

West Tytherley, Frenchmoor and Buckholt Parish Council

Clerk's Report June 2024

Finance

Bank

The change in bank mandate has been submitted, but as of today not completed. Cllr James has access to the bank accounts.

Audit

The internal audit for 2023/24 has been completed and the figures for 2022/23 and 2021/22 restarted. Reports attached.

Reconciliation

A reconciliation of receipts and payments for the current year is attached.

Payments

A revised payment schedule is attached.

Fete accounts

The council, if it does any trading, would need to register for VAT (councils do not get the £85,000 exemption). Including the fete monies in the councils banking system, exacerbates this risk and inflates the turnover making eligibility for audit exemption harder.

RECOMMENDATION

That the fete account is removed into a separate bank account managed by the fete committee.

Accounting System

I strongly recommend the council adopts a proper accounting system. There are several systems available, some more suitable for larger councils, some better suited to qualified accountants or bookkeepers. My recommendation is Scribe accounting. This is a very simple to use system with excellent support. I have put Scribe into five councils now and all are delighted. It is not the cheapest but with the support given it is the best suited for WTF&B.

Scribe is cloud based, removing the risk of lost data. It can produce a standard set of reports and councillors could be given read only access to aid transparency.

The quote received is:

- One off set up fee £249.00
- Monthly subscription (paid as an annual fee) £31.00

Total costs

Year 1 £621.00

Year 2 on £372.00

Recommendation

That WTF&B PC takes out a rolling subscription to Scribe Accounting pro

Risk Register

The risk register is inadequate and has not been updated for some years. An updated Risk Register will be presented to council on 24th June.

Insurance

The insurance has been renewed with Clear Councils.

Resilience Project

I have been in correspondence with Charlotte Eyestrutt.

The generator will be purchased from Hampshire Generators. The plinth will be constructed by Jared Bundy Construction Ltd which will also offload the generator. The electrical connections will be by Steve Russell of Russel Services.

Charlotte has identified a local solicitor who is drawing up the lease agreement for the generator site which will include access rights over the retained land.

A maintenance contract with Hampshire Generators will be instigated. This is estimated at £400 / year.

Costs exc VAT

Hampshire Generators	Generator supply, delivery & commissioning	7,881.75
Russell Electrical	Electrical connections	1,047.54
Jarred Bundy Construction Ltd	Plinth construction	1,825.00
Jarred Bundy Construction Ltd	off-loading to plinth	£250.00
TBA	Construct shed around generator	
		£11,004.29

There will be solicitor's costs on top of this.

One area of concern is that the grant from SSEN included a condition that the money was spent by October 2023. I have not seen anything in writing which agrees to waive/extend this condition. Without such an extension, the council would be at risk of having to repay the grant.

Casual Vacancies

The vacancy triggered by the resignation of Cllr Vian Cameron was notified to TVBC and the notice of vacancy posted. TVBC has not received a request for an election to be held and, therefore, the vacancy should be filled by means of co-option. This should be done as soon as practicable.

This means there are three vacancies, and the council has a duty to fill these as soon as it can.

Play Area Inspection

The play area inspection was completed, and some defects highlighted. This was designated a high risk item.



There are several other items with a lower risk level which should be addressed. Report attached.

Footpath 3

Part of footpath 3) public path extinguishment and definitive map modification order 2024

On 15 May 2024 Hampshire County Council confirmed the above Order made under sections 26 and 118 of the Highways Act 1980. The effect of the Order as confirmed is to create a public footpath in the parish of West Tytherley, commencing at SU 27413 29909 at a junction with public road The Village (C202) and continuing in a generally south-

easterly direction, navigating around existing buildings. From SU 27470 29881 the route proceeds in a north-easterly direction and then southerly direction around the boundary of the garden to a junction with West Tytherley Footpath 3. The order will also extinguish that part of West Tytherley Footpath 3 that is currently recorded running from SU 27419 29912 in a southeasterly direction to SU 27510 29860, as described in the Schedule to the order.

.gov domain

Hugo Fox is in the process of registering as a domain controller for .gov domains. They do not think this will be completed before September 2024.

Options are:

- Wait until September
- Switch to an existing .gov domain controller.

Clerk Vacancy

The vacancy is advertised on the HALC web site but with no interest so far. It is important to get this position filled as soon as possible. My involvement can only ever be short term (due to both my availability and costs).

I will contact clerks in nearby parishes to see if any would like to take on additional work and also contact Wiltshire Local Council Association.

Local advertising in community or parish magazines should be considered. Social media is a good way of advertising: are there any suitable Facebook, Instagram or WhatsApp groups?

Web Site

I have started to tidy the website creating subpages for each year. This will aid navigation. I recommend the addition of a planning portal, but this is not urgent.

Other projects

In order to restrict costs, I have limited my involvement in day-to-day administration.

Areas I am aware of:

- Footpaths: Red Lane to footpath 9
- Glebe Farm S106 agreement

Tom Brindley

Locum Clerk and RGFO

18th June 2024

Attachments

Internal audit report 2024

Annual Governance review 2024

Annual Accounting statement 2024

Annual Governance review 2023

Annual Accounting statement 2023

Cashbook 2023

Cashbook 2024

April/May bank reconciliation

May/June payments

Risk Register 2024

Play Area Inspection 2024

Footpath 3 notice