

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 next meeting of Harden Village Council, to be held on **Thursday 8th June, 2023** at 7.15pm in Harden Memorial Hall.



Clerk to the Village Council

3rd June, 2023

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. Guest Speaker

To welcome Tony Urwin, Yorkshire Secretary of the National Allotments Association, to discuss the Harden Allotments Project.

4. Minutes of Meetings (previously circulated to Members)

- a) To approve minutes of the Annual Village Council meeting held on 11th May, 2023.
- b) To note the Outstanding Issues Report (information only, see Appendix 1).

5. Public Representation

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

6. Planning Matters

To formulate observations relating to the following application: -

- a) 23/01759/CLP - Demolishing existing dilapidated two shed buildings and replacing with new buildings on the same footprint at Cragg Cottage, Moor Edge, Harden.

(Planning applications can be viewed via Bradford Council's online system <https://planning.bradford.gov.uk/online-applications/>).

7. Ratification of Decisions Made

To ratify decisions made by the Clerk between meetings, under delegations, as previously circulated to all Members by email: -

- a) Planning consultation - 23/01574/HOU - Front single storey extension. Conversion of attached garage into bedroom and utility room at 11 Glen View, Harden. Harden Village Council has no objection to this application.

8. Neighbourhood Plan Referendum

To note that Bradford Council has asked the Congregational Church to book their hall for a referendum on 27th July (the Village Council has not had any confirmation from Bradford). To discuss and agree arrangements for disseminating information about the plan and encouraging participation in the referendum. To authorise related expenditure on printing and delivery, as appropriate.

9. Welcome Sign (see Appendix 2)

To review and approve the final design of the welcome to Harden sign. To review a quotation received for the supply and installation of a suitable freestanding notice board, including printing of the map on aluminium. To authorise or otherwise related expenditure.

10. Exchange of Information

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

11. Correspondence (see Appendix 3)

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

- a) Email from a resident re. land ownership and possible water turbine at the mill pond in Harden.
- b) Email from a resident enquiring about litter picking.

12. Financial Matters (see Appendix 4)

- a) To receive the 2022/23 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 2022/23 (section 1 of the AGAR).
- c) To consider and approve the Accounting Statements 2022/23 (Section 2 of the AGAR) and authorise the Chair and Responsible Financial Officer to sign the 2022/23 return.

d) To authorise the following payments: -

Payee	Amount	Description
Bradford Council	£2,169.15	Payroll
Ken Eastwood	£9	Mileage
Town Parish Audit	£190	Year-end internal audit
Mr D A Clough (Defib Service)	£184	Rescue ready defibrillator service
Harden Congregational Church	£25	Room booking
Bradford Council	£390	Payroll SLA 2023/24
YLCA	£25	Training webinar (Cllr Kirkham)
Royal Mail	£396	PO Box annual subscription

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

13. Minor Items and Items for Next Agenda

To note minor items and items for the next agenda.

14. Next Meeting

To confirm the date of the next Village Council meeting, as 13th July 2023, 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 2023	Agenda item (guest speaker).
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	April 2023	Agenda item.
Traffic & Transport	Commission traffic survey(s) and expert recommendations.	Cllr Kirkham & Clerk	May 2023	Clerk invited Highways officers to attend a future meeting of the Village Council.
Climate	Climate emergency actions and projects.	Cllr Cavanagh	March 2023	
Emergency Plan	To develop an emergency plan for Harden.	Cllr Bryan	February 2023	Cllr Bryan has met with Bradford Council's Emergency Planning Officer. Verbal update to be given.
Signage & Wayfinding	Project to enhance waymarking and village centre signage.	Cllr Kirkham & Clerk	May 2023	Agenda item.
War Memorial	To explore fitting handrail(s) to the War Memorial steps.	Cllr Kirkham & Clerk	May 2023	Documents required to complete planning application at draft stage. Application to be submitted shortly.

Subject	Issues	Responsibility	Date of last action	Notes
Environmental Services	Enhancing maintenance and environmental improvements in Harden.	Clerk	May 2023	Agreed location of secure tool store with Bradford Council who have agreed to construct a suitable hardstanding. Invoice received from supplier. Awaiting confirmation of availability of suitable equipment to move the container into the desired location.

Appendix 2: Welcome Map & Notice Board



The Parish Notice Board Company
 The Workshop Winnington Avenue
 Northwich Cheshire CW8 4EE
 e-mail info@parishnoticeboards.co.uk
www.parishnoticeboards.co.uk
 Telephone 01606 871188



From: info@parishnoticeboards.co.uk
Date: 15 May 2023
Subject: Quote

Noticeboard specification: -

- Prestige Aluminium Notice Board
- Single Display Area 1100mm x 725mm
- Left Hinge with Key Lock
- Aluminium Interior with Digitally Printed Map using artwork provided
- RAL9005 (black) with Gold Text

Price to supply, with digitally printed map, £2,000 + Vat
Installation £650.00 + Vat

Appendix 3: Correspondence

From: [A resident]
Sent: May 18, 2023
Subject: Mill Pond Water Turbine

Hi Gerwyn,

Hope this email finds you well.

Firstly, let me introduce myself. My names [redacted] and I live at [redacted] Long Lane, Harden. My house and Garden backs onto the Mill Pond.

With the current energy crisis my thoughts have gone to how we can better our energy usage but also potentially producing some ourself.

It brings me to the waterfall at the start of the mill pond. Do you know the owner of this land or is it the council that owns it? The waterfall is quite strong and installing a water turbine could produce quite a bit of energy.

Looking forward to your response on the above.

From: [A resident]
Sent: 08/05/2023
Subject: Litter Picking

Could you let me know when the next litter pick will be taking place in Harden? I'd like to offer my help.

Appendix 4: Internal Audit & Annual Return



Town Parish Audit
admin@townparishaudit.co.uk
www.townparishaudit.co.uk
9 Butlers Wharf, Hebden
Bridge, HX7 8AF
07975 522812

HARDEN VILLAGE COUNCIL YEAR-END AUDIT REPORT 2022-23

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

10 May 2023

Dear Ken Eastwood,

Internal Audit of the Accounts for Financial Year ending 31 March 2023

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 of March 2023.

Budget

The compilation of the Council's 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.

VAT claim

The VAT claim for the year had been carried out in an appropriate manner.

Minutes

The Council's minutes were reviewed. Samples provided were signed and 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 2022-23

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 2021-22 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"

ISSUES TO NOTE

None

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

Yours sincerely



Joachim Coneys

Annual Internal Audit Report 2022/23

Harden Village Council

<https://hardenvillagecouncil.gov.uk>

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 this 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 recorded.	✓		
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 tick "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

Name of person who carried out the internal audit

10/05/2023

JOACHIM CONEYS TPA

Signature of person who carried out the internal audit

Joachim Coney

Date 16/05/2023

*If the response is 'no' please state the implications and action being 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).

Section 1 – Annual Governance Statement 2022/23

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 2023, 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 2022/23 for

Harden Village Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	49,840	46,536	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	37,755	39,008	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	14,148	1,179	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	21,396	25,468	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	33,811	18,929	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	46,536	42,327	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	48,642	43,531	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	12,802	13,363	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 PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

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

Date 08/06/2023

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
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Staff Costs			0.00 (N/A)	26,570.00	4,343.44	22,226.56 (83%)	22,226.56
Travel			0.00 (N/A)	150.00	46.80	103.20 (68%)	103.20
Administration			0.00 (N/A)	2,705.00	729.50	1,975.50 (73%)	1,975.50
Audit & Accountancy			0.00 (N/A)	800.00		800.00 (100%)	800.00
Neighbourhood Plan			0.00 (N/A)	500.00		500.00 (100%)	500.00
Newsletter			0.00 (N/A)	825.00		825.00 (100%)	825.00
Training			0.00 (N/A)	250.00		250.00 (100%)	250.00
Insurance			0.00 (N/A)	500.00		500.00 (100%)	500.00
Parish Plan			0.00 (N/A)	500.00		500.00 (100%)	500.00
ICT			0.00 (N/A)	3,150.00	394.00	2,756.00 (87%)	2,756.00
Donations			0.00 (N/A)	1,000.00	250.00	750.00 (75%)	750.00
Assets & Projects			0.00 (N/A)	12,950.00	3,500.00	9,450.00 (72%)	9,450.00
Maintenance & Repairs			0.00 (N/A)	4,400.00	147.50	4,252.50 (96%)	4,252.50
Events			0.00 (N/A)	400.00		400.00 (100%)	400.00
Income	48,952.00	48,952.00	0.00 (N/A)			0.00 (N/A)	0.00
NET TOTAL	48,952.00	48,952.00	0.00 (N/A)	54,700.00	9,411.24	45,288.76 (82%)	45,288.76

Total for ALL Cost Centres	48,952.00	9,411.24
V.A.T.	970.40	780.30
GROSS TOTAL	49,922.40	10,191.54

Bank Reconciliation at 31/05/2023			
	Cash in Hand 01/04/2023		43,531.00
	ADD Receipts 01/04/2023 - 31/05/2023		49,922.40
			93,453.40
	SUBTRACT Payments 01/04/2023 - 31/05/2023		10,191.54
A	Cash in Hand 31/05/2023 (per Cash Book)		83,261.86
	Cash in hand per Bank Statements		
	Petty Cash	31/05/2023	0.00
	Unity Trust Current Account	31/05/2023	87,461.86
			87,461.86
	Less unrepresented payments		4,200.00
			83,261.86
	Plus unrepresented receipts		
B	Adjusted Bank Balance		83,261.86
A = B Checks out OK			