



BLEADON PARISH COUNCIL

Coronation Halls
Coronation Road
Bleadon. North Somerset. BS29 0PG
www.bleadonparishcouncil.co.uk
parishclerk@bleadonparishcouncil.co.uk

4th June 2023

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 unless excluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose.

Dear Councillor:

You are summoned to attend a Meeting of Bleadon Parish Council, to be held at the Church Rooms, Coronation Road, Bleadon. BS24 0PG on Wednesday 21st June 2023 at 7pm, when the following business will be transacted.

Liz Shayler
Locum Clerk

Before the meeting begins there will be a public participation session – *This session is open to the Public to present comments, observations, information, petitions or lead deputations and is the only time members of the public may participate. (Please note that the Council is unable to make formal decisions under this item LGA1972 Sch 12, paras 10(2)(b))*

AGENDA

To receive Apologies for Absence (LGA 1972 s85 (1))

366.1 Declarations of Interests on any agenda item.

366.2 To approve and sign as a correct record the Minutes of the Parish Council meeting on Monday 12th of June 2023 (pages 3- 10)

366.3 To note the Personnel Meeting minutes from Tuesday 13th of May 2023 (pages 11 & 12)

366.4 To receive the Clerks report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 13).

- i) Parish Newsletter Survey
- ii) New Clerk Post

366.5 To agree a contractor to paint the lines on the Car Park located at the Coronation Halls, Bleadon (page 13).

366.6 To note the Internal Auditors final internal audit report for 2022/23 and approve the updated internal audit action plan (page 14 - 19).

366.7 To note the Internal Auditors signed section of the Annual Return for 2022/23 (page 20 - 22)

366.8 To confirm that the Parish Council have no conflicts of interest with the external auditor BDO LLP.

366.9 To approve the Annual Governance Statements for 2022/23 and associated report (page 23 - 25)

366.10 To approve the Statement of Accounts for 2022/23 (pages 26)

366.11 To authorise additional bills for payment for June (page 27).

366.12 To note and comment upon the following planning applications.

- i) 23/P/0760/FUL Building East of Mulberry House, Roman Road. Bleadon BS24 0AB. Proposed demolition of existing stables and erection of 1no. holiday unit. Landscaping alterations to the West elevation to provide hard standing and placement of ground-based solar array to the South elevation.
- ii) 23/P/1150/FUL Land to the South of Bleadon Mill Bleadon
Change of use from agricultural land to holiday accommodation with the erection of two holiday lodges with associated parking and amenity area.
- iii) 23/P/1144/AOC Bleadon Quarry Bridge Road Bleadon North Somerset BS24 0AU
Request to discharge condition number 43 (Archaeological work) from application ref 19/P/0835/OUT.

366.13 To note the following planning decision.

- i) 23/P/0819/FUH Woodbine Cottage Chestnut Lane Bleadon North Somerset BS24 0QD
Proposed erection of a single storey front extension with canopy. **APPROVED**

366.14 Date of the next meeting –

- Play Area Trustees Meeting Thursday 22nd of June 2023, **7:30pm** at Coronation Hall
- Parish Council Meeting Monday 10th July 2023, 7pm at Coronation Hall



MINUTES OF A MEETING OF BLEADON PARISH COUNCIL HELD IN THE CORONATION HALL AT 7pm ON MONDAY 12th JUNE 2023.

PRESENT: Councillors: Mary Sheppard (Chairman), Ann Davies, Jo Gower-Crane, ID Clarke, Ann Davies, Mark Howe and Andy Scarisbrick.

IN ATTENDANCE: Mrs Liz Shayler (Locum Clerk)
WARD COUNCILLOR: None
MEMBERS OF THE PUBLIC: Seven

Before the meeting was convened, members of the public were invited to speak.

i) **Members of the public**

A resident spoke about her personal disappointment in relation to the distribution of the Bleadon News. She was informed about the working group which would be discussed later in the meeting.

ii) **Beat Managers report**

The following report was received for the period 18/05/2023 to 07/06/2023.

Calls received = 19 with the following selection of crimes reported: 7 abandoned 999 calls, 1 antisocial behaviour, 2 concern for welfare, 2 suspicious activity, 2 road related, 2 theft and 3 other. Most crimes reported are isolated incidents which have occurred within dwellings and are unlikely to have any effect on the wider community.

PCSO Stephen Hemmett has set up two Thursdays a month where he supports the YMCA youth club. He believes it gives the local youths a chance to meet him and ask questions. He attended 3 weeks ago and feels he is already getting to know the young people in the area.

He has conducted speed checks along Bleadon Road and has arranged to do a talk in the Church rooms in September.

Residents were reminded of a new way of reporting areas where they feel unsafe (e.g., inadequate lighting problems / antisocial behaviour). It is called StreetSafe. However, they were reminded that if they see anything suspicious in the area or would like to talk to local officers, call 101 or 999 in an emergency, they can also report anonymously to Crimestoppers on 0800555111.

For up-to-date information residents can keep in touch via the Avon & Somerset website or follow them on social media, Facebook "Weston & Worle police" or Twitter "ASPNorthSom".

iii) **Ward Councillor's report**

No Ward Councillors were present, and no report had been received.

Cllr Shepherd opened the meeting by welcoming everyone.

The meeting was convened.

365.1. To receive apologies for absence (LGA 1972 s85 (1))

Apologies were received from District Councillor Mike Solomon

365.2. Declarations of interests

No declarations of interests were received.

365.3. To approve and sign as a correct record the Minutes of the Annual Parish Council meeting on Monday 11th of May 2023.

Resolved: To approve the Annual Parish Council minutes of 11th of March 2023.

The resolution was correctly proposed and seconded (unanimous)

The minutes of the meetings to be signed by the Chairman as a correct record.

365.4. To note the Allotment Meeting notes from Saturday 20th of May 2023.

The notes from the Allotment Meeting on Saturday 20th May were noted.

365.5. To note the training and events available and agree any attendance.

- i) FREE Introduction to Local Councils E-learning Course E-Learning Courses ALCA
- ii) FREE Scribe Training Scribe Academy
- iii) NALC virtual training NALC online-events
- iv) ALCA e-learning on nimble £14 each
- v) Breakthrough communications training £30
- vi) Various finance training £30

The training above was noted.

The Locum Clerk tabled additional training.

- vii) **Allotment Management: Tenancy Agreements and Policies £30**

Resolved: That the Locum Clerk attend this training for £30.

The resolution was correctly proposed and seconded (unanimous)

- viii) **Allotment Management: Site Facilities and Health and Safety £30**

Resolved: That the Locum Clerk attend this training for £30.

The resolution was correctly proposed and seconded (unanimous)

365.6. To receive the Clerks report/Exchange of information: Please note that the Council is unable to make any formal decision under this item.

- i) **Parish Newsletter Consultation.**

As of Monday 12th June 2023, there have been 34 responses online. Newsletters should have been delivered over the weekend. The Farm Shop have agreed to hold surveys for collection by the Clerk which will then be added to the online ones for consideration by a working party.

365.7. To agree a 3-year contract the following expenditure.

- i) **Unmetered electricity supply for the streetlights.**

Resolved: To approve YU as the new unmetered energy supplier.

The resolution was correctly proposed and seconded (unanimous)

- ii) **Metered electricity supply for the public toilets.**

The Clerk updated the Council that YU were the only ones offering a 100% Green electricity quote.

Resolved: To approve YU as the new metered energy supplier.

The resolution was correctly proposed and seconded (unanimous)

365.8. To note the Memorial Testing Report and agree a way forward.

Resolved: That the Clerk contact plot owners / relatives of the plots via the Parochial Church Council to ask them to undertake maintenance on the headstones or lay them down within three months of the letter. Cllr Howe to monitor the memorial stones identified in the report.

The resolution was correctly proposed and seconded (5 for, 1 against)

365.9. To agree the following expenditure.

i) £100 for a tree survey.

Resolved: To approve the cost of £100 for a tree survey.

The resolution was correctly proposed and seconded (unanimous)

ii) The cost of the annual CCTV maintenance.

Resolved: To approve the cost of £95 for DB Securities to undertake the annual maintenance check on the CCTV system.

The resolution was correctly proposed and seconded (unanimous)

iii) £850 for the removal of soil from the allotments.

Resolved: To agree to defer this item to the July meeting to allow for two local companies to be contacted due to soil disposal.

The resolution was correctly proposed and seconded (unanimous)

iv) £120 for the clearance of a plot at the allotment site.

Resolved: To agree the cost of £120 to clear plot Lower 5A.

The resolution was correctly proposed and seconded (unanimous)

365.10. To note the 6 yearly wiring check on the Streetlights and agree a way forward.

Resolved: Defer this item to the next meeting to allow the Clerk to ask North Somerset about the future of the current lights and the likeliness of them being replaced and with what sort of fitting.

The resolution was correctly proposed and seconded (unanimous)

365.11. To review and agree a contractor to undertake the regilding of the Clock.

Resolved: To employ Timsbury Clocks to undertake the regilding of the Church Clock.

The resolution was correctly proposed and seconded (unanimous)

365.12. To note the following annual visual inspections and agree any expenditure.

i) Asset Register for 2021/22 (for restating AGAR figure)

Resolved: To approve the 2021/22 Asset register figure of £62,966 for restating on the 2022/23 AGAR.

The resolution was correctly proposed and seconded (unanimous)

ii) **Asset Register for 2022/23**

Resolved: To approve the 2022/23 Asset register figure of £69,451 for the 2022/23 AGAR.

The resolution was correctly proposed and seconded (unanimous)

iii) **Reserves Policy**

Resolved: To agree the reviewed Reserves Policy with the removal of Cemetery Reserves.

The resolution was correctly proposed and seconded (unanimous)

iv) **Code of Conduct**

Resolved: To agree the reviewed Code of Conduct.

The resolution was correctly proposed and seconded (unanimous)

v) **Co-option Policy**

Resolved: To agree the reviewed Co-option Policy.

The resolution was correctly proposed and seconded (unanimous)

vi) **Training Policy**

Resolved: To agree the reviewed Training Policy.

The resolution was correctly proposed and seconded (unanimous)

vii) **Planning Protocol**

Resolved: To agree the reviewed Planning Protocol.

The resolution was correctly proposed and seconded (unanimous)

viii) **Pre-application**

Resolved: To agree the Planning Pre-application Policy.

The resolution was correctly proposed and seconded (unanimous)

365.13. To note the following annual visual inspections and agree any expenditure.

- i) **Benches**
- ii) **Dog bins**
- iii) **Grit bins**
- iv) **Noticeboards**
- v) **Bus Shelters**

Resolved: To purchase 3 grit bins to be located on Canada Coombe / Roman Road one by Muddy Lane, one opposite Hillside Road and one by Mendip Way Farm.

The resolution was correctly proposed and seconded (unanimous)

365.14. To note the tub inspection and agree a way forward in relation to the following items.

- i) **Pee Green planters**
- ii) **Market Cross small barrel.**
- iii) **Shiplate Road – corner of Birch Avenue**
- iv) **Bridge Road trough**

Resolved: That the open spaces working group consider all the items above and to make a recommendation to the Parish Council.

The resolution was correctly proposed and seconded (unanimous)

365.15. To set up a Village News Working Group and agree terms of reference.

Resolved: To agree the terms of reference. Membership to be Councillors Clarke, Gower-Crane & Sheppard, members of the public to be Les Master and Gill Williams.

The resolution was correctly proposed and seconded (unanimous)

365.16. To set up an Open Spaces Working Group / Committee and agree terms of reference.

Resolved: To agree terms of reference for an Open Spaces Working Group. Membership to be Councillors Howe, Clarke, Davies and Scarisbrick with members of the community being encouraged to join along with a representative from Bleadon in Bloom.

The resolution was correctly proposed and seconded (unanimous)

365.17. To note the following external audit reports.

i) **2020/21 accounts**

The 2020/21 external audit report was noted.

ii) **2021/22 accounts**

The 2020/21 external audit report was noted.

iii) **Agree the external audit action plan based on external auditors' report.**

Resolved: To agree the external audit action plan based on the reports from the 2020/21 & 2021/22 external auditor.

The resolution was correctly proposed and seconded (unanimous)

365.18. To authorise bills for payment for June.

Resolved: To authorise the payments for June. Cllr Davies and Clarke to authorise the payments.

The resolution was correctly proposed and seconded (unanimous)

365.19. To note the Parish Council's end of Aprils budget position, bank balances and bank reconciliations.

The Parish Council's end of Aprils budget position, bank balances and bank reconciliations were noted.

To note and comment upon the following planning applications.

i) **23/P/0754/OUT Land at Bleadon Hill Bleadon Hill Weston-super-Mare**

Outline planning application for up to 33no dwellings with access for approval; appearance, layout, scale and landscaping reserved for subsequent approval.

Resolved: To object for the following reasons.

- It will encourage ribbon development along Bleadon Hill and down Celtic Way.
- It will produce a potential cascade effect through the village from north to south to the village centre.
- Out of character in relation to Bleadon given it is on the parish boundary.
- It will reduce the strategic gap between Weston-super-Mare and Bleadon used to prevent urban sprawl.

The resolution was correctly proposed and seconded (unanimous)

ii) **23/P/0760/FUL Building East of Mulberry House, Roman Road. Bleadon BS24 0AB.**

Proposed demolition of existing stables and erection of 1no. holiday unit. Landscaping alterations to the West elevation to provide hard standing and placement of ground-based solar array to the South elevation.

This was deferred to the next meeting.

iii) **23/P/0819/FUH Woodbine Cottage Chestnut Lane Bleadon North Somerset BS24 0QD.**

Proposed erection of a single storey front extension with canopy.

Resolved – To not object to this application.

The resolution was correctly proposed and seconded (unanimous)

iv) **23/P/0837/FUH Hoveland Shiplate Road Bleadon BS24 0NG**

Proposed raising of roof ridge height, extension of 2 no. front dormers and installation of a Velux window in place of 1 no. existing front dormer. Proposed erection of a flat-roof rear dormer and internal alterations.

Resolved – To not object to this application.

The resolution was correctly proposed and seconded (unanimous)

v) **23/P/0976/AOC Woodlands Farm Mearcombe Lane Bleadon North Somerset BS24 0NZ**

Request to discharge condition numbers 4 (Lighting) and 6, (Emission reduction) on application 22/P/1993/FUL.

This application was noted.

vi) **23/P/0986/AOC Bleadon Quarry Bridge Road Bleadon North Somerset BS24 0AU.**

Request to discharge condition 9 (Playspace Layout) on application 19/P/0835/OUT.

This application was noted.

vii) **23/P/1006/AOC Bleadon Quarry Bridge Road Bleadon North Somerset BS24 0AU.**

Request to discharge conditions 23 (Drainage Layout) and 24 (Drainage Management Maintenance Plan) on application 19/P/0835/OUT.

This application was noted.

To note the following planning decision.

- i) **23/P/0063/AOC Bleadon Quarry Bridge Road Bleadon North Somerset BS24 0AU**
Request to discharge condition numbers 29, (Bat roosting), 30, (Updated ecology report), 32, (LEMP) and 44 (Foul drainage strategy) on application 19/P/0835/OUT. **APPROVE (discharge condition) (RDC)**
- ii) **23/P/0140/FUL Land off Bleadon Rd opposite junction to Chestnut Lane, Bleadon Rd.**
Extension to existing agricultural building to create additional hay and machinery storage. **APPROVED**
- iii) **23/P/0147/FUL Belle Vue Roman Road Bleadon BS24 0AB**
Proposed demolition of existing bungalow and erection of a two-storey replacement dwelling. **APPROVED**
- iv) **23/P/0441/CQA South Hill Farm Bridgwater Road Bleadon BS24 0BD**
Prior approval for change of use and conversion of agricultural building to 1no. dwelling with operational development involving insertion of infill walls, new windows and doors. **PRIOR APPROVAL - REFUSE (not PD)**

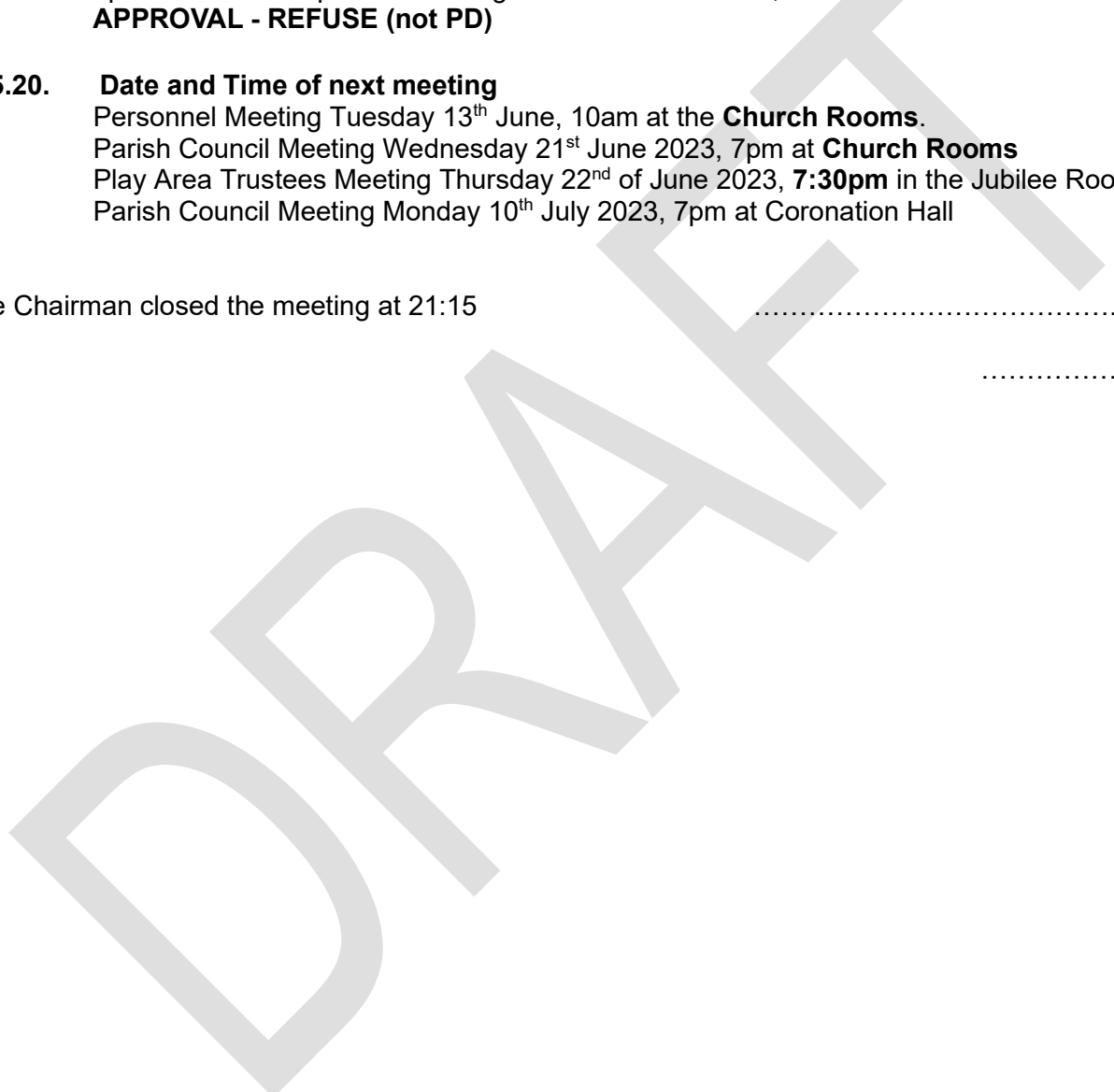
365.20. Date and Time of next meeting

Personnel Meeting Tuesday 13th June, 10am at the **Church Rooms**.
Parish Council Meeting Wednesday 21st June 2023, 7pm at **Church Rooms**
Play Area Trustees Meeting Thursday 22nd of June 2023, **7:30pm** in the Jubilee Room
Parish Council Meeting Monday 10th July 2023, 7pm at Coronation Hall

The Chairman closed the meeting at 21:15

.....Chairman

.....Date



Bills for Payment - 12th May to the 10th June 2023
Bleadon Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
	Already Paid							
DD	3 Business Solutions	Mobile (02.05.2023)	£14.82	£2.96	£17.78	Awaiting invoice	364.23	LGA 1972, s. 111
DD	Opus Energy	Unmetered supply (March)	£13.67	£0.68	£14.35		364.23	PC Act 1957, s3
	To Pay							
BACS	Adrian Project Services	Village Ranger	£602.00		£602.00		364.23	PHA1875.164
BACS	Adrian Project Services	To clean out toilet gutters Total: £642	£40.00		£40.00		H & S	PHA 1936, s87
BACS	Blue Spot	Cleaning of Public Toilets	£139.50		£139.50		364.23	PHA1936, s87
BACS	Ellie Young	Bleadon News Editor	£400.00		£400.00		337 (2) ?	PHA 1936, s234
BACS	Initial	Clinical Waste Collection	£68.51	£13.70	£82.21		364.16	PHA 1936, s87
BACS	Coronation Halls	Contribution for Hall hire for Coronation	£50.00		£50.00		363.12	LGA 1972 s145
BACS	Coronation Halls	Annual Hire of the hall TOTAL: £336	£286.00		£286.00		364.12	LGA 1972, s. 111
BACS	Rialtas	6 months notice charge Asset Register	£78.63	£15.73	£94.36		364.20	LGA 1972, s. 111
BACS	Rialtas	6 months notice VAT TOTAL: £149.01	£45.54	£9.11	£54.65		364.20	LGA 1972, s. 111
BACS	Times Past	Cheese for APCM	£13.20		£13.20		362.12	LGA 1972 s137
BACS	Robin Flavell	Bleadon in Bloom compost & plants	£461.00		£461.00		364.19	PHA1875.164
BACS	SLCC	Councillor training	£120.00	£24.00	£144.00		364.14	LGA 1972, s. 111
BACS	PKF	External Auditors Fee for 2020/21 AGAR	£2,485.00	£497.00	£2,982.00		Audit	LGA 1972, s. 111
BACS	PKF	External Auditors Fee for 2021/22 AGAR Total: £10,307.10	£6,104.25	£1,220.85	£7,325.10		Audit	LGA 1972, s. 111
BACS	Webglu	Quarterly website hosting, back ups & support	£94.75	£18.95	£113.70		364.23	LGA 1972, s. 111
BACS	Taylor Thorne	Printing of Bleadon News	£715.00		£715.00		337 (2) ?	LGA 1972 s.142
BACS	Liz Shayler	Locum Clerk 50hrs (01.05.23 - 31.05.23)	£1,250.00		£1,250.00		361.3	LGA 1972, s112 (2)
BACS	Liz Shayler	Expenses (printer cartridge)	£41.93	£8.39	£50.32		Admin	LGA 1972 s111
BACS	Nina Flint	Finance Officer 12hrs (01.04.23 - 31.05.23)	£261.00		£261.00		361.5	LGA 1972, s112 (2)
SO	Brian Robinson	Clock Winding (31.05.23)	£25.00		£25.00		364.23	PC Act 1957, s2
DD	Lloyds	Credit Card Charge (12.06.2023)	£3.00		£3.00	Currently no access to account	364.23	LGA 1972, s. 111
		Totals	£13,312.80	£1,811.37	£15,124.17			



MINUTES OF THE PERSONNEL COMMITTEE OF BLEADON PARISH COUNCIL HELD IN THE CHURCH ROOMS AT 10am ON TUESDAY 13th JUNE 2023.

PRESENT: Councillors: Andy Scarisbrick(Chairman), ID Clarke, and Mary Sheppard

IN ATTENDANCE: Mrs Liz Shayler (Locum Clerk)

3.1 Apologies for absence

Apologies were received from Councillor Jo Gower-Crane

3.2 To elect a Chair for 2023/24.

Resolved – To elect Cllr Scarisbrick as Chair of the Personnel Committee for 2023/24.

The resolution was correctly proposed and seconded (unanimous)

3.3 To elect a Vice-Chair for 2023/24.

Resolved – To elect Cllr Sheppard as Vice Chairman of the Personnel Committee for 2023/24.

The resolution was correctly proposed and seconded (unanimous)

3.4 Members' declarations of interest on any agenda item.

No declarations of interests were received.

3.5 To approve as a correct record the minutes of the meeting of the Personnel Committee held on the 24th of May 2021.

Resolved: To approve the Personnel Committee minutes of 24th of May 2021.

The resolution was correctly proposed and seconded (unanimous)

The minutes of the meetings to be signed by the Chairman as a correct record.

3.6 To agree the hire of a new Clerk and Responsible Finance Officer and agree the hours and salary range for the post.

Resolved: To agree that the job will be offered within LC 2 substantive scale 24 to 28 for 18 hours a week, starting at point 24.

The resolution was correctly proposed and seconded (unanimous)

3.7 To agree an application pack including job description, person specification & application form for the hiring of a Clerk.

Resolved: To agree the application pack with the following amendments.

Job description - change 'Parish Assembly' to 'Annual Parish Meeting'. To add asset register, risk assessments, policy and maintenance schedules. Also add to point 9 "and where possible advise of potential initial and ongoing/maintenance costs". Remove point 10.

Person specification – define earthlight.

The resolution was correctly proposed and seconded (unanimous)

3.8 To agree the timetable, advert & associated costs for the hiring of a new clerk.

Resolved: To agree the timetable and that the advert will be put on the Parish Council website, social media and noticeboards, the Avon Local Councils' Association website and round robin email. To pay £50 for the advert to go on North Somerset Councils website.

The resolution was correctly proposed and seconded (unanimous)

3.9 To agree, if necessary, a handover between the Locum Clerk / Finance Officer and the new Clerk.

Resolved: To agree, if necessary, a handover of up to 10hrs.

The resolution was correctly proposed and seconded (unanimous)

3.10 To agree the date of the next meeting.

Informal meeting for shortlisting on Wednesday 19th July 2023.

Next meeting (confidential session) Interviewing on the evening of Wednesday 26th July 2023.

Ratification of the decision at the Parish Council meeting on 14th August 2023.

The Chairman closed the meeting at 11:15

.....Chairman

.....Date

365.6 Clerks report/Exchange of information

i) Parish Newsletter Survey

As of Friday 16th June 2023, there have been 39 responses online (1 paper which was added to online results).

ii) New Clerks Post

Wednesday 14th June – published and scheduled on parish council social media and website. Emailed to North Somerset and uploaded to their jobs page [Job profile \(n-somerset.gov.uk\)](http://www.north-somerset.gov.uk). Also sent to ALCA but whilst sent at 8am, not included in 'In Short' email round robin that afternoon and as yet hasn't been added to website. Friday 16th advert on noticeboards.

365.7 To agree a contractor to paint the lines on the Car Park located at the Coronation Halls, Bleadon

Contractor	Scope	Comments	Cost
A	To Remark in White thermoplastic - 30 x Car park bays, 1.6m Letters= 7 (No Entry) & 4m Arrows= 2. To Remark in yellow thermoplastic - 100mm Hatching=64m, 2x Disabled bays including symbols. To Install New yellow thermoplastic - 100mm Hatching = 24m	Contractor who has worked for Banwell PC. Undertook site visit.	£975 + VAT
B	To renew, replace and alter line markings As per plan provided Using yellow and white rain safe thermoplastic	Contractor found on internet – no site visit	£1750 + VAT
C	Remark x31 existing car parking spaces in white thermoplastic paint, Remark x2 disabled parking bays, Remark x3 hatchings Remark / mark x3 arrows. All marking to be in thermoplastic white and yellow.	Contractor found on internet – no site visit	£1575 no VAT

Recommendation: To employ contractor A to undertake the work

Bridget.C.Bowen FCA
86 High Street
Weston
Bath BA1 4DD

Tel: 07465 416597

Email: bridget.c.bowen@outlook.com

Mrs E Shayler
Locum Clerk to Bleadon Parish Council
Coronation Hall,
Coronation Rd,
Bleadon BS24 0PG

9 June 2023

Dear Liz

BLEADON PARISH COUNCIL

Internal audit report - Year ended 31 March 2023

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

I am bound by the ethical guidelines of the Institute of Chartered Accountants of England and Wales. I confirm that I am independent of the Council.

The internal audit work I have carried out has been planned to enable me to give my opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2022-23 Annual Governance and Accounts Return.

I have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2022
- The Accounts and Audit (England) Regulations 2015 (as amended).

I was appointed as internal auditor to the Parish Council on 9 May 2022.

My final internal audit review for 2022-23 was undertaken on 9 June 2023.

Background

Bleadon Parish Council has income and expenditure of between £50,000 and £100,000 and is subject to review by the external auditor, BDO LLP. PKF Littlejohn issued their auditor's reports for the 2021 and 2022 audit reviews, which included their conclusions on the formal objections to the accounts.

The Council is the sole managing trustee of Bleadon Children's Playground.

The Council's accounting records are maintained on RBS Alpha.

The Clerk resigned at the end of January 2023. Liz Shayler has been appointed as locum clerk.

Internal audit checks

I have undertaken a series of audit tests on the Council's financial records, vouchers, documents, minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out during the review.

During this visit I checked the following:

- Minutes of Council Meetings
- Bank and cash
- Expenditure
- Risk assessment
- Asset register
- Action taken on the recommendations in prior report
- Year end checks

Findings

Details of good practice noted, my recommendations and other matters to be brought to the Council's attention are set out below.

Good practice noted at this review

- The Locum Clerk is CiLCA qualified
- The Council maintained its books and records on RBS software. It has now moved to Scribe.
- The Council's Standing Orders and Financial Regulations were within the financial year 2022-23 and are tailored appropriately for the Council
- The Council has appropriate policies in place
- The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO
- The payroll is operated by an independent external payroll provider
- All employees have contracts of employment
- VAT claims are made regularly
- Adequate insurance is in place
- Action has been taken, or is underway on all of the recommendations in the last internal audit report

Recommendations

Expenditure

- My test of a sample of payments back to supporting documentation and vouchers in February 2023 indicated that a credit with PATA payroll services in September 2022 (Voucher 120) was paid by the Council. A review of subsequent invoices from PATA (Voucher 155) indicate that the credit and overpayment may not have been carried forward correctly. The Council should investigate this with PATA and ensure it is not being overcharged. Action on this is underway to address this.

Other matters to be brought to the Council's attention

Annual Internal Audit Report

- The Annual Internal Audit Report was completed with "No" responses to the internal control objectives: A; B; C; D; E; H; I; M and N.
Internal control objectives F and K were answered "Not covered" as they are not relevant to Bleadon Parish Council.
Explanations for these responses are included in Appendix A to this report.
- "Yes" responses were given to the internal control objectives G; J; L and N

Other matters

- The locum clerk has made excellent progress in addressing all the recommendations from my February 2023 report.
- The Council is scheduled to review and approve the updated asset register at the June meeting.
- The meeting of the Council as sole managing Trustee of the Bleadon Children's Playground is scheduled for 22 June 2023.
- I understand that the accounting records in RBS had many inaccuracies in them. There were significant errors in relation to VAT claims and to the way VAT refunds were recorded. RBS and Nina Flint have spent a considerable amount of time correcting these. After the year end shutdown of the RBS accounts for 2022-23 I discovered another error in relation to the recording of a grant of £4,988 for playground equipment. This had been incorrectly recorded as a reduction in expenditure. A manual adjustment has been made to the figures on the AGAR to add this amount to Box 3 - other income, and Box 6 other expenditure.
- During the year end shut down process it came to light that VAT had been reclaimed three times for the quarter March - June 2022. This has been corrected on the most recent VAT claim.

Conclusion

Based on the tests I have carried out, the internal control procedures in operation during 2022-23 in my opinion were **not adequate** to meet the needs of Bleadon Parish Council.

From March 2023 onwards in my opinion the internal control procedures now in operation are **adequate** to meet the needs of Bleadon Parish Council.

Next Steps

This report should be noted and taken to the next meeting of the Parish Council. The Council should decide what action will be taken on the recommendations I have made.

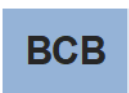
Kind regards

Yours sincerely

A large black rectangular redaction box covering the signature of the sender.

Bridget Bowen FCA

Internal auditor



Internal Audit Action Plan

Recommendation	Comment	Date to be completed
Interim Internal Audit 2020/21		
The total amount of expenditure approved at the meeting is recorded in the minutes.	Completed for payments brought before Council. All monthly expenditure budgeted, minuted and contracted to be brought to Council – ongoing.	Completed
Update Financial Regulations to include BACs payments.	Completed	
Monthly Bank reconciliations (last day of the month) signed and dated by the Clerk.	Started Feb 2023 - ongoing	Completed
Quarterly bank reconciliations for checking by a Councillor signed and dated.	Started March 2023 - ongoing to be signed by a Councillor	Completed
Ensure cash book shows when Direct debits and Standing Orders leave the bank, Cheques, BACS when they are authorised to leave the account.	Started Feb 2023 - ongoing	Completed
Ensure cash book is correct when recording whether transaction is BACS/Bank payment/ Standing Order/ Direct debit / Cheque.	Started Feb 2023 - ongoing	Completed
Councillors to see all supporting documentation before authorising payments. Evidence they have seen the invoices should be documented.	Completed for payments brought before Council. All monthly expenditure budgeted, minuted and contracted to be brought to Council and checked prior to the meeting by a Councillor. Started Feb 2023.	Completed
Care should be taken that all VAT reclaimed is supported by a valid VAT invoice addressed to the Council.	Completed 2022 1 st quarter – VAT claimed twice for first quarter. 4 th quarter used to rectify mistake June 2023	Completed
Ensure on 2020/21 AGAR Council has declared that it is not a sole managing trustee.	Completed incorrectly. Coronation Hall – Custodian Trustee Playground – Sole Managing Trustee	May 2021 AGAR 2022/23
Final Internal Audit 2020/21 (Additional Only)		
Ensure on bank reconciliations that BACS and Direct Debits are not included as reconciling items.	Started Feb 2023 - ongoing	Completed
Interim Internal Audit 2021/22 (Additional Only)		
Council to consider obtaining a debit card in its own name.	Completed presented Clerk no access.	June 2023
Final Internal Audit 2021/22 (Additional Only)		
Ensure bank reconciliation are correct.	Started Feb 2023 - ongoing	Completed
Interim Internal Audit 2022/23 (Additional Only)		
Ensure all internal and external audit reports are viewed by Council and ensure that proper action is taken on any recommendations made.	Internal audits to be presented to the Parish Council (March 2023) as part of the agenda pack and published on the Parish Council website (Feb 2023).	Completed
Ensure minutes accurately reflect the information considered by the Council.	Removal of rolling agenda items and verbal reports leading to actions. Agenda items specific and minutes to show the resolutions of the Parish Council with brief background if necessary. Started Feb 2023	Completed

Ensure all minutes are signed and dated correctly	Date of June minutes amended. Chairman to sign meeting minutes.	
Review Standing Orders and Financial Regulations and other policies.	Standing Orders and Financial Regulations presented to meeting on the 13 th of March 2023. Rest of Policies out of date and several exist of the same name. Policies to be taken to the PC, 3 at a time to be reviewed and approved.	Completed Ongoing all policies to have been reviewed by May 2024
All cheque book stubs should be initialled by persons who sign the cheques, at the same time as the cheques are signed as evidence that the signatories have checked that the cheque stub accurately records the details of the cheque	Due to cost of cheques to the Parish Council BACs to be used unless in exceptional circumstances. Invoices to be checked against 'Bills for Payment' schedule and either BACs / Cheque payments. Completed March 2023.	Completed
The Council must ensure that it has sight of all supporting documentation, and that documentation is checked before payments are approved and released from the bank.	Bills for Payment schedule created for every Parish Council meeting. Before the meeting Councillor to check invoices against schedule and either BACs / Cheque payments. March 2023	Completed
The Council should investigate this with PATA and ensure it is not being overcharged.	Investigated ibabs credit with Microshade not PC. Pata – investigated refund of £13.75.	Completed
The clerk's pay rate should be reviewed to ensure that incremental increases have been properly applied.	Investigated incremental increases properly applied.	Completed
Review, update and adopt the risk assessment before 31 March 2023.	Risk assessment presented to meeting on the 13 th March 2023. No other risk assessments exist. Clerk to start putting risk assessments in place for every service / facility that the PC offer.	Completed
Consider the level of insurance required annually when it is renewed, to ensure it remains adequate.	Level of current level of insurance investigated and insurance renewal accepted, May 2023.	Completed
Investigate assets held by the Parish Council and amend the asset register if necessary. Restate if incorrect last year.	Asset register completed June 2023. 2 nd created for restating on 2022/23 AGAR if necessary. Approved June 12 th of 2023	Completed
Locate trust deed to ensure Council is meeting its responsibilities as trustee.	Trust Deed located and checked. Coronation Hall – Custodian Trustee Playground – Sole Managing Trustee	Completed
The Council must ensure it meets as the trustee of the Bleadon Children's Playground Charity as required	Hold Annual Trustees meeting following Charity Commissions regulations and guidelines.	By end of June 2023

Annual Internal Audit Report 2022/23

BLEADON PARISH COUNCIL AUTHORITY

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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.			✓
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")			✓
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).	✓		

O. (For local councils only)	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

Name of person who carried out the internal audit

FEB 2023 Y 09/06/2023 DD/MM/YYYY

BRIODGET. C. BOWEN IFC A TOR

Signature of person who carried out the internal audit

Bridget Bowen

REQUIRED

Date

09/06/2023

*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).

INTERNAL AUDITOR'S ANNUAL REPORT

Year ended 31 March 2023

Bleadon Parish Council

Objective	Explanation
A	Bills for payment schedules were inaccurate until February 2023 and did not correspond with payments made. Payments were made before being approved by the Parish Council. Spend was agreed at meetings without an appropriate agenda item. Invoices were not sent out or were incorrect. Debts to Council were not consistently followed up. Several payments were made twice, credit balances were paid by mistake. Earmarked reserves remained not understood or incorrectly allocated until March 2023.
B	Until March 2023, bank reconciliations, whilst produced, were not presented to Council quarterly as stated in the Councils Financial Regulations. Bank Reconciliations produced were incorrect.
C	Whilst there was an adopted financial risk assessment during 2022/23 it wasn't reviewed between May 2021 and March 2023. There were elements of the risk assessment which were not followed throughout the year. The Council reviewed and adopted the risk assessment in March 2023.
D	The Council did not monitor actual income and expenditure against budget throughout the year. Earmarked reserves remained not understood or incorrectly allocated until March 2023.
E	Advertising and allotment income that was due to the Council was not properly invoiced and debts owed were not followed up.
F	No petty cash held
H	The fixed asset register included assets that it transpired do not belong to the Council, but are held by the Council as custodian trustee. Public convenience buildings were included at valuation, when the Council had in fact been donated the building by District Council. Other assets that could not be located were included on the asset register, and assets that were in use had not been included on the register. The register has now been reviewed and updated and corrected for the above errors.
I	Until March 2023, bank reconciliations, whilst produced, were not presented to Council quarterly as stated in the Councils Financial Regulations. Bank Reconciliations produced were incorrect.
K	The authority did not certify itself as exempt from limited assurance review in 2021/22
M	The notice was published for the period of elector rights to be between the 13th of June and the 22nd of July 2022. Inadequate arrangements were made for an elector to exercise their rights. After a complaint to the External auditor was upheld, the exercise of public rights was readvertised (26th July – 5th August). Whilst another opportunity was given to view the accounts the arrangements made for the elector to inspect documents were again inadequate.

- No separate trustee meetings have been held since February 2022. The trustee expenditure was not kept separate, and the play equipment funding was sourced and added without permission from the Trust. The Coronation Hall, where the Parish Council is Custodian Trustee, was included on the Asset Register. These matters have all been corrected. The 2022 Annual Return was filed 6 days late. There is a Trustee meeting scheduled for June 2023.

Bridget.C.Bowen FCA
Internal auditor

09-Jun-23

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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' 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.			<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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Annual Governance Statements

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

No – Until February 2023, bills for payment schedules were inaccurate and did not correspond with payments made. Payments were made before being approved by the Parish Council. Spend was agreed at meetings without an appropriate agenda item. Invoices sent out were incorrect / not sent. Debts to Council were not consistently followed up. Several payments were made twice once by BACs and once by cheque, resulting in slightly inflated payments and receipts. Earmarked reserves remained not understood or incorrectly allocated until March 2023.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

No – Until March 2023, bank reconciliations, whilst produced, were not presented to Council quarterly as stated in the Councils Financial Regulations. Bank Reconciliations produced were incorrect. Not every receipt / payment was accompanied by documentation. Several payments were made twice once by BACs and once by cheque resulting in inflated payments and receipts. A regular contractor was overpaid throughout 2022/23 until February 2023. No financial information was publicly available on the Council's website, except for the AGAR (from November) and the first budget of the year. No internal audit reports were uploaded until February 2023.

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.

No – Prior to February 2023 spend was agreed at meetings without an appropriate agenda item. No internal checks (except for the internal auditor) were in place. Transparency code best practice was not followed, and so no financial information was publicly available on the Council's website, except for the AGAR and the first budget of the year. No internal audit reports or regular budgets were uploaded until February 2023. VAT has been claimed twice for the first quarter of the year.

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.

No – The notice was published for the period of elector rights to be between the 13th of June and the 22nd of July 2022. Arrangements were made for an objector to exercise their rights. A list of what the objector wished to see was sent in advance of the meeting. The objector met with the Chairman on the 12th of July 2022, but the Clerk as the Responsible Finance Officer (RFO) was not present. The Chairman was unable to answer the questions asked and not all the documentation requested was present. A further request to view the accounts on the 19th of July was refused. After a complaint to the External auditor was upheld the exercise of public rights was readvertised (26th July – 5th August). Whilst another opportunity was given to view the accounts there was no attendance from the Clerk / RFO and the pre-requested documentation was not present.

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.

No – Whilst there was adopted a financial risk assessment during 2022/23 it wasn't reviewed between May 2021 and March 2023. The council do not feel that they can say yes to this assertion as there were elements of the risk assessment which were not followed throughout the year.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Yes – Bridget Bowen is employed to undertake the Annual Internal Audit.

7. We took appropriate action on all matters raised in reports from internal and external audit.

No – No external audit reports existed for 2020/2021 & 2021/22 due to public challenge until May 2023. Internal audit exists. However, an email stream shows that the internal audit report received was only sent to the Parish Councillors 3 hours before the meeting when it was due to be considered, despite having been received over a week previously. The same recommendation from the internal auditor appears on internal audit reports since June 202, which was not resolved until February 2023.

The internal audit report received in March 2023 highlighted many concerns of which all except one have been resolved.

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.

Yes - We believe that we have identified any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, that may have a financial impact on this authority and have included them in the accounting statements.

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.

No – No separate trustee meetings have been held since February 2022. The trustee expenditure was not kept separate, and the play equipment funding was sourced and added without permission from the Trust. The Coronation Hall, where the Parish Council is Custodian Trustee, was included on the Asset Register.

Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>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.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>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.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>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.</i>
9. Total fixed assets plus long term investments and assets			<i>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.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Bills for Payment - 10th to the 16th June 2023
Bleadon Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
	To Pay							
BACS	Rialtas	Close down of three years of accounts	£495.00	£99.00	£594.00		363.7	LGA 1972, s. 111
BACS	Scribe	Annual accounts package	£564.00	£112.80	£676.80		364.20	LGA 1972, s. 111
		Totals	£1,059.00	£211.80	£1,270.80			