

Compton Dando Parish Council

Transparency Code Statement

1. Expenditure over £100: All payments for any amount, are listed in the minutes of Compton Dando Parish Council meetings which are held monthly and published monthly on the Parish Council website <http://www.comptondando-parishcouncil.org.uk/>
2. Year End Accounts are explained by the following copies of
 - a) the Annual Return section 2 (Appendix 4)
 - b) the bank reconciliation (Appendix 2)
 - c) explanation of significant variances. (Appendix 3)
3. Annual Governance Statement: See the following Section 1 of the Annual Return. (Appendix 1)

The Asset Register was inspected and approved at the Annual Parish Council meeting on 4th May 2021.

4. Internal Audit Report: See the following of the Annual Return. (Appendix 5). See above comments on risk assessment.
5. Councillors: See following list of names and outside representative roles of Parish Councillors. (Appendix 6)
6. Land and Building Assets: See (Appendix 7). See 3. Above.
7. Minutes, Agendas etc. of formal meetings: These are published monthly on the Parish Council website.

Appendix 2

End of Financial Year 01 April 2021 to 31 March 2022

CDPC Bank reconciliation for 31st March 2022										
Name of smaller authority:	Compton Dando Parish Council									
County area (local councils and parish meetings only):	Bath & NE Somerset Council									
Financial year ending 31 March 2022										
Prepared by (Name and Role):	Susan Smith Clerk/RFO									
Date:	10/04/2022									
						£		£		
Balance per bank statements as at 31/3/22:										
	current account					11,634.1				
							11,634.1			
Petty cash float (if applicable)										-
Less: any unrepresented cheques as at 31/3/22 (enter these as negative numbers)										
	1608					(665.36)				
							(665.36)			
Add: any un-banked cash as at 31/3/22										
							-			
Net balances as at 31/3/22 (Box 8)								10,968.8		

Appendix 3

Explanation of Variances

Explanation of variances							
Name of smaller authority: Compton Dando Parish Council							
County area (local councils are South & NE Somerset Council)							
Insert figures from Section 2 of the AGAR in all Blue highlighted boxes							
Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:							
<ul style="list-style-type: none"> * variances of more than 15% between totals for individual boxes (except variances of less than £200); * New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year; * a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2). 							
	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures Input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	6,065	7,680				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	12,641	13,291	650	5.14%	NO		
3 Total Other Receipts	2,199	2,538	339	15.42%	YES		now makes a variance of 2%
4 Staff Costs	5,023	5,665	-358	5.94%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	7,203	6,875	-328	4.56%	NO		
7 Balances Carried Forward	7,680				NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	0	0				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	247,055	247,055	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

APPENDIX 4

Annual Return Section 2 – Accounting Statements

Section 2 – Accounting Statements 2021/22 for

Compton Dando Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	6,066	7,680	Total balances and reserves at the beginning of the year as recorded in the financial records. Values must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	12,841	13,291	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,199	2,538	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Includes any grants received.
4. (-) Staff costs	8,023	5,655	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	7,203	6,875	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	7,680	10,969	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	7,680	10,969	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	247,055	247,055	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PARLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council is 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 2022 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

SE Smith
Date 21/06/2022

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

21.06.2022

as recorded in minute reference:

Finance 0.7

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

Shirley Ryle

Appendix 5

Annual Audit Section 4

Annual Internal Audit Report 2021/22

Compton Dando Parish Council

www.comptondando.org.uk

During the financial year ended 31 March 2022, 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 2021/22 has been carried out in accordance with the 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 applicable
A. Appropriately accounting records have been properly kept throughout the financial year	<input checked="" type="checkbox"/>		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for	<input checked="" type="checkbox"/>		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	<input checked="" type="checkbox"/>		
D. The process or risk assessment resulted from an adequate budgetary process, budgets against the budget was regularly monitored, and reserves were appropriate	<input checked="" type="checkbox"/>		
E. Expected income was fully received, billed on correct prices, properly recorded and correctly banked, and VAT was appropriately accounted for	<input checked="" type="checkbox"/>		
F. Fully cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for		<input checked="" type="checkbox"/>	
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	<input checked="" type="checkbox"/>		
H. Assets and investments held were complete and accurate and properly maintained	<input checked="" type="checkbox"/>		
I. Periodic bank account reconciliations were properly carried out during the year	<input checked="" type="checkbox"/>		
J. Accounting documents prepared during the year were prepared on the correct accounting basis (principles and payments on income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate, systems and controls were properly assessed	<input checked="" type="checkbox"/>		
K. If the authority certifies itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority has a limited assurance review of its 2020/21 AGAR, tick 'not reviewed')	<input checked="" type="checkbox"/>		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	<input checked="" type="checkbox"/>		
M. The authority, during the previous year (2020/21) correctly provided full the notes for the expenses of public officers as required by the Accounts and Audit Regulations provided by the notes published on the website and/or authority approval articles confirming the notes only	<input checked="" type="checkbox"/>		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes)	<input checked="" type="checkbox"/>		
O. (For local councils only) Trust funds (including charities) – The council has responsibilities as a trustee		<input checked="" type="checkbox"/>	Not applicable

For any other risk areas identified by this authority adequate controls exist or any other risk areas on separate sheets if needed.

Date(s) Internal audit undertaken: 23/05/2022

Name of person who carried out the internal audit: DAVE SHARDA

Signature of person who carried out the internal audit: [Signature]

Date: 23/05/2022

If the response is 'not applicable' the response and action being taken to address any weaknesses in control should be provided on separate sheets if needed.

If the response is 'not applicable' please state when the next internal audit will be done in this case and when it is due to expire, or if coverage is not required, the next internal audit report must include when the next internal audit is due.

Annual Governance and Accountability Return 2021/22 Form 2

Local Councils, Internal Governance Boards and other Statutory Authorities

Appendix 6

Names of Councillors

Dawn Drury (Chairman)
Philippa Paget (Vice Chairman)
Andrew Dawes
Christopher Willows (Representative for Parish Council
Airport Association (PCAA)
Hannah Maggs
Anthony Butler
Barend ter Haar

At least one Councillor represents Compton Dando Parish
Council at the following outside organisation meetings:
Bath & North East Somerset ALCA
Parish Liaison
Keynsham Area Forum
CPRE

Appendix 7

Land and Building Assets

AN LAND AND BUILDING ASSETS							
Itemised Schedule of Assets for Compton Dando Parish Council							
Item	No	Insurance value	Purchase cost	Date of purchase / acquisition	Location	Date of disposal	Comments
Parish Hall	1	220000	n/a	07/12/1955	Compton Dando		
War Memorial	1	10000	n/a		Compton Dando		
Village Pound	1	2500	n/a		Compton Dando		
Wooden Bench	1		50		Compton Dando		Estimated purchase cost
Oil Storage Tank	1		300		Compton Dando		Estimated purchase cost
Stone Flower Trough	1		1000		Compton Dando		Estimated purchase cost
Fountain Stone (Commemorating Coronation of George V in 1911)	1		200		Compton Dando		Estimated purchase cost
Phone Box	1				Compton Dando		
Phone Box	1				Burnett		
Phone Box	1				Queen Charlton		
Defibrillator- listed as covered by PC Insurance	2	2500			Compton Dando		owned by Burnett and Compton Dando Villages
Post box	1				Compton Dando		
Painting by Heather Maggs in memory of Kathleen Collins + picture light	1		25		Parish Hall		Estimated purchase cost
Edwin Penny Print of Pheasant (donated)	1	150		01/02/2016	Parish Hall		
Clock and plaque in memory of Mr & Mrs Fred Humphries	1	50	20		Parish Hall		
Commemorative wall plaques (PC chairman names, CVs and undated photo)	3	50	25		Parish Hall		Estimated purchase cost
Picture of photos of Compton Dando residents 2020	1		229.8		Parish Hall		
Picture by Heather Maggs donated by the estate of Katherine Bunyan	1	350	0	2019/2020	Parish Hall		
Painting by Heather Maggs donated by her	1	450	0	01/01/2022	Parish Hall		
Chairs (20 in church) - from Summit Chairs	100	6500	2760		Parish Hall & Church		Estimated purchase cost
Large collapsible tables (GoPak)	12	1300	350		Parish Hall		Estimated purchase cost
Small collapsible tables (goPak)	6	520	475	01/04/2007	Parish Hall		
Vacuum cleaner (Henry)	1	150	82	01/04/2005	Parish Hall		
Water fire extinguisher	2	45	15		Parish Hall		Estimated purchase cost
CO2 fire extinguisher	1	30	10		Parish Hall		Estimated purchase cost
Fire blanket	1	35	10		Parish Hall		Estimated purchase cost
Millennium 2000 photo of villagers	1	75	30		Parish Hall		Estimated purchase cost
Certificate relating to hall extension	1	30	10		Parish Hall		Estimated purchase cost
Pairs of curtains	11	3500	100		Parish Hall		Estimated purchase cost
Carpets and flooring		9915	9915	01/01/2015	Parish Hall		
Notice board (outside hall entrance)	1	350	120		Parish Hall		Estimated purchase cost
Notice board inside hall	1				Parish Hall		
Keysafes 1 outside hall	1	30	30	01/05/2018	Parish Hall		date tbc
Keysafe 1 inside entrance cupboard	1	17	16.48	01/02/2021			
Microwave Kenwood s/n 0673014156 800-850watt	1	150	58	01/02/2007	Parish Hall		
First aid box plus large box for Covid First Aid in Kitchen	2	30	15	01/05/2020	Parish Hall		Estimated purchase cost
Kettle Morphy Richards s/n 80005840	1	20	5		Parish Hall		Estimated purchase cost
Kettle Sainsburys SN 15397	1	20	16	01/02/2018	Parish Hall		
Health & Safety File	1			01/02/2018	Parish Hall		
Urn Lincat 3 litre sn/WEE/FG0049TZ	1	300	378	01/07/2009	Parish Hall		
Giddle - Ralston Magnum s/n COD 30453/MOD k-78	1	200	50		Parish Hall cupboard		Estimated purchase cost
Water heater Heatrae Sadia multipoint 15-3 156 s/n CNY142600043AN	1				Parish Hall		
Cooker Stoves Newhome double oven EC600 DO DLM	1	500	415	01/05/2004	Parish Hall		
CD Player Sanyo Bass Xpander	1	60	20		Parish Hall cupboard		Estimated purchase cost
Handdryers Airblast Windsor model 4601	3		450	01/08/2015			
2 buckets, 3 mops, 3 washing up bowls	1				Parish Hall		
Brooms x 2 normal size, plus wide one in table cupboard	3	17	30		Parish Hall		
Window cleaners	2	10	2		Parish Hall		Estimated purchase cost
Urinals Armitage Shanks	2				Parish Hall		
Toilets	4				Parish Hall		
Waste bins in each toilet and hall	4		10		Parish Hall		estimated purchase cost
Hand basins	3				Parish Hall		
Mirrors	2				Parish Hall		
Flood Defence Doors	2	2388	2388	01/01/2015	Parish Hall		
Step ladder (inside hall)	1		123	01/05/2006	Parish Hall		
Dustpan and brush	2	6			Parish Hall		
Assorted cleaning materials (included vacuum bags)	1	35	35		Parish Hall		Estimated purchase cost
Tea towels 10, hand towels 3, dishcloths 7	1	15			Parish Hall		
Rubbish bin for kitchen (2 spare to encourage recycling at events)	3	45		01/05/2020	Parish Hall		Estimated purchase cost
Double sink	1				Parish Hall		
Basin	1				Parish Hall		
Wall shelves 3 tier	6				Parish Hall		
Wall shelves 2 tier	1				Parish Hall		
Drawer units (3 drawers)	2				Parish Hall		
Base unit 300mm (Plan appended)	5	4680	4680	01/01/2015	Parish Hall		For all kitchen units
Refrigerator Zanussi TT160C, barcode 5313054492019206, 933012443	1	150	150	01/01/2015	Parish Hall		
Crockery, glasses, cutlery, trays etc		1250	1180	01/08/2011	Parish Hall		separate inventory
Lampshades	8	30	25	01/01/2015	Parish Hall		
Oil Boiler (in attached shed)Worcester Greenstar Dansmoor Utility)	1	£3,543.85	£3,543.85	01/08/2018	boiler shed		
Plastic tables	17	1120			boiler shed		CDCA
Long double ladder	1	100			boiler shed		CDCA
Wooden white topped tables	6	600			boiler shed		CDCA
Assorted fete items, smack the rat, tug of war rope, gazebos etc	1		3000		boiler shed		CDCA
External lights side & main door motion triggered	2	54	137.86	01/12/2017	Parish Hall		
Clerk's filing cabinet	1	£86	86.09	19/08/2015	Clerk's Home		
Clerk's external hardrive	1	£40	40	16/06/2015	Clerk's Home		
Clerk's external hardrive	1	£55	55	09/05/2015	Chairman's Home		
Clerk's laptop Acer Aspire F 15	1	£493	493.78	16/01/2016	Clerk's Home		
Clerk's printer/ fax machine Brother mono laser DCP-L2520DW	1	£99	99	23/11/2015	Clerk's Home		
Digital Ceiling mounted projector in the Parish Hall	1	£762	£761.55	07/03/2016	Parish Hall		
Screen for the projector located in the Parish Hall	1	£100	£100	07/03/2016	Parish Hall		
Internal emergency lighting	1				Parish Hall		
Baby changing table	1	£250	216	01/12/2015	Parish Hall		
wooden folding chairs	12				Parish Hall		CDCA
Hairdryer	1				Parish Hall		property of Art Group
hook for projector	1				Parish Hall		
Table Tennis Tables	2	£700	350	01/03/2018	Parish Hall		one donated R Davis
Stage	1				Parish Hall		
floor cable covers	2		30.98	May-18	Parish Hall		
HDMI cable (10m)	1		24.99	01/05/2018	Parish Hall		
Truespeed router for broadband and wifi	1	£100	£0.00	04/07/2019	Parish Hall	Provided and	installed gratis by Truespeed
extension lead for router	1	£8	£7.99	04/07/2019	Parish Hall		
Basket for dirty tea-towels in kitchen	1	£5	£5.00	01/05/2019	Parish Hall		
Box for spare binbags and box for dishcloths	2		£3.00	01/05/2019	Parish Hall		
Wall fitted handgel dispensers in entrance hall	2			01/05/2020	Parish Hall		
Wall fitted soap dispensers in Ladies and Gents toilets	2			01/05/2020	Parish Hall		
Reviewed May 2022:							
Signed:		Date:					
Signed:		Date:					
Next inspection May 2023							

Asset Register was Reviewed May 2021

Transparency Statement to be Approved July 2021

Signed.....

Date.....

Signed.....

Date.....