

# Harden Village Council



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

Dear Councillor,

You are summoned to attend the next meeting of Harden Village Council, to be held on **Thursday 9<sup>th</sup> June, 2022** at 7.15pm in Harden Memorial Hall.



**Clerk to the Village Council**

2<sup>nd</sup> June, 2022

## AGENDA

**1. Apologies for Absence**

To consider apologies offered.

**2. 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.

**3. Minutes of Meetings (previously circulated to Members)**

- a) To approve minutes of the Village Council meeting held on 12<sup>th</sup> May, 2022.
- b) To note the Outstanding Issues Report (information only, see Appendix 1).

**4. Green Action Group**

To note an update report provided by Cllr Wood (see Appendix 2).

**5. Public Representation**

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

**6. Exchange of Information**

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

## 7. Village Council Projects

To discuss existing and potential future Village Council projects.

## 8. Correspondence (see Appendix 3)

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

- a) Email from Shipley Area Office re. Community Ownership Funding.
- b) Email from Cullingworth Parish Council re. planning portal and resident comments.

## 9. Financial Matters (see Appendix 4)

- a) To receive the 2021/22 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 2021/22 (section 1 of the AGAR).
- c) To consider and approve the Accounting Statements 2021/22 (Section 2 of the AGAR) and authorise the Chair and Responsible Financial Officer to sign the 2021/22 return.
- d) To note that Bradford Council have enrolled the Clerk in the West Yorkshire Local Government Pension Scheme. To note and authorise payment of employer pension contributions.
- e) To authorise the following payments: -

Payee	Amount	Description
Bradford Council	£2,094.58	Payroll
Ken Eastwood	£57.80	Expenses (mileage & ID Cards)
YLCA	£25	Electric vehicle charging webinar
Harden Congregational Church	£20	Meeting room hire
Town Parish Audit	£185	Internal audit
Eventbrite	£51.71	NALC webinar
Royal Mail	£378	PO Box annual charge
Buttercrumble Limited	£830.28	Illustrated map (50% payment)

- e) To note the balances and bank reconciliation reports in Appendix 5.

## 10. Minor Items and Items for Next Agenda

To note minor items and items for the next agenda.

## 11. Next Meeting

To confirm the date of the next Village Council meeting, as 14<sup>th</sup> July 2022, at 7.15pm.

### **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	May 2022	Cllr Bryan to discuss with contact at Bradford MDC. Project Team meeting to be subsequently arranged.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	February 2022	Documents submitted to Bradford MDC.
Traffic & Transport	Commission traffic survey(s) and expert recommendations.	Cllr Townsend & Clerk	May 2022	The Clerk has emailed Jason Longhurst Strategic Director at Bradford Council raising concerns about the lack of engagement.
Climate	Climate emergency actions and projects.	Cllr Wood	May 2022	Agenda item.
Emergency Plan	To develop an emergency plan for Harden.	Cllrs Ahmed & McShera	March 2022	Cllr McShera to contact Bradford Council and progress completion of the Emergency Plan.
Signage & Wayfinding	Project to enhance boundary and village centre signage.	Cllr Kirkham & Clerk	May 2022	Work commenced on listing items for the welcome sign (map).
Summer Play In Parks	To arrange and promote Play events in Harden Park	Clerk and Bradford MDC	May 2022	Materials received to promote the events collectively with Wilsden PC, Sandy Lane PC and Cullingworth VC. Detail included in newsletter.
Road Closures	Research possibility of road closures during the Remembrance Sunday Service.	Cllr Kirkham and Bradford MDC	February 2022	Cllr Kirkham contacted Bradford MDC officer.

## **Appendix 2: Green Action Group**

The most recent meeting of the Harden Green Action Group was 18<sup>th</sup> May, and there were about 10 people in attendance, with quite a few apologies.

Cllr Townsend gave a really informative talk and there was lots of engagement, about green travel in particular.

The next meeting of the group will be the 7<sup>th</sup> July and Edith Grooby, recycling manager at BMDC will be coming to give a talk. In the meantime, there are a couple of things the group are planning to do: -

- 18<sup>th</sup> June - stall at the Childrens Gala - we'll have a 'pledge tree' for people to make green pledges, and Cllr Townsend will be handing out copies of the green travel map.

- 25<sup>th</sup> June - Balsam bashing at Deep Cliff. The Aire Rivers Trust have given lots of info. to help with this and are encouraging the group to do some mapping as part of the exercise, so we can see the impact.

Separate to this, the Aire Rivers Trust are planning to build more leaky dams at Deep Cliff in July/August, and have invited the group to get involved. Cllr Wood has asked for more information and then will promote it more widely.

The group is also hoping to run an Environment Day at Harden Congs in September time, which will be family friendly, and we'll invite various organisations along – e.g. Keighley Bus Company, Aire Rivers Trust, Wildlife Trust, Plastic Free Communities etc.

### **Tree Planting**

Tree planting remains at a standstill although Bob Thorpe has asked for ideas for where we could plant 'trees for streets'

(<https://www.bradford.gov.uk/environment/sponsor-a-tree/sponsor-a-tree/>).

This seems to be the scheme whereby you (the village council? a resident? a community organisation?) pays £100/£200 for a tree to be planted on the street by Bradford Council. The group aren't clear if this is something that should be progressed or if we should pursue other tree planting arrangements. As it's not the time of year for tree planting the group can come back to this but comments from other Councillors would be welcome.

### **Plastic Free Communities**

A pack of promotional materials has been received from PFC (addressed to 'Amy Wood, Harden'). There hasn't been much progress – Cllr Wood has been trying to meet up with the community lead of Plastic Free Bingley and is hoping to have a call with one of the team from PFC when back from holiday, plan being to take some ideas to the Green Action Group for members to progress and to share further details with the village Council.

## Appendix 3: Correspondence

**Email From:** Shipley Area Office  
**Sent:** 31 May 2022  
**Subject:** Community Ownership Funding

Dear All,

The Community Ownership Fund is a £150 million fund over 4 years to support community groups across England, Wales, Scotland and Northern Ireland to take ownership of assets which are at risk of being lost to the community.

Voluntary and community organisations can bid for match funding which may support the purchase and/or renovation costs of community assets.

The Fund will open for Expression of Interest applications on 10 June ahead of the bidding window opening later in the month - the bidding window will close on 19 August.

There will be two more bidding windows before March 2023 - exact dates will be announced in due course.

For further information please visit -  
<https://www.gov.uk/government/publications/community-ownership-fund-prospectus/community-ownership-fund-prospectus--2>

Please feel free to share this with your contacts.

Shipley Area Co-ordinator's Office

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**Email From:** Cullingworth Parish Council  
**Sent:** 12 May 2022  
**Subject:** Bradford Council Planning Portal

Dear all

Bradford Council have recently removed individual residents' comments from the Planning Portal. Cullingworth Village Council is very disappointed with this development. The Village Council's view is that transparency has been removed from the process and the change will deter residents from commenting as they cannot see other comments. I have attached a letter which we sent to Bradford Council which gives more detail.

Bradford Council's reply to our letter states that the comments have been removed because they sometimes included breaches of GDPR. We feel that there are other ways to deal with this issue. Bradford Council have stated that because a/ residents' comments are summarised in the Officer's report and b/ residents have the opportunity to comment when an application goes to a committee or panel, they are still offering the necessary transparency. We feel that this is insufficient. Applications rarely go to committee or panel and the officer's summary will include little detail from individual resident submissions if there are a number of them.

We would like to ask for your Councils' comments and if you agree, invite you to join us in protesting this decision.

Anne Costigan, Clerk to Cullingworth Village Council

## Appendix 4: Internal Audit & Annual Returns

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

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

10 May 2022

Dear Ken Eastwood

### **Internal Audit of the Accounts for Financial Year ending 31 March 2022**

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 31<sup>st</sup> of March 2022.

#### **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 2021-2022**

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

**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 2020-21 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”

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

Yours sincerely



Naomi Goddard

**Town Parish Audit**  
07975 522812

[admin@townparishaudit.co.uk](mailto:admin@townparishaudit.co.uk)  
[www.townparishaudit.co.uk](http://www.townparishaudit.co.uk)



## Section 1 – Annual Governance Statement 2021/22

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 2022, that:

	Agreed		
	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 2021/22 for

### Harden Village Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<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	19,098	49,840	<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	37,035	37,755	<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	17,549	14,148	<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	13,968	21,396	<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	9,874	33,811	<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	49,840	46,536	<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	50,214	48,642	<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	6,907	12,802	<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	N/A
			✓
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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

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 5: Financial Reports

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

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Administration			0.00 (N/A)	2,580.00	1,150.00	1,430.00 (55%)	1,430.00
Assets & Projects			0.00 (N/A)	13,350.00	3,747.18	9,602.82 (71%)	9,602.82
Audit & Accountancy			0.00 (N/A)	1,000.00	288.00	712.00 (71%)	712.00
Donations			0.00 (N/A)	1,000.00		1,000.00 (100%)	1,000.00
Events			0.00 (N/A)	425.00		425.00 (100%)	425.00
ICT			0.00 (N/A)	3,150.00	394.00	2,756.00 (87%)	2,756.00
Income	39,008.00	39,008.00	0.00 (N/A)			0.00 (N/A)	0.00
Insurance			0.00 (N/A)	500.00		500.00 (100%)	500.00
Maintenance & Repairs			0.00 (N/A)	4,400.00		4,400.00 (100%)	4,400.00
Neighbourhood Plan			0.00 (N/A)	1,500.00		1,500.00 (100%)	1,500.00
Newsletter			0.00 (N/A)	775.00		775.00 (100%)	775.00
Parish Plan			0.00 (N/A)	1,000.00		1,000.00 (100%)	1,000.00
Staff Costs			0.00 (N/A)	21,920.00	3,975.77	17,944.23 (81%)	17,944.23
Training			0.00 (N/A)	250.00	22.50	227.50 (91%)	227.50
Travel			0.00 (N/A)	150.00	13.50	136.50 (91%)	136.50
<b>NET TOTAL</b>	<b>39,008.00</b>	<b>39,008.00</b>	<b>0.00 (N/A)</b>	<b>52,000.00</b>	<b>9,590.95</b>	<b>42,409.05 (81%)</b>	<b>42,409.05</b>

Total for ALL Cost Centres	39,008.00	9,590.95
V.A.T.	3,530.80	948.84
<b>GROSS TOTAL</b>	<b>42,538.80</b>	<b>10,539.79</b>

Bank Reconciliation at 31/05/2022			
	Cash in Hand 01/04/2022		48,642.22
	<b>ADD</b>		
	Receipts 01/04/2022 - 31/05/2022		42,538.80
			91,181.02
	<b>SUBTRACT</b>		
	Payments 01/04/2022 - 31/05/2022		10,539.79
<b>A</b>	<b>Cash in Hand 31/05/2022</b> (per Cash Book)		<b>80,641.23</b>
	Cash in hand per Bank Statements		
	Petty Cash	26/04/2022	0.00
	Unity Trust Current Account	31/05/2022	80,641.23
			<b>80,641.23</b>
	Less unrepresented payments		
			80,641.23
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>80,641.23</b>
<b>A = B Checks out OK</b>			