

Harden Village Council



Clerk: Ken Eastwood, Harden Village Council, PO Box 572, Keighley BD21 9FE
clerk@hardenvillagecouncil.gov.uk 07850 049 487

Dear Councillor,

You are summoned to attend the annual meeting of Harden Village Council, to be held by video conference, on **Tuesday 4th May, 2021** at 7.15pm.



Clerk to the Village Council

27th April, 2021

Meeting access details

<https://us02web.zoom.us/j/88051199794?pwd=VE5sZTlnYjdoTi9MNDVMaURiS0wyUT09>

Meeting ID: 880 5119 9794

Passcode: 663991

AGENDA

1. Election of Chair and Vice Chair

To elect a Chair and Vice-Chair to the Council.

2. Apologies for Absence

To consider apologies offered.

3. Disclosure of Interest

To receive disclosure of personal and prejudicial interest from members on matters to be considered at the meeting.

- a) To receive declarations of interest from councillors on items on the agenda;
- b) To receive written requests for dispensations for disclosable pecuniary interest;
- c) To grant any requests for dispensation as appropriate.

4. Minutes of Meetings (previously circulated to Members)

- a) To agree the minutes of the Village Council meeting held on 8th April, 2021.
- b) To note the Outstanding Issues Report (information only, see Appendix 1).

5. Appointment of Representatives to Outside Bodies and Committees

To agree appointments to the following roles: -

- YLCA Branch meeting representatives
- Parish Council Liaison representative
- Neighbourhood Development Plan project team
- Allotments project team

6. Annual Resolutions

To renew authorisation for Cllr Kirkham to inspect any land and/or premises which the Council has a right or duty to inspect, as lead Councillor for planning issues.

7. Annual Review of Standing Orders, Financial Regulations and Policies

- a) To note the annual review of Standing Orders, Financial Regulations and Policies and to confirm as satisfactory.
- b) To note that the Local Government Association (LGA) have published a new model code of conduct which has been endorsed by the National Association of Local Councils (NALC). A revised code of conduct for Harden will be presented for adoption at a future meeting.

(Existing policies can be viewed via the Council's website at <https://hardenvillagecouncil.gov.uk/documents>).

8. Public Representation

Members of the public are invited to raise any matters of concern for a maximum of 15 minutes.

9. Planning Matters

To formulate observations relating to the following applications: -

- a) 21/01819/HOU - Two storey side and rear extension at 30 Ferrands Park Way, Harden.
- b) 21/01547/HOU - Construction of single storey extension in place of existing conservatory at 24 Wilsden Road, Harden.
- c) 21/02058/HOU - Alterations to existing garage and construction of single storey extension at Beckfoot House, Beckfoot Lane, Bingley.

(Planning applications can be viewed via Bradford Council's online system <http://www.planning4bradford.com/online-applications>).

10. Defibrillator

To note that the defibrillator's service period expires on 3rd July. To authorise the supplier, defibshop, to undertake the annual health check and to authorise or otherwise related expenditure.

11. Secure Tool Store (see Appendix 2)

To note the example of a secure tool store illustrated in the appendices and to authorise the Clerk to progress purchase and installation of a suitable secure

store at a location to be agreed with Bradford Council. To authorise or otherwise related expenditure up to a maximum of £3,000.

12. Signage (see Appendix 3)

To review a final design for replacement boundary signage and to authorise or otherwise expenditure up to £5,000, to include design and manufacture of 5 cast signs and two sets of posts and brackets. To also authorise the Clerk to arrange installation and authorise or otherwise related expenditure of up to £750.

13. Village Council Action Plan & Climate Emergency

To consider outstanding actions from the 2020/21 action plan and the climate emergency plan and agree next steps and Member input.

14. Newsletter

To discuss production of the next Village Council newsletter and agree on topics and input by Members.

15. Future Meeting Arrangements

To note the outcome of a recent High Court case regarding the legality of virtual meetings beyond the 6th May 2021. In light of the decision, to consider future meeting options and to approve appropriate arrangements.

16. Exchange of Information

To consider any concerns which may have been passed to the Village Council by residents.

17. Correspondence (see Appendix 4)

To receive the following correspondence and to formulate a response, if appropriate: -

- a) Email from resident re. benches and Harden WI.
- b) Email from resident re. Tittle Tattle.

18. Financial Matters (see Appendix 5)

- a) To receive the 2020/21 internal audit report and review the recommendations made.
- b) To review the effectiveness of internal controls and authorise the Chair and Clerk to sign the Annual Governance Statement 2020/21 (section 1 of the AGAR).
- c) To consider and approve the Accounting Statements 2020/21 (Section 2 of the AGAR) and authorise the Chair and Responsible Financial Officer to sign the 2020/21 return.
- d) To authorise expenditure of £2,980.25 to Bradford Council, being 50% of the cost of providing a Lengthsman in Harden in 2021/22 (520 contracted hours).
- e) To authorise the following payments: -

Payee	Payment No.	Amount	Description
Ken Eastwood	2021-22-07	£9	Mileage
Bradford MDC	2021-22-09	£1,198.87	Salary payment
Town Parish Audit	2021-22-10	£180	Internal audit

Payee	Payment No.	Amount	Description
LH Construction	2021-22-11	£2,500	War memorial works

- f) To authorise the payment of 7 hours overtime for the Clerk following the commissioning of Scribe accounts (up to 2 days overtime previously approved).
- g) To note the balances and bank reconciliation reports in Appendix 6.

19. Minor Items and Items for Next Agenda

To note minor items and items for the next agenda.

20. Next Meeting

To confirm the date of the next Village Council meeting.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

(A full version of the agenda with appendices is available at <https://hardenvillagecouncil.gov.uk>)

Appendix 1: Outstanding Issues

Subject	Issues	Responsibility	Date of last action	Notes
Allotments	Written representations received on the need for allotments.	Clerk & Members	November 2020	Preferred site not supported by Bradford MDC. Further contact being arranged with the Friends of St Ives to discuss community garden opportunities.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	April 2021	Regulation 14 consultation completed. Newsletters delivered. Q&A held. Two responses received.
Telephone Kiosk	Adoption from BT, renovation and usage.	Clerk	April 2021	To consider fit out after renovation. Contact made with Addingham Civic Society re. fit out.
Benches	Replacement of village benches on rolling programme.	Clerk	April 2021	Two benches require concrete strip foundations (to be fitted weather permitting). Two further benches received.
Traffic & Transport	Commission traffic survey(s) and expert recommendations.	Cllr Townsend & Clerk	April 2021	Response on 20 MPH feasibility sent to Bradford MDC 13 th March, 2021. Alternative, costed proposal received.
Climate	Climate emergency actions and projects.	Cllr Townsend	April 2021	Application made to the Shipley Climate Action Fund to support delivery of a Bingley Rural Green Travel Project.
Bingley St Ives	To consider registering the Estate, or parts thereof, as an Asset of Community Value.	Clerk & Chair	November 2020	Clerk preparing an application following advice provided by Bradford Council in October, 2020.

Subject	Issues	Responsibility	Date of last action	Notes
Emergency Plan	To develop an emergency plan for Harden.	Cllr Ahmed	February 2021	Cllr Ahmed refining draft. Resources and materials received from Bradford Council.
Signage & Wayfinding	Project to enhance boundary and village centre signage.	Clerk	February 2021	Agenda item.
Village Green Space	To register the village green space off Keighley Road as an Asset of Community Value.	Clerk	March 2021	Application completed and submitted to Bradford Council. Acknowledgment received.

Appendix 2: Secure Tool Store



Storage Containers For Sale

Hercules 667

£2300.00

Call For Delivery Costs: 0800 061 2575

Price displayed excludes VAT

6ft x 6ft x 7ft

Extra strong tool store. Built with a range of theft-proof, security features to make this product the toughest on the market. Made from 3mm steel plate and reinforced box section frame.

Triple locking system includes:

- Locking bar with Customs catch
- 6mm steel lock box
- ERA Mortice Lock with 20mm bolt
- Full height anti-jemmy bar welded to the door post
- Barrel key protector with 4mm escutcheon plate

Appendix 3: Boundary Signs

Proposed final design (Harden Village Council text font to be changed to a sans serif font)



Appendix 4: Correspondence

Email from Harden WI

10/04/2021

Hi Ken

Following on from my last email, Harden WI are very happy to accept the Village Council's offer to pay the full cost for replacement of the benches on Long Lane and Wilsden Road.

But, we would like to pay for some brass plaques as part of our contribution. What sort of wording did you have in mind? We wondered if the planters could perhaps be included in the inscription?

Looking forward to hearing from you.

Email from Resident

Date: Monday, 19 April 2021

Subject: Tittle Tattle Spring Issue

Hi All

The time has come around again for the Spring issue of Tittle Tattle.

In more normal times, we have delivered the newspaper at the beginning of May. Because of the Government timetable and the uncertainty that involves we thought it would make more sense to delay delivery until the end of May. We may all be in a better position to make plans by then.

We hope you will want to continue to advertise with us. It would be good if you could include something positive or negative in the article or advert about how the last year has affected you, your business or organisation and what your plans are for the future.

Can you please let us have your contributions by May 20th.

Appendix 5: Internal Audit Report & AGAR

Town Parish Audit
9 Butlers Wharf
Hebden Bridge
West Yorkshire
HX7 8AF

The Clerk
Harden Village Council
clerk@hardenvillagecouncil.gov.uk

19 April 2021

Dear Ken Eastwood

Internal Audit of the Accounts for Financial Year ending 31st March 2021

I am pleased to inform you that the internal audit for Harden Village Council is complete. There are no significant issues to report.

The tests and checks as per attached checklist were carried out.

Cashbook and bank reconciliation

The cashbook and bank reconciliation statement were agreed to the 31st of March 2021.

VAT claim

Evidence of appropriate VAT claims was provided.

Budget

The compilation of the Councils budget for the year was reviewed and I can confirm that it has been properly compiled and effectively underpins the precept demand. I can also confirm that progress against the budget is monitored on a regular basis.

Precept Demand

It is important to provide sufficient information in the minutes with regard to the precept.

Note: As a minimum the total precept request figure should be recorded, not just the figure per band D household.

Minutes

The Council's minutes were reviewed. There was no evidence of unusual activity and they were paginated.

Insurance

Insurance cover is in place and is adequate for the major liabilities faced by the council.

Internal Controls

I confirm that I have carried out appropriate tests and checks on the accounts and internal controls as detailed on the accompanying Independent Internal Audit check list and found them to be satisfactory.

Annual Governance and Accountability Return 2020/21

I checked the figures in section 2 of the return and found them to be correct and ready for submission to the external auditor.

Appropriate explanations for the 2019-20 to 2020-21 variances were provided via the explanation of variances form and the additional information sheet.

For information:

Box F As there was no evidence of the use of petty cash this has been entered as "not covered".

Box K As the authority had a limited assurance review of its 2019/20 AGAR this has been entered as "not covered"

Box L As the authority had an annual turnover exceeding £25,000 this has been entered as "not covered"

Box 9 (p5) Explanation for difference between 2019-20 and 2020-21. The auditor has been informed that historically Harden Village Council has depreciated its asset values annually. In addition, two seats were purchased in 2020/21.

Box N In relation to the External Audit Report and Certificate, The Auditor has been informed that in error the wrong document was placed on the website therefore this has been entered as a "No". The correct document is now on the website.

I can confirm that all original and additional information requested was provided in an efficient, detailed and timely manner.

Yours sincerely



Naomi Goddard

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Harden Village 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 2021, 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:

and recorded as minute reference:

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

Chairman

Clerk

<https://hardenvillagecouncil.gov.uk>

Section 2 – Accounting Statements 2020/21 for

Harden Village Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	19,389	19,098	<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	28,700	37,035	<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	10,195	17,549	<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	8,547	13,968	<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	0	0	<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	30,639	9,874	<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	19,098	49,840	<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	14,697	50,214	<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	7,271	6,907	<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	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	

I certify that for the year ended 31 March 2021 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

Date

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

as recorded in minute reference:

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

Appendix 6: Financial Reports

Harden Village Council Summary of Receipts and Payments Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Staff Costs				14,000.00	1,198.87	12,801	12,801
Travel				200.00	9.00	191	191
Administration				2,075.00	738.00	1,337	1,337
Audit & Accountancy				400.00	485.00	-85	-85
Neighbourhood Plan				1,000.00		1,000	1,000
Newsletter				750.00		750	750
Training				200.00		200	200
Insurance				500.00		500	500
Parish Plan				1,000.00		1,000	1,000
ICT				1,475.00		1,475	1,475
Donations				1,000.00		1,000	1,000
Assets & Projects				17,675.00		17,675	17,675
Maintenance & Repairs				4,100.00	1,376.00	2,724	2,724
Events				200.00		200	200
Income	37,755.00	37,755.00					
NET TOTAL	37,755.00	37,755.00		44,575.00	3,806.87	40,768	40,768
Total for ALL Cost Centres		37,755.00			3,806.87		
V.A.T.		0.00			372.20		
GROSS TOTAL		37,755.00			4,179.07		

Harden Village Council BANK ACCOUNTS

Current Account	£57,406.17
Savings Account	£26,383.53
Total in Banks	83,789.70
Cash	0.00
GRAND TOTAL (Banks and Cash)	£83,789.70

Harden Village Council

Bank Reconciliation at 17/04/2021			
	Cash in Hand 01/04/2021		50,213.77
	ADD Receipts 01/04/2021 - 17/04/2021		37,755.00
			87,968.77
	SUBTRACT Payments 01/04/2021 - 17/04/2021		4,179.07
A	Cash in Hand 17/04/2021 (per Cash Book)		83,789.70
<hr/>			
	Cash in hand per Bank Statements		
	Petty Cash	17/04/2021	0.00
	Savings Account	17/04/2021	26,383.53
	Current Account	17/04/2021	57,406.17
			83,789.70
	Less unrepresented payments		0.00
			83,789.70
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		83,789.70
<hr/>			
A = B Checks out OK			