

**MINUTES OF A MEETING OF THE GRAPPENHALL AND THELWALL PARISH COUNCIL
HELD AT GRAPPENHALL LIBRARY, VICTORIA ROAD, GRAPPENHALL ON THE 16TH JUNE
2022**

Present Councillors M Browne (Vice Chair), R Bate, Ms S Chisholm, B Davies, Mrs L Fernyhough, R Fisher, R Hignett, D Hockenhull, Ms W Johnson, Mrs H Speed and P Warner

In Attendance Colette Fellows, Clerk and Responsible Financial Officer
Pat Burch, Assistant Clerk

26. It was **resolved that** apologies for absence from Councillors M Biggin, S Brookes, J McQuillan, C Taylor and C Worsley be accepted.

27. **Dispensation Requests**

A dispensation request due to illness was approved for Mike Biggin.

28. **Disclosures of Pecuniary and Personal Interests**

No dispensation requests were received.

29. **Minutes**

It was **resolved that** the minutes of the Parish Council Meeting on 19th May were approved as a true record. There was no planning, Warrington Borough Council is updating the software and no applications are currently being processed.

30. **Information for Noting**

a) 25th Scouts Warrington East group has thanked the Parish Council for the grant of £500 and invited Councillors to the AGM on the 24th of June at 7 pm, followed by a BBQ. Please inform the Clerk if you wish to attend in addition to Councillors Browne and Bate who are already attending.

b) The litter picking event that went ahead on the 21st of May was successful, with 12 residents participating.

c) The Parish Warden's storage container has been broken into. GYCA have CCTV and the PCSO is investigating. A spare battery for the SID machine, a can of petrol and oil were stolen.

d) The photocopier contract has expired, and we are awaiting a quote for renewal.

e) WBC Development Control are in the process of updating the Planning software and currently not processing any applications.

f) The Clerk attended an SLCC branch meeting on the 8th of June. Operation 'London Bridge' was discussed in detail. The Clerk will send a note out about what preparations need to be made.

It was **resolved that** a Book of Condolence and some black arms bands would be purchased as soon as possible.

g) The Clerk attended a Parish Council Liaison Meeting with WBC on the 9th of June (via teams).

h) The extra-long litter picking device has broken the Assistant Clerk will purchase a replacement for £60+vat.

h) To note that the next meeting will be held at the Library in Grappenhall, on 21st July 2022. Recess will be at the Parish Council offices on 18th August 2022.

31. **PCSO Crime Report**

An updated crime report was emailed to all members prior to the meeting.

Suspicious Behaviour	1
Burglary	0
Criminal Damage	2
Theft	1
Shoplifting	0

The recordable SID that the Police have has still not been repaired. There are apparently some new SID machines and a colleague of the PCSO is looking into this on behalf of the Parish Council.

32. **South Warrington Parish Council Local Plan Working Group**

Councillor Taylor provided an update to members via an email message as he was unable to attend in person. He stated that with regard to the 6/56 application pressure had been put on the Secretary of State to call in the matter. At first, the Secretary of State declined, but at the end of May, he put the matter on hold by instructing Warrington Borough Council not to issue the permission itself. The Secretary of State now has to decide whether to call it in or not. We await their decision. If he decides not to call it in further legal advice may be sought, and the groundwork is prepared for that to happen.

33. **Queen's Platinum Jubilee Celebrations**

The Clerk thanked all the members who made the event very successful. Community feedback on the event has been tremendous. The Working Party will be meeting on the 5th of July at 5 pm to discuss the event and re-submit the application for Lottery Funding for Jubilee-related items. It was **resolved that** following a suggestion from Councillor Davies that a donation of £50 would be made to the Woodland Trust to offset carbon emissions from the gas used to light the Beacon.

34. **Climate Ecological Working Party**

Councillor Browne provided an update to members with regard to the ecological element of the Parish Council Stand at Thelwall Rose Queen on the 18th of June and at Walking Day on the 25th of June. He gave thanks to Councillor Davies who had liaised about the content and to Beverley Stuart a member of the public and Committee member for the time and effort she had also put in with regard to the display boards. Councillor Browne liaised with other Parish Councils to provide further input. In addition, it was noted that a local nursery had donated a Pledge Tree to be used at both events.

35. **Requests for Funding**

A request for funding has been received from Scouts who are to attend the Scout Jamboree in South Korea (letter attached). It was **resolved that** a donation of £500 would be made. **CF**

36. **Internal Audit**

The Internal Audit for 2021/22 had been completed by JDH Business Services and they concluded 'On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view, the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan' (see attached). The Clerk would implement the recommendations. **CF**

The External Audit work for PKF Littlejohn is underway. They have been contacted for clarification on Section 1, assertion 1/2/3 and notes with explanations sent to the external auditor (as requested). The External Auditor clarified that the Parish Council has the current financial year (2022/2023) to update the relevant paperwork.

37. **Annual Accounts for 2021/22**

It was **resolved that** the Annual Accounts for 2021/22 presented by the Clerk/RFO would be accepted. And **resolved that** the Accounting Statements for 2021/22 be approved. The Clerk would complete the Annual Return as per agreed accounts. **CF**

38. Accounts for Payment

It was **resolved that** the accounts for payment totalling £24,416.15 be approved.

39. Expenditure to Date

The Clerk presented the expenditure to date, against the 2022/23 budget.

40. Consideration of Planning Applications

There were no planning applications due to Warrington Borough Council updating their system.

To note that due to IT and information reasons, all planning applications to be considered at full Parish Council Meetings which will be held during the afternoon in the Parish Council Meeting Room (other than in Grappenhall Library), until the aforesaid meetings are held back in the Parish Council Meeting room.

JDH Business Services Limited

	ISSUE	RECOMMENDATION	FOLLOW UP
2021/22 year end internal audit			
1	<p>Investments</p> <p>The income included in the accounts for investments of £65688 is net of purchases of investments. Therefore, investment income and expenditure on purchases of investments are both understated by £28145.</p>	<p><i>The council should ensure investment purchases are included in expenditure and walled garden investment income is grossed up to reflect the actual gross income received from interest and dividends BEFORE purchase of investments.</i></p> <p><i>The adjustments required have been provided to the clerk.</i></p>	
2021/22 interim internal audit			
1	<p>The Financial Regulations contain no minimum threshold in the procurement section for securing quotations for market testing exercises.</p> <p>The Financial Regulations do not include a minimum threshold for capitalisation for fixed assets with the result that very minor capital expenditure is all being included in the fixed asset register</p>	<p><i>The council should align the latest NALC model Financial Regulations to the councils cope and activity ad include a threshold for capitalisation the asset register in the fixed assets section</i></p>	

	ISSUE	RECOMMENDATION	FOLLOW UP
2	As at the date of the interim internal audit visit no petty cash expenditure had been report to council for approval.	<i>Petty cash expenditure should be regularly report to council for approval.</i>	
3	The council has not undertaken a detailed review of the monthly payroll by agreeing a sample of payments to underlying information such as timesheets, expense claims, payslips, and overtime forms. Therefore, as at the date of the interim audit there had been no detailed member review of the payroll for the financial year.	<i>Nominated councillors should each quarter select a payroll month and agree the staff payments to the underlying employee information. This review should be evidenced by a dated signature.</i>	
4	In a significant number of cases, the Walled Garden outreach income was not supported by sequential invoices. The income is usually paid by both cheque and cash.	<i>Internal controls over walled garden outreach income need to be improved to ensure every session is logged in a bookings list and invoiced using a sequential invoice number and this unique reference number should be recorded with the transaction in the cash book.</i>	