GRAPPENHALL AND THELWALL PARISH COUNCIL
Council Office, Community Centre, Bellhouse Lane, Grappenhall, Warrington WA4 2SG
Colette Fellows, Clerk to the Council/RFO
Tel 01925 264918 (Monday to Thursday 2.00 - 4.30 pm)
clerk@gtpc.org.uk

8th June 2023

Dear Councillor

A meeting of the COUNCIL will be held at the Council Office, Bellhouse Lane, Grappenhall, WA4 2SG, on **Thursday 15th June at 7.30 p.m.** at which your presence is requested.

Yours sincerely

Colette Fellows

Clerk to the Council/RFO

A G E N D A

1. Apologies for Absence
To consider apologies and reasons for absence. For resolution.

2. Dispensation Requests
To consider any dispensation requests from members.

3. Disclosures of Pecuniary and Personal Interests
Members are reminded that personal interests or prejudicial interests, as defined in the Code of Conduct, in any matter before the meeting, must be disclosed no later than the start of discussion on that item.

4. Minutes
To approve as a correct record the minutes of the Annual Council Meeting on 11th May 2023.
To receive the minutes of the Climate Committee on the 16th of May 2023 and the Planning Committee on the 1st June 2023.

5. Information for Noting
a) The Parish Vehicle insurance renewal for 2023/2024 is £984.68 up 5.3% on the previous year.
b) The General Insurance renewal costs for 2023/2024 is £7,766.01, but if a 3 yr. LTA is accepted then this will be reduced by £1,164.87 for the duration. The asset register has been amended and provided to the insurance brokers.
c) The replacement noticeboards have all been installed.
d) The commemorative bench and new noticeboard have been installed on Weaste Lane, with special thanks to WBC for their cooperation and completion of the works.
e) Repairs to the War Memorial have been completed at a cost of £1180.00+vat, less than the original quote of £1380+vat due to foundations being sound.
f) A thank-you has been received from the Memory Café Sanctuary hub for the donation of £100 for the Coronation event.
g) Telephone box sponsorship in Thelwall has been paid at a cost of £360.

6. Update on actions from previous meetings

Agenda Item	Action Point	Lead	Update
2022 - 46	Livewire Investment repayment	Clerk	The AGM is planned for Thursday 29th June 2023 at 5 pm at the Great Sankey Neighbourhood Hub. Formal invitations to follow. Cllr McQuillian will attend if available.
2022 – 177	Neighbourhood Plan Working Party	SC/Clerk	Ongoing.
2022- 220	Marlfield WI	Assistant Clerk	The WI has been contacted with suggestions for a small border of land for wildflowers for the commemoration of the King's Coronation. The WI have decided that Morris Brook Park and will liaise with the Assistant Clerk and WBC when best to plant.
2023-16	Parish Council Website	CW/Clerk	Cllr Worsley and the Clerk have had an initial meeting with the Parish Council website company.
2023-17	Broomfields Leisure Centre Levelling Up Support	MB/MD/Clerk	The letter of support for the Levelling up bid is to be drafted by Cllr Browne. Cllr Dolan to provide samples of other Parish Council's supporting letters.

7. PCSO Crime Report

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

8. Expenditure to Date

The Clerk will present the expenditure to date, against the 2023/24 budget.

9. Accounts for Payment

A schedule of Accounts for Payment to be tabled.

10. Annual Parish Council Accounts

The Clerk will present the 2022/23 accounts (see Income and Expenditure Report below) for Resolution to Accept and for the Clerk to prepare the audit information for the External Auditor.

11. Internal Audit 2022/23

The Internal Audit has been completed for 2022/23 by JDH Business Services Ltd and the conclusion is.

'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 overleaf. As part of the internal audit work for the next financial year, we will follow up all recommendations included in the action plan. The action plan is attached.

The Clerk will commence work on the External Audit at the end of June.

12. Requests for Funding

12.1 A request for financial support has been received from the Outreach Officer at the Walled Garden, please see attached.

12.2 Crockery for the Civic event was loaned by Violets Vintage Teas of Grappenhall, would members consider a donation to St Rocco's instead of a hire charge?

13. South Warrington Parish Council Local Plan Working Group

Cllr Taylor and Cllr Browne will provide an update to members.

14. Grappenhall Village

Cllr Browne and Cllr Speed to update members concerning Grappenhall Hall School site and the former Rectory.

15. Proposed Fibre Installation at Grappenhall Community Centre, Bellhouse Lane.

The Parish Council has received a Wayleave agreement request from Freedom Fibre to install a bracket in order to span cables off the property to service the Paddock. (See attached). For discussion and resolution.

16. Support for Grappenhall and Thelwall Walking days.

Thelwall Rose Queen is on the 17th June, would members wish to have a stall, and could Councillors confirm their attendance? For discussion and resolution.

Grappenhall Walking Day is on the 24th of June, could Councillors confirm their attendance? For Discussion and resolution.

17. Consideration of Planning Applications

To consider any planning applications which require an immediate decision.

Grappenhall & Thelwall Parish Council
Income & Expenditure Report
2022-2023
By Colette Fellows, Clerk to the Council/RFO

Income

Precept – Warrington Borough Council	*£, 196,193.00*
Walled Garden Investment Fund Income – Arnold Stansby	*£, 119,500.00*
Café Income	*£, 19,897.40*
Walled Garden Income from Outreach activities/events/visits	*£, 15,647.70*
Friends of the Walled Garden	*£, 1,360.79*
Miscellaneous Income	*£, 1,000.00*
Interest – Barclays Bank	*£, 528.87*
Total	***£354,127.76***

Expenditure

Parish Council Staff Costs (inc. expenses/training)	*£, 89,834.28*
GH Walled Garden Staff Costs	*£, 70,252.02*
Parish Council Office Costs (inc Cleaning both sites)	*£, 11,611.37*
Grounds Maintenance (inc hanging Baskets, Wild Flowers)	*£, 23,190.15*
Environmental Improvements inc van	*£, 4,910.11*
Insurance and Audit	*£, 7,360.15*
Grant Donations	*£, 3,240.56*
Capital Expenses	*£, 5,397.03*
New Play Equipment & Maintenance	*£, 25,792.32*
Local Plan and Consultancy	*£, 15,658.49*
Elections	*£, 2,975.56*
General & Civic Expenses	*£, 1,982.66*
GH Walled Garden Repairs	*£, 4,904.15*
GH Walled Garden Utility/Rates/Security/Site Main	*£, 31,782.34*
GH Walled Garden Equipment/Grounds/Trees/General	*£, 5,832.27*
GH Walled Garden Outreach Costs	*£, 2,098.66*
Total	***£306,422.12***
Balance brought forward from 2021/2022	*£,198,088.17*

Add Income Less Expenditure i.e., balance to be carried forward £297,829.89

Ear-marked Reserves	***(excluded above)***	***£15,750.00***
Bonds to be re-invested	***(excluded above)***	***£71,000.00***

Long Term Investments

Arnold Stansby Walled Garden	*£,2,237,338.60*
Live Wire Investment	*£, 15,000.00*

	ISSUE	RECOMMENDATION
2022/23 year end internal audit		
1	**Investments** The income included in the draft accounts was the net of investment income plus sales of investments minus purchases of investments. Therefore, the accounts errors were as follows: - £543,301 of investment purchases had not been recorded in the extended trial balance so expenditure had been understated by this amount - Instead of the net of investment income plus sales of investments minus purchases of investments being recorded in income, the amounts of £101,754 actual investment income and £616,627 sales of investments should have been recorded.	***RECURRING RECOMMENDATION*** ***The council must ensure investment sales and purchases are correctly accounted for in the year end accounts*** *The adjustments required have been provided to the clerk.*
2	The council did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision for the exercise of public rights for the 2021/22 accounts. The public notice announcement date was the same date as the commencement of the public inspection period. The announcement date must be at least one day before the commencement date of public inspection.	*The council must comply with the requirements of the Accounts and Audit Regulations 2015 with respect to the notice for the exercise of public rights.*
3	Publication Requirements: The Notice of Conclusion of Audit and Audit Certificate were not published by the deadline of September 30th 2022.	*No recommendation as the council could not comply with the 30 September deadline as the external audit had not been completed by that date.*

	ISSUE	RECOMMENDATION
	Therefore, the council did not strictly comply with the publication requirements for the 2021/22 AGAR audit as required by the Accounts and Audit Regulations 2015. However, this was not possible as the external audit had not been completed by that date.	
4	Debtors were incorrectly posted as Creditors in the year end extended trial balance.	*The extended trial balance should always journal Debtors as a Debit to the Balance Sheet.*
5	The fixed assets value recorded in the AGAR accounts of £2,314,855 did not agree to the fixed asset register value of £2,306,305.	The fixed assets value recorded in the AGAR accounts, prior to adding the book value of investments, must agree to the fixed asset register.
6	The VAT debtor prior to adding VAT on creditors recorded in the Balance Sheet and extended trial balance of £4543.44 did not agree to the fourth quarter VAT claim outstanding of £4357.94.	*The Council should review the VAT debtor and outstanding VAT claims and reconcile the difference. Any extra VAT due or reclaimable should be adjusted in the next VAT reclaim.*
7	A number of items had not been posted to the cashbook which totalled a net of £451.89 and were therefore a reconciling item in the year end bank reconciliation.	*All transactions should be posted to the cashbook prior to completing the year end bank reconciliation.*
8	The Investment Manager income and capital cash movements statement changed from the original provided to the clerk for 2022/23. This resulted in all the accounts having to be changed revised to account for the extra income recorded.	*As part of year end procedures the Council need to agree a final deadline with the Investment Manager for receipt of a complete and accurate annual statement showing cash movements on the investment account.*
9	The risk assessment does not address the risks of supplier fraud. The supplier fraud risks can be managed via appropriately robust policies and procedures. Examples of prevention actions include: - training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information. - establish a rigorous change of supplier details procedure - where a	*The risk assessment should be updated to include supplier fraud including the adequacy of supplier onboarding controls.*

	ISSUE	RECOMMENDATION
	supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change - periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments. - checking address and financial health details with Companies House - checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account	

Application to Grappenhall & Thelwall Parish Council for financial support for the 'Shed in the Garden Project'

There has been a plan to establish a 'Shed in the Garden' project at Grappenhall Heys Walled Garden for a few years now. It would provide opportunities for (particularly) older men to undertake small scale woodwork projects, utilising recycled and waste timber and repairing/sharpening hand tools, otherwise destined for landfill. Items made could be used/sold for the benefit of the garden.

The Community Outreach Officer has been successful in gaining some funding towards this initiative from Rowland Homes (£3,000)

It is estimated that to build and equip a suitable workshop (plus have some support in running the scheme for the first 12 months or so) will cost in the region of £15,000.

Warrington Borough Council operate a Community Investment Fund (with grants payable of up to £5,000) Parish Councils are eligible to apply, but, unsurprisingly any application from the PC is likely to be looked on much more favourably, if the PC themselves are prepared to put some money into the pot.

We can also more readily access other funding pots for any shortfall if we can demonstrate some financial support from within.

On this basis would the Parish Council be willing to contribute say £4,000-£5,000 towards this initiative, which is aimed to help combat loneliness and isolation in a 'hard to reach' segment of our community. The initiative contributes to the 'core values' of the garden (education and enjoyment for the local community) and helps improve the carbon footprint at the site, by reducing waste and repairing tools too.