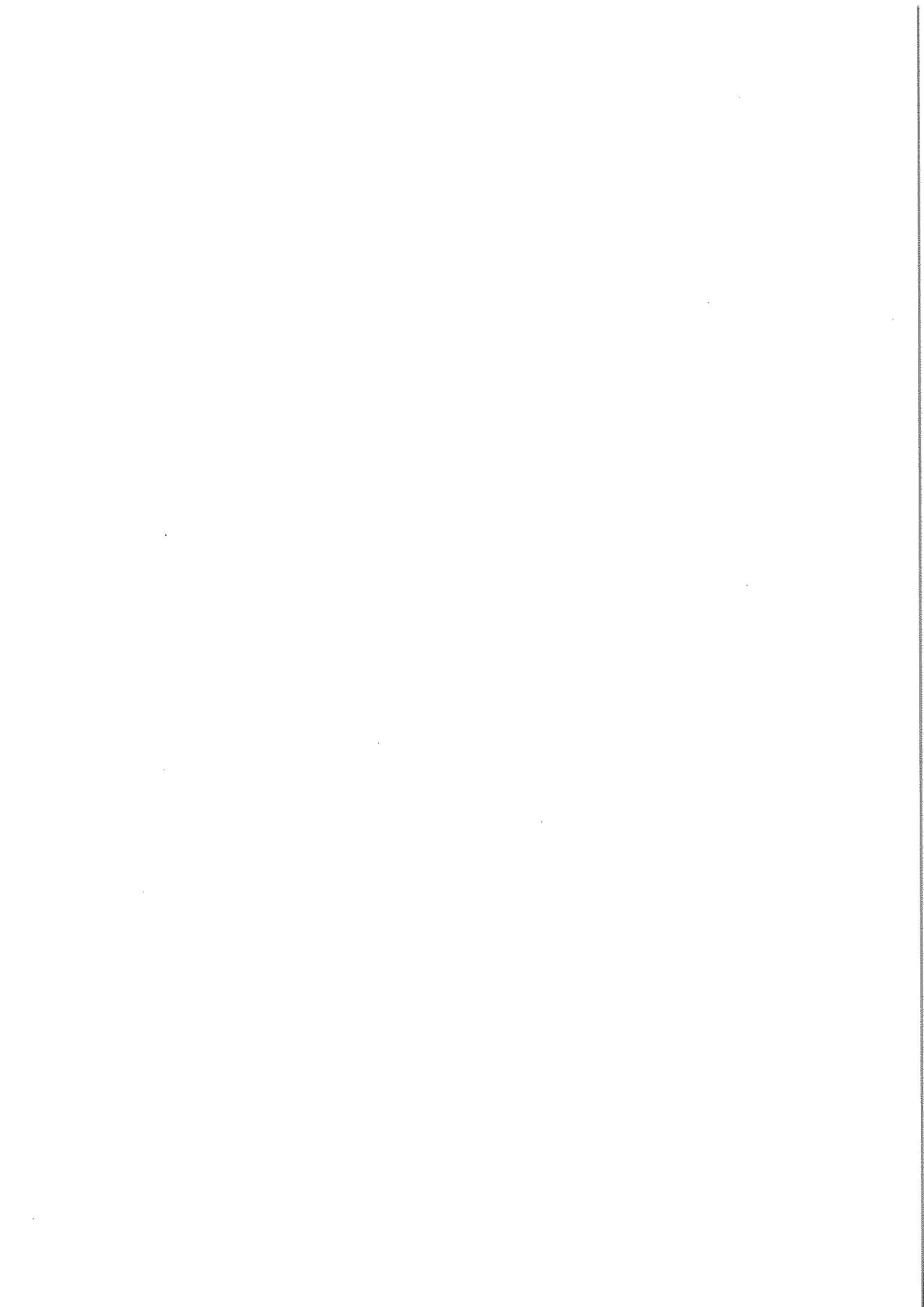
<u>Risk Identified</u>	<u>Level</u>	<u>Insurance</u>	<u>Internal control</u>	<u>Audit/Action</u>
1. Loss of or damage to fixed assets		Material		
a) Community Centre, outbuildings, car park	L	Damage	Fixed asset register	Review valuations annually
b) Furniture & fittings	L		Building & perimeter locked when unoccupied. Alarm set.	Alarm serviced twice a year.
c) Computer equipment	L		Computer equipment kept in locked room or removed	Annual Service
d) CCTV System	L		Bar has separate alarm and secured from rest of Centre	Alarm serviced twice a year.
e) Bar equipment	L		This is the responsibility of the bar contractor	
f) Bar stock	L			
g) Other inc art works & heritage items	L		Electrical wiring & emergency lighting serviced monthly	Certification from contractor
2. Liability as consequence of asset ownership			Portable electrical equipment tested annually	Report from tester. Ensure all items certified.
a) Injury to public attending centre	L	Public	Head counts at regular intervals at major events.	Obtain certificates.
b) Injury to public using car park	L	Liability	Regular inspection & litter collection by caretaker	Prohibited by law
c) Injury to those using hall equipment	L		Health & Safety policies in place	Inspect head count register.
				Weekly visual inspection by clerk or assistant
				Risks re-assessed regularly.
3. Provision of services or amenities and organising events - damage to persons or third party property.		Public Liability		Regular review of insurance cover.
a) Hiring out centre	L		Health & safety issues pointed out to new users	Regular review of insurance cover.
b) Car parking at centre	L		Marked parking places. Disabled parking clear. Good lighting.	Health & Safety manual kept up to date
c) Provision of bar for events at centre	L		Licence holder always present. Service provided by contractor	Licences checked
				Income records checked so that
				Council receives 10% of all sales
d) Storage of third party equipment	L		At owners' risk. Lockable sheds/cupboards provided.	

**HEDNESFORD TOWN COUNCIL
RISK ASSESSMENT AND MANAGEMENT**

<u>Risk Identified</u>	<u>Level</u>	<u>Insurance</u>	<u>Internal control</u>	<u>Audit/Action</u>
3. e) CCTV cameras in town	L	District Council	Cameras managed and insured by District Council.	Annual report. CCTV monitoring reports to Town Council
g) Concerts, music festivals, etc	M	Public Liability	Street closures ordered well in advance Police presence requested First aid providers booked Wardens clearly identified	Special event insurance arranged Sites assessed for risk Review documentation
4. Consequential loss				
a) Loss of rent	L	Cons. Loss	Check annual cover	
b) CCTV coverage	L	Insured by DC		
5. Loss of cash				
a) Theft of cash	M	Money Ins	No petty cash to be kept. Hire charges kept securely before being banked	Review annually
b) Theft of cash in transit	M	ditto	Cash taken straight to Post Office.	Review amounts covered.
c) Theft of funds/investments through fraud or dishonesty of staff	M	Fidelity	Bank reconciliations approved by Council.	Review amounts covered.
6. Injury to Council employees				
Unsafe working practices	L	Employer's Liability	Working practices reviewed with each member of staff COSHH statements reviewed annually	Annual Health & Safety assessments audit
6. Cont.				
Asset ownership	L	EL	As in 2 (above)	
House visits/aggressive behaviour	L	Pers. Accid.	Members should not make visits alone.	

**HEDNESFORD TOWN COUNCIL
RISK ASSESSMENT AND MANAGEMENT**

<u>Risk Identified</u>	<u>Level</u>	<u>Insurance</u>	<u>Internal control</u>	<u>Audit/Action</u>
7. Loss to Council through poor performance of or fraud by contractors or suppliers	L		Review contracts annually Obtain at least three quotes for all major work Audit all work done before payment	
8. Business risks of the Council failing to:				
Act within its legal powers	L		Confirm power under which expenditure made	Standing orders and Fin Regs Reviewed 2014-15
Keep proper financial records	L		Monthly accounts & bank reconciliations prepared	
Comply with borrowing restrictions	L		The Council is repaying a loan to PWLB	Contracts reviewed
Comply with employment law, IR & C&E regulations	L		Contracts for all employees except casual workers Quarterly returns for PAYE & NI and for VAT	Salary documentation prepared by payroll contracto
Adequate annual precept in line with budget	L		Annual budget consideration. Accounts prepared against budget and reviewed monthly.	
Ensure proper use of funds granted to community bodies under specific powers or Section 137	L		Reports requested from community bodies on how money used and benefit to the community.	
Keep accurate minutes of council business	L		Minutes and pages numbered sequentially. Signed copies kept in separate place.	
Respond to electors wishing to exercise their rights of inspection	L		Procedures in place.	
Safeguard documents			All documents stored/ filed at the Town Council Office, available for inspection in pursuit of statutory rights	
IT - Data Protection	L		All computer records backed up to the cloud daily hard drive. Anti Virus software and malware installed	
GDPR Compliance	L		SCC engaged to be Data Protection Officer (DPO)	Implement measures recommended by DPO
Up to date Register of Members' Interests & Gifts & Hospitality	L		Members requested to inform clerk of any change in interests which are entered in the Register and also logged with the district council monitoring officer	Annual reminder to all members



Annual Governance and Accountability Return 2018/19 Part 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:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 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** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to 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 **before 1 July 2019**.
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):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - 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 2018/19

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 review and is able to give an opinion on the limited assurance review, 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 a publicly accessible website:

Before 1 July 2019 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 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 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 Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *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 Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return 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 external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, 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 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	

* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Council Meeting – 14 May 2019 agenda Item Page 15

Annual Internal Audit Report 2018/19

Hednesford Town 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 2019.

The internal audit for 2018/19 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.		✓	no petty cash kept
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 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)		✓	
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
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).

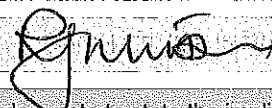
Date(s) internal audit undertaken

Name of person who carried out the internal audit

23/04/2019

Richard John Newton

Signature of person who carried out the internal audit



Date

23/04/2019

*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).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Hednesford 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 2019, that:

	Agreed		*Yes' means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*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 should be published with the Annual Governance Statement.

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

15/05/2019

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.hednesford-tc.gov.uk

Section 2 – Accounting Statements 2018/19 for

Hednesford Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	133,220	145,808	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	137,500	137,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	51,672	66,501	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	73,626	75,730	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	17,432	17,432	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	85,526	92,456	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	145,808	164,191	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	145,808	164,191	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	700,712	700,712	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	173,114	163,658	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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

[Signature]

Date 14/05/2019

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

14/05/2019

as recorded in minute reference:

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

[Signature]

Section 3 – External Auditor Report and Certificate 2018/19

In respect of Hednesford Town Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(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 2018/19

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 2019.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual Governance & Accountability Return

NOTES

Page 2 Hednesford Town Council do not have Trust Funds

Page 3 Box F No Petty Cash is kept

Box K Hednesford Town Council did not certify themselves exempt

Bank Reconciliation		Financial Year Ending 31 March 2019	
Authority name and reference	HEDNESFORD TOWN COUNCIL		
Prepared by:	Laurie Bowman (Assistant Clerk)	30-04-19	
Approved by:	Alan Pearson (Chairman)	14-05-19	
		£	
Balance per Bank Statement at 31 March 2019		63,246.81	
12 month Investment		50,000.00	
24 month Investment		50,944.52	
Less un-presented cheques at 31 March 2019			
01-02-19	Hednesford Valley High 300170	100.00	
	West Hill Primary School 300171	100.00	
	Competitive Music Festival 300180	100.00	
Add any unbanked Cash at 31 March 2019		-	
Total – Net Bank balances as at 31 March 2019		164,191.33	

Cash Book	£
Opening Balance	145,808.64
Receipts	204,081.11
Payments	185,698.42
Closing Balance per Cash Book @ 31 March 2019	164,191.33

HEDNESFORD TOWN COUNCIL

STAFFORDSHIRE

Year Ended 31 March 2019

Unpresented Cheques

01-02-19	300170	Hednesford Valley High	£100.00
	300171	West Hill Primary School	£100.00
	300180	Competitive Music Festival	£100.00
			£300.00

Reconciliation between boxes 7 and 8 of the Annual Return

Authority name and reference	HEDNESFORD TOWN COUNCIL	
		£
A	Figure in Box 8 of 2019 column of the Annual Return	164,191
B	Less Creditors at 31 March 2019	-
C	Plus Debtor at 31 March 2019	-
D	Total	164,191

	164,191
--	---------

Creditors/receipts in advance list

Name	Receipt	Date	Amount £
Total - agreed to B			--

Debtor list/prepayments list

Name	Receipt	Date	Amount £
Total - agreed to C			--

Explanation of significant variances in the accounting Statement

Authority Name and reference	Hednesford Town Council				
Box on section 2 Accounting Statement	2018 £	2019 £	Variance Increase (+) or decrease (-) (2019 less 2018) £	% (Variance divided by 2018 figure multiplied by 100)	Explanation required? Less than £250? - NO More than 15% - YES Less than 15% - NO
Box 2 Precept	137,500	137,500	/	0%	No
Box 3 Total other receipts	51,672	66,501	+	28.7%	Yes
Box 4 Staff costs	73,626	75,730	+	2.86%	No
Box 5 Loan interest/capital repayments	17,432	17,432	/	0%	No
Box 6 All other payments	85,526	92,456	+	8.1%	No

Box 9 Total fixed assets	700,712	700,712	/	0%	No
Box 10 – Total Borrowings	173,114	163,658	-	5.46%	No

Explanations of significant variance

Authority Name and Reference	Hednesford Town Council
BOX NO 3	£
Figure in 2019 column	66,501
Figure in 2018 column	51,672
Total variance: 2019 figure less 2018 figure: (b-a) A positive figure is an increase (+), a negative figure is a decrease (-)	+

Reasons (as many as are applicable)	Amount £
1) Vat Recovered was less in 2019	-8,019.32
2) Bank Interest was received late for 2018	+514.11
3) Hall Lettings Increased 2019	+4,206
4) Bar income increased in 2019	-93
5) Monies Received for the Community Investment Levy increased in 2019	+18,219
6) Miscellaneous Income	+2.21