

# 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 4<sup>th</sup> 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.

# Appendices Appendix 1

## The Annual Return Section 1 – Governance Statement

### Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

COMPTON DANDO PARISH COUNCIL

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		Has 'meant that' the 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 the authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about the authority's accounts.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. For local councils only: Trust funds including charitable, in our capacity as the sole managing trustee are discharged and accountability responsibilities for the funds/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	N/A has met all of its responsibilities where as a body controls it is a sole managing trustee of a local trust or trusts.

\*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

20/06/2023

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

and recorded as minute reference:

Finance 6.5

Chairman

Clerk

#### Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published

Yes No

www.comptondandopc.org.uk

## Appendix 2

### End of Financial Year 01 April 2022 to March 2023

#### Bank reconciliation

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March 2023" in the Accounting Statements of the / agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlight remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **Compton Dando Parish Council**

County area (local councils and parish meetings only): **Bath & NE Somerset**

Financial year ending 31 March 2023

Prepared by (Name and Role): **Susan Smith Clerk/RFO**

Date: **15/04/2023**

		£	£
Balance per bank statements as at 31/3/23:			
	current ac	13,608.0	
[add more accounts if necessary]			
			13,608.0
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/23 (enter these as negative numbers)			
	item 1	(9.00)	
	item 2	(46.95)	
	item 3	(50.00)	
	item 4	(9.00)	
[add more lines if necessary]	item 5	(742.24)	
			(857.19)
Add: any un-banked cash as at 31/3/23			
Net balances as at 31/3/23			<u>12,750.8</u>

## Appendix 3

### Explanation of Variances

#### CDPC Accounting

By completing this box, the figures will pull through to the relevant tabs of the workbook to assist you in reporting

	Year ending		Variance £	Variance %	Notes and guidance	Explanation required
	31-Mar-22	31-Mar-23				
					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.	
1. Balances brought forward	7,680.00	10,969.00			Total balances and reserves at the beginning of the year as recorded in the financial	
2. (+) Precept or Rates and Levies	13,291.00	13,615.00	324	2%	Total amount of precept (or for IDBs rates and levies) received or receivable in the year.	No explanation required
3. (+) Total other receipts	2,538.00	2,436.00	-82	-3%	Total income or receipts as recorded in the cashbook less the precept or rates/levies	No explanation required
4. (-) Staff costs	5,663.00	6,210.00	545	10%	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI	No explanation required
5. (-) Loan interest/capital	-	-	0	0%	Total expenditure of payments of capital and interest made during the year on the	No explanation required
6. (-) All other payments	6,875.00	8,079.00	1204	18%	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	Street light maintenance increased by £343; memberships increased by £173 and a Parish Hall fuel price increase of £208. This is now a variance of 4%
7. (=) Balances carried forward	10,969.00	12,731.00			Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	No explanation required
	Bal c/f checke	Bal c/f checker				
8. Total value of cash and short term investments	10,969.00	12,731.00			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	247,033.00	247,033.00	0	0%	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.	No explanation required
10. Total borrowings	-	-	0	0%	The outstanding capital balances as at 31 March of all loans from third parties (including PWLB).	No explanation required

**APPENDIX 4**  
**Annual Return Section 2 – Accounting Statements**

Section 2 – Accounting Statements 2022/23 for

COMPTON DANDO PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	7,680	10,969	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.
2. (+) Precept or Rates and Levies	13,291	13,615	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,538	2,456	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5,665	6,210	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	6,875	8,079	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	10,969	12,751	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	10,969	12,751	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 PVALB).
<b>For Local Councils Only</b>	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)			
11b. Disclosure note re Trust funds (including charitable)			✓

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

SE Smith

Date

09/06/2023

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

20/06/2023

as recorded in minute reference:

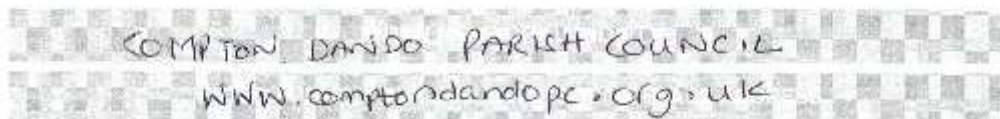
Finance 6.6

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

[Signature]

Appendix 5

## Annual Internal Audit Report 2022/23



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 the 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 reported.	✓		
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 box "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) 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

24.05.2023 to 05.06.2023

Name of person who carried out the internal audit

QUANG SHIEL

Signature of person who carried out the internal audit

Date

05.06.2023

\*If the response is "no" please state the implications and action to be 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).

## Appendix 6 Names of Councillors

**Dawn Drury (Chairman)**  
**Philippa Paget (Vice Chairman)**  
**Andrew Dawes**  
**Tom Bartlett**  
**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**

<b>LAND AND BUILDING ASSETS</b>						
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<b>Itemised Schedule of Assets for Compton Dando Parish Council</b>						
<b>Item</b>	<b>No</b>	<b>Insurance value</b>	<b>Purchase cost</b>	<b>Date of purchase / acquisition</b>	<b>Location</b>	<b>Date of disposal</b>
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	
Oil Storage Tank	1		300		Compton Dando	
Stone Flower Trough	1		1000		Compton Dando	
Fountain Stone (Commemorating Coronation of George V in 1911)	1		200		Compton Dando	
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	
Post box	1				Compton Dando	
Painting by Heather Maggs in memory of Kathleen Collins + picture light	1		25		Parish Hall	
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	
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	
Large collapsible tables (GoPak)	12	1300	350		Parish Hall	
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	
CO2 fire extinguisher	1	30	10		Parish Hall	
Fire blanket	1	35	10		Parish Hall	
Millennium 2000 photo of villagers	1	75	30		Parish Hall	
Certificate relating to hall extension	1	30	10		Parish Hall	
Pairs of curtains	11	3500	100		Parish Hall	
Carpets and flooring		9915	9915	01/01/2015	Parish Hall	
Notice board (outside hall entrance)	1	350	120		Parish Hall	
Notice board inside hall	1				Parish Hall	
Keysafes 1 outside hall	1	30	30	01/05/2018	Parish Hall	
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	
Kettle Morphy Richards s/n 80005840	1	20	5		Parish Hall	
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	
Griddle - Ralston Magnum s/n COD 30453/MOD k-78	1	200	50		Parish Hall cupboard	
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	

Handryers Airblast Windsor model 4601	3		450	01/08/2015	Parish Hall	
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	
Urinals Armitage Shanks	2				Parish Hall	
Toilets	4				Parish Hall	
Waste bins in each toilet and hall	4		10		Parish Hall	
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	
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	
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	
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	
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	

Long double ladder	1	100			boiler shed	
Wooden white topped tables	6	600			boiler shed	
Assorted fete items, smack the rat, tug of war rope, gazebos etc	1		3000		boiler shed	
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	
Hairdryer	1				Parish Hall	
hook for projector	1				Parish Hall	
Table Tennis Tables	2	£700	350	01/03/2018	Parish Hall	
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	
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	
<b>Signed:</b>				<b>Date:</b>		
<b>Signed:</b>				<b>Date:</b>		