

# Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

## CLERK'S REPORT. APC Meeting 12<sup>th</sup> May 2020

### Items to note for this meeting.

**Governance and Accountability:** These Agenda items have been removed, as some additional work is required on the Governance reporting. Please see the explanatory Addendum to the Clerk's Report.

#### 20.5.31.1 Electronic Tablets

The PC Clinic is closed due to the COVID19 outbreak, so cannot provide advice on a suitable tablet to be purchased for use of Councillors. The Clerk therefore, recommends the purchase of one Lenovo E10 tablet, for evaluation by a nominated Member.

#### Actions from PC Meeting 14<sup>th</sup> March 2020

**20.3.6 Police Report:** The Clerk is circulating the weekly roundup of local crime reports from West Mercia Police, to Members.

**20.3.8 Defibrillators:** Cllr Faulkner will arrange for Electrician to install when normal service resumes.

#### Outstanding Action.

**20.3.9 Community Led Plan:** Path from Pitchford to Acton Burnell. Clerk to write to Landowner(s) inviting an informal discussion regarding a permissive path. **Outstanding Action.**

#### 20.3.13 We Don't Buy Crime:

The PC has met the minimum number of Smartwater registrations to qualify for free signage. West Mercia Police will provide and install 2 x A1 signs, 2 x A2 signs and approximately 6 x A4 signs. WMP are requesting a map of installation sites for the signs, preferably where there are existing sign posts.

#### Other Items to Note:

The PC was provided with a COVID.19 Notice that advised correct use of Public Rights of Way during the Outbreak, which were printed and put up. The Clerk obtained a number of laminated copies. Cllr Johnson and the Clerk have posted laminated Notices on the Public Rights of Way in Pitchford, Acton Burnell and by Row Brook Farm. There are still 4 laminated copies available if required.

### Clerk's Report: Addendum

In April 2016 the Parish Council queried with the External Auditor, how to deal the Lightsource monies as regards Governance and Accountability Reporting (AGAR). Mazars' response (see picture below) gave three scenarios and advised how the monies should be treated in each case.

Subsequent to the receipt of this response, the PC identified the 2<sup>nd</sup> scenario as that which was the case at the time and acted in accordance with the associated advice. Whereas, there was (and still is) no independent organisation, no charity registered, no separate accounting structure and no separate submission of accounts for audit.

I have consulted with SALC and they have confirmed my thoughts: that it is the third scenario that describes the existing situation and therefore the Lightsource Charitable Fund Account should be treated 'as if it belongs to the Parish Council'.

## Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

Whilst all Lightsource Receipt & Payment records and Bank Reconciliations are present and correct, the 2018-19 AGAR Total Balances will have to be amended to include Lightsource income and be marked 'RESTATED'. The AGAR for 2019-20 (and subsequent years) will include any income to and expenditure from the Lightsource Account. The additional work required, to correct the AGARS for 2018-19 and 2019-20, could not be completed in time for acceptance at the Annual Parish Council Meeting 2020. Consequently an Extraordinary PC Meeting will be held in early June 2020 to enable acceptance of Accounts and agree AGAR Accounting Statements within the required timescales.

**Acton Burnell Parish Council**

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**From:** Ross Woodley <Ross.Woodley@mazars.co.uk> on behalf of Local Councils <Local.Councils@mazars.co.uk>  
**Sent:** 08 April 2016 09:48  
**To:** 'Acton Burnell Parish Council'  
**Cc:** Local Councils  
**Subject:** RE: External Audit query

Dear Lorna,

Thank you for your enquiry. Is the Lightsource Charitable Fund, a trust fund for which the parish council are sole trustees? This would be the case if the parish council holds legal title to Lightsource assets such as property and investments and parish councillors are named as trustees on legal documents and registration with the Charities Commission. If this is the case, you will need to tick yes at Section 2 Box 11, exclude the receipt and payment from Section 2 Boxes 3 and 6 and the bank balance in the separate account from Section 2 Box 8. You must also answer Section 1 Question 9 and IA must answer Box K in their annual report.

I If the parish council are not sole trustees but Lightsource are an independent organisation with the bank account in the charities name all transactions should be excluded, even if parish council officials manage the account on the charities behalf.

If the parish council are not sole trustees and the Lightsource account is in the name of the parish council it is effectively treated as if it belongs to the parish council. In this case all receipts and payments and the bank balance are included on the annual return, except transfers between the Lightsource account and the other parish council accounts.

It is a bit complicated but pages 16-17 of the 2014 Practitioner's Guide explain the treatment in more detail.

Regards,  
Ross

**Ross Woodley | Manager**  
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**From:** Acton Burnell Parish Council [mailto:actonburnellpc@gmail.com]  
**Sent:** 05 April 2016 15:53  
**To:** Local Councils <Local.Councils@mazars.co.uk>  
**Subject:** External Audit query  
**Importance:** High

Good afternoon,

I am the clerk to a very small parish council. Last year a solar park was built partly in our parish and as a result we have received funds from them for benefit of the Community. The Parish Council holds the funds in a completely separate account away from the Parish Councils funds.

*Elizabeth Wicks*

Clerk & RFO ABFPR&L Parish Council