



# BLEADON PARISH COUNCIL

Coronation Halls  
Coronation Road  
Bleadon. North Somerset. BS24 0PG  
[www.bleadonparishcouncil.co.uk](http://www.bleadonparishcouncil.co.uk)  
[parishclerk@bleadonparishcouncil.co.uk](mailto:parishclerk@bleadonparishcouncil.co.uk)

7<sup>th</sup> May 2024

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 unless excluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose.

**Dear Councillor:**

**You are summoned to attend a Meeting of Bleadon Parish Council, to be held at Coronation Hall, Coronation Road, Bleadon. BS24 0PG on Monday 13<sup>th</sup> May 2024 at 7.30pm, when the following business will be transacted.**

*C P Bolt*

Parish Clerk & RFO

Before the meeting begins there will be a public participation session – *This session is open to the Public to present comments, observations, information, petitions or lead deputations and is the only time members of the public may participate. (Please note that the Council is unable to make formal decisions under this item LGA1972 Sch 12, paras 10(2)(b))*

- i) Members of the public.
- ii) Beat Managers Report
- iii) Ward Councillor's report.

## AGENDA

377.1 **To elect a Chairman** of the Parish Council for 2024/25.

377.2 **To elect a Vice Chairman** of the Parish Council for 2024/25.

377.3 To receive **Apologies for Absence** (LGA 1972 s85 (1)).

377.4 Roles and Responsibilities (pages 4 – 6)

- i) To appoint members of outside bodies for 2024/25
- ii) To agree Councillor portfolios
- iii) Appointment of Members to Committees and Working Groups for 2024/25

377.5 **Declarations of Interest** on any agenda items.

377.6 **To approve and sign as a correct record the Minutes** of the Parish Council meeting on Monday 20<sup>th</sup> of March 2024 (pages 7 - 8).

377.7 **To note the minutes of the Annual Meeting of Electors** on 29<sup>th</sup> April 2024 (pages 9 - 10)

### 377.8 Reports from Working Parties/Committees.

- i) Personnel & Contracts Committee – 15<sup>th</sup> April 2024 (pages 11 - 12)

### 377.9 To note the training and events available and agree any attendance.

- i) FREE Scribe Training <https://www.scribeaccounts.com/scribe-academy-training>
- ii) NALC virtual training <https://www.nalc.gov.uk/our-events/online-events>

### 377.10 Financial/Staffing Matters (pages 13 - 29)

- i) To authorise bills for payment for May and note bills for payment for April.
- ii) To note the Parish Council's end of April bank balances and bank reconciliation and end of April net position.
- iii) To restate the budget for 2024/25 to reflect year end changes.
- iv) To note the Internal Auditor's Report and approve the AGAR for 2023/24.
- v) To authorise the Clerk to dispose of redundant assets.

### 377.11 Rural Strategy – To agree how the Parish Council will respond to the North Somerset Council consultation.

### 377.12 Report of the Parish Clerk (pages 30 - 39).

#### Decision Items

1. Insurance – to agree arrangements for insurance cover for 2024/25 and appoint an insurer.
2. Opens Spaces – to consider arrangements for future meetings.
3. Replacement bench – Celtic Way.
4. Replacement bin – Pea Green
5. Roman Road Layby – to appoint a contractor and confirm funding arrangements
6. Minor works – to authorise a number of minor works.
7. Jubilee Garden Walls – to appoint a contractor.
8. Playground Developments – participation in a legal agreement (Confidential Report).

### 377.13 To consider and comment upon the following planning applications:

#### [Proposed erection of a front Porch and creation of a rear patio](#)

#### **Fern Court Bleadon Hill Weston-super-Mare BS24 9JX**

Ref. No: 23/P/2522/FUH | Received: Mon 20 Nov 2023 | Validated: Wed 17 Apr 2024 | Status: Registered

### 377.14 Date of the next meeting(s):

- Parish Council Meeting Monday 10<sup>th</sup> June 2024, 7.30pm at Coronation Hall



# Avon and Somerset Police

## NEIGHBOURHOOD POLICING

### April 1<sup>st</sup> till 28th 2024 Bleadon Neighbourhood Report

Calls Received – 20

Road related-5 ASB-1 Concern for welfare-1 Missing Person-1 Other-4 Abandoned 999-2 Suspicious-1  
Assault-1 Domestic-1 Theft-1 Suicidal-1 Public order-1

Most crimes reported are isolated incidents which have occurred within dwellings and are unlikely to have any effect on the wider community.

For awareness the only crime in the village was a Road related his month

**STREETSAFE**

If there is a public place where you have felt unsafe, tell us where and why.

Anonymously flag areas on a map where you don't feel safe.

Email: [8338@avonandsomerset.police.uk](mailto:8338@avonandsomerset.police.uk)

#### Police Priorities/Action Undertaken/Advice/Upcoming events:

Please also see attached link for our street safe website [Report feeling unsafe in public spaces \(StreetSafe\) | Avon and Somerset Police](#). This is a great way to report an area where you feel unsafe, this maybe inadequate lighting problems with any other issues , this is not a way of reporting please still use 101/999 or online

## Roles & Responsibilities

Many aspects of roles and responsibilities have been recently reviewed. The table below sets out the current position.

No formal changes are proposed in relation to Outside Body appointments or Committees/Working Groups of the Council – although elsewhere on the agenda are some suggestions as to how the Open Spaces Working Group might function. However, the following are proposed changes to Portfolio responsibilities:

- Public Engagement/Consultations\* – Cllr Gower-Crane
- Drains – Cllr Sugg
- Churchyard/church walls – Cllr Sheppard

In the above three cases, the Councillors concerned have been de facto co-ordinating activity.

\* Contactus forms part of Social Activities (Cllr Davies)

It is further proposed that the lead role in relation to the Parish Clock should fall to the Parish Clerk in accordance with appraisal targets set by the Personnel & Contracts Committee and that the following smaller scale projects be deleted from the list on the basis that they are either no longer immediately relevant or are matters falling under the purview of the Open Spaces Working Group:

- IT / website
- Dark Skies
- Tree safety
- Noticeboards
- Seating
- Purn Quarry
- Local Power
- Employment

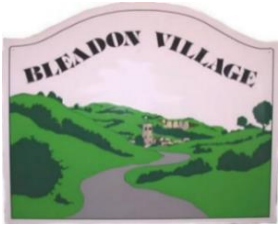
### **Recommendations:**

- i) That the appointments to Outside Bodies be approved.
- ii) That portfolio responsibilities be amended on the basis now reported.
- iii) That membership of Committees and Working Groups of the Council be approved.

<b>Area</b>	<b>Councillor</b>	<b>Approved</b>
<b>Outside Body</b>		
ALCA North Somerset Group	Cllr Clarke & Cllr Gower-Crane	364.7
Bleadon Youth Club	Cllr Scarisbrick	372.11
Coronation Hall Management Committee	Cllr Davies & Cllr Sheppard	364.7
NSC Standards Sub-Committee	Cllr Clarke	364.7
Church Liaison		
Play Area	All Cllrs as Trustees	372.11

<b>Portfolio Responsibility</b>		
Open Spaces Working Group Chair	Cllr Clarke/Cllr Sheppard	372.11
Parish News Working Group Chair	Cllr Gower-Crane	369.5
Climate Change & Biodiversity	Cllr Gower-Crane	364.6
Allotments	Cllr Sheppard	371.1
Planning	Cllr Clarke	371.1
Neighbourhood Watch & Community Safety		
Finance	Cllr Davies	372.11
Food Security	Cllr Gower-Crane	372.11
Parish Clock		
Halls/Car Park Environs	Cllr Davies	372.11
Public Toilets	Cllr Davies	372.11
Public Engagement / Consultations		
Drains		
Highways – Safety/Signage/Parking and PC laybys	Cllr Sugg	373.9
Historic Structures – Market Cross, Pump and Well	Cllr Sugg	373.9
Public Rights of Way	Cllr Sugg	373.9
Life Saving Equipment – Defibs & Bleed Kits		
Churchyard/Church Walls		
Play – All ages		
Bus Stops	Cllr Sugg	373.9
IT / website		
Dark Skies		
Tree safety		
Noticeboards		
Seating		
Planting/Planters	Cllr Scarisbrick	375.7
Purn Quarry		
Local Power		
Employment		
Affordable Housing		
Social Activities/Targeted Support/Grants	Cllr Davies	373.9
Planting schemes	Cllr Scarisbrick	364.7
<b>Committees of the Council</b>		
Personnel & Contracts Committee	Cllr Scarisbrick Cllr Sheppard Cllr Clarke Cllr Gower-Crane	364.5
Appeals Committee	To be comprised of Cllrs not forming part of the Personnel Committee	
<b>Working Groups of the Council</b>		
Open Spaces Working Group	Cllr Clarke Cllr Sheppard Cllr Davies Cllr Scarisbrick	375.7

	Cllr Sugg	
Parish News Working Group	Cllr Gower-Crane Cllr Sheppard Cllr Clarke Gill Williams Les Masters	365.15



# MINUTES OF A MEETING OF BLEADON PARISH COUNCIL HELD IN BLEADON FARM SHOP AT 6.30pm ON MONDAY 20th MARCH 2024.

**PRESENT:** Councillors Andy Scarisbrick (Vice-chairman), ID Clarke, Jo Gower-Crane, and Steve Sugg.

**IN ATTENDANCE:** Craig Bolt (Parish Clerk)

**WARD COUNCILLORS:**

**MEMBERS OF THE PUBLIC:** None

Councillor Scarisbrick was duly appointed Chair of the meeting.

## **376.1 To receive apologies for absence (LGA 1972 s85 (1))**

Cllrs Mary Sheppard (Chairman) and Ann Davies.

## **376.2 Declarations of Interest**

None.

## **376.3 To approve and sign as a correct record the Minutes of the Parish Council meeting on Monday 11<sup>th</sup> March 2024.**

**Resolved:** To approve the Parish Council minutes of 11<sup>th</sup> March 2024, subject to the resolution to Minute No. 375.7.4 being amended to read:

That the Clerk be requested to approach the Mendip Hills AONB in relation to potential funding opportunities.

**The resolution was correctly proposed and seconded (unanimous)**

It was also noted that the payment in respect of new laptops had been confirmed as £2,653.22 (Inclusive of VAT).

The minutes of the meeting were signed by the Chairman as a correct record.

## **376.4 Report of the Parish Clerk**

Exclusion of the press and public. (The Committee is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the following item by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960).

### **1. Jubilee Gardens**

It was noted that no immediate decisions were required in relation to the Jubilee Garden walls.

### **2. Environmental Services Contract**

Councillors considered a detailed evaluation report in relation to bids received.

**Resolved:** That subject to verification of insurance and waste carrier licences, the quote received from JAR Home and Garden Maintenance in the sum of £8,414 (net of VAT) for each of the three financial years 2024-27 be accepted and a contract awarded in relation to the Environmental Services contract.

**The resolution was correctly proposed and seconded (unanimous)**

**3. Grounds Maintenance Contract**

Councillors considered a detailed evaluation report in relation to bids received.

**Resolved:** That subject to verification of insurance and waste carrier licences, the quote received from We Dig It SW Ltd in the sum of £6,256 (net of VAT) for each of the three financial years 2024-27 be accepted and a contract awarded in relation to the Grounds Maintenance contract.

**376.5 Date of the next meeting**

Parish Council Meeting Monday **13<sup>h</sup> May 2024**, 7:30pm (Coronation Hall, Bleadon)

The Chairman closed the meeting at 7.55pm

.....Chairman

.....Date





# MINUTES OF BLEADON ANNUAL MEETING OF ELECTORS HELD AT 7PM ON MONDAY 29<sup>th</sup> APRIL 2024 AT THE CORONATION HALLS

The meeting was chaired by Councillor Mary Sheppard (Chairman of Bleadon Parish Council).

**Present:** 3 members of the public, 1 District Councillor, 5 Parish Councillors, and the Parish Clerk.

## 1. APOLOGIES.

Apologies were received from District Councillor Porter and Parish Councillor Davies.

## 2. MINUTES OF THE LAST ANNUAL MEETING OF ELECTORS HELD ON 28<sup>th</sup> APRIL 2023

The minutes of the meeting of the Annual Meeting of Electors held on 28<sup>th</sup> April 2023 were approved as a correct record of the meeting.

The minutes of the meeting were accordingly signed by the Chairman as a correct record.

## 3. BLEADON PARISH COUNCIL REPORTS

The Chairman and Bleadon Parish Councillors gave a powerpoint presentation covering the following aspects:

- The Parish Council's focus in the last year on Governance and Accountability, improving the Council's financial position and developing a longer-term plan.
- What went well – including the completion of a range of projects around the village centre, considering and responding to 50 planning applications, tendering new three year contracts for a range of services and responding to consultations/lobbying for improvements in a number of areas including rural food strategy, highways and transport.
- What the Council could have done better – including a number of smaller scale maintenance tasks and moving forward with the re-gilding of the Parish Clock, as well as a desire to further improve public engagement, including the intention to hold a Contactus meeting for new Bleadon residents later in the year.
- 2023/24 Budget outturn
- Details regarding the precept and other income
- 2024/25 Budget and the significant change in emphasis of funding, which would see more in the way of physical/visual improvements across the Parish.
- An explanation of some of the work already undertaken in the vicinity of the Coronation Halls and further work planned, including in relation to the toilet block and play area.

As part of the Chairman's opening remarks, the Chairman gave thanks to the following:

- Mark Howe for his role as both a former Councillor and Grounds Maintenance contractor
- Adrian Leonard for his role as the Ranger
- Fellow Parish Councillors
- Members of the public in attendance
- The Parish Clerk

## 4. NORTH SOMERSET COUNCIL REPORTS

### Ward Councillors Report

Councillor Solomon provided an update and responded to questions in relation to the following:

- Action taken to address potholes – noting that the demand far outstripped the funding available to North Somerset Council.
- Concerns regarding the junction at the A370 and Bleadon Road and the recognised need to lobby for a permanent solution in this location.
- Planning procedures and the mechanisms by which concerns regarding local planning applications can be lodged and applications called in for scrutiny.
- Discussions regarding additional funding for the play area.
- Concerns regarding the loss of local bus services.

**5. AVON & SOMERSET CONSTABULARY – Local Beat Manager’s Report.**

Crime statistics for the month of April were provided. There were no questions arising.

**6. PUBLIC COMMENTS**

Residents raised the following concerns not already addressed as part of the reports above:

- Grass cutting – particularly in the churchyard. It was noted that a new contractor had been appointed the first week in April and the grass had been very long prior to the first cut. A plan of action had been agreed with Church representatives in relation to the churchyard which included raking out of dead grass.

**7. REPORTS BY VILLAGE ORGANISATIONS.**

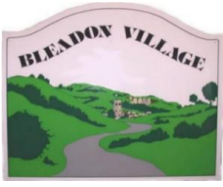
None

**8. DATE OF THE NEXT MEETING OF ELECTORS – MONDAY, 28<sup>TH</sup> APRIL 2025 AT 7.30PM**

There being no further business the Chairman closed the meeting at 7.50pm and thanked all those who had attended.

..... Chairman

..... Date



## MINUTES OF THE PERSONNEL & CONTRACTS COMMITTEE OF BLEADON PARISH COUNCIL HELD IN THE FARM SHOP CAFE AT 6.00pm ON 15<sup>TH</sup> APRIL 2024.

**PRESENT:** Councillors: Andy Scarisbrick (Chairman), Mary Sheppard and Jo Gower-Crane

**IN ATTENDANCE:** Craig Bolt (Clerk)

### 6.1 Apologies for absence

None.

### 6.2 Members' declarations of interest on any agenda item.

No declarations of interests were received.

### 6.3 To approve as a correct record the minutes of the meeting of the Personnel & Contracts Committee held on the 24<sup>th</sup> January 2024.

**Resolved:** To approve the Personnel & Contracts Committee minutes of 24<sup>th</sup> January 2024.

**The resolution was correctly proposed and seconded (unanimous)**

The minutes of the meetings to be signed by the Chairman as a correct record.

### 6.4 Exclusion of the press and public. (The Committee is recommended to resolve that members of the press and public be excluded from the meeting during consideration of agenda items 6 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960).

**Resolved:** That members of the press and public be excluded from the meeting during consideration of agenda items 5.

**The resolution was correctly proposed and seconded (unanimous)**

### 6.5 Parish Clerk – Contract Changes.

Councillors received a confidential report relating to the following issues:

- An update in relation to registration with HMRC and NEST and consequent changes to pay arrangements.
- Proposed contractual changes/amendments to the existing Job Description for the post of Clerk & RFO.
- A proposed incremental increase of one Spinal Column Point in line with the contract for employment.
- Proposed performance/appraisal targets in relation to the 2024/25 Municipal Year.

Councillors also discussed a range of actions/improvements to be introduced in addition to formal performance/appraisal targets and noted that these would be taken forward by the Chair of the Personnel & Contracts Committee in discussion with the Clerk.

**Resolved:**

- i. That the position in relation to HMRC and NEST be noted;
- ii. That the Spinal Column Point increase (in accordance with the contract for employment) from SCP 24 to 25 be noted;
- iii. That the following appraisal targets be set for the year to 31<sup>st</sup> March 2025:

- Completion of iLCA – by 31<sup>st</sup> October 2024

- Completion of the re-gilding of the Parish Clock – by 31<sup>st</sup> December 2024
- Ensure the Parish Precept is set in accordance with North Somerset Council requirements – by 31<sup>st</sup> January 2025
- Ensure a positive internal audit report – by 31<sup>st</sup> March 2025
- Secure additional external/grant funding to a value equivalent to 10% of the Parish Precept – by 31<sup>st</sup> March 2025

It was further **Recommended to Council** that:

The contractual hours of the Clerk & RFO be increased from 18 hours to 20 hours, with effect from 1<sup>st</sup> April 2024.

**The resolutions were correctly proposed and seconded (unanimous)**

**6.1 To agree the date of the next meeting.**

None.

The Chairman closed the meeting at 6.40pm.

.....Chairman

.....Date

**Financial/Staffing Matters**  
**13<sup>th</sup> May 2024**

**1. Bills for Payment**

- 1.1 Bills for payment for May 2024 are attached at Appendix 1. The schedule for April is also attached at Appendix 1 – the April bills having already been paid. The position in relation to HMRC registration has now been rectified.

**Recommendations:**

- i) That the bills for payment for May 2024 are approved.
- ii) That Councillors Andy Scarisbrick and Ann Davies be duly authorised to action the online payments.

**2. Bank Balance and Bank Reconciliation**

- 2.1 The Parish Council's end of April bank balances and bank reconciliation at the end of April are attached at Appendix 2. There are no issues requiring further explanation.

**Recommendation:**

That the Parish Council's end of April bank balances and bank reconciliation and end of April net position are noted.

**3. 2023/24 Year End and 2024/25 Budget**

- 3.1 At the 2023/24 year end, recorded expenditure was £70,676, against a budget of £85,454. The primary reasons for the difference in actual spend against budget can be summarised as follows:

- Known delays in the project to regild the Parish Clock
- Works undertaken in the 2023/24 financial year being invoiced in 2024/25 (or the Council's payment arrangements falling in 2024/25)
- Efficiency measures introduced by the Council mid-way through the financial year to reduce expenditure and redirect funds to other priorities.

- 3.2 In setting the budget of £138,387 for the current financial year (2024/25) the Council was working on the understanding that the regilding of the Parish Clock would have been completed before financial year end. This not being the case, the budget for 2024/25 will need to be restated to include the £7,000 budget provision for this project. If this is agreed, the revised budget for 2024/25 would be £145,387. The Council also needs to consider whether or not to retain the budget provision of £5,000 in relation to IT. The original expectations in relation to this budget provision were able to be delivered at a significantly reduced cost, with expenditure falling within the 2023/24 financial year. It would, therefore, be possible to either delete this budget provision and restate the budget accordingly, or vire the funds to another cost centre. The advice to Councillors is that the latter approach should be adopted, with the full amount of £5,000

vired to the General Maintenance Cost Centre – the logic for this being that initial work on establishing a revised maintenance schedule is pointing to the need for early action in relation to a number of aspects e.g. replacement seating and noticeboards, which in totality are likely to exceed the current budget provision of £5,500.

- 3.3 Councillors will receive a first outturn report at the June meeting of Council, which will include the outcome of ongoing discussions in relation to the structure of cost centres.

**Recommendations:**

- i) That the 2024/25 budget is restated at £145,387, to reflect the inclusion of costs relating to the regilding of the Parish Clock (these costs having not fallen within the 2023/24 budget as originally anticipated).
- ii) That £5,000 be vired from the project cost centre for IT to the cost centre for General Maintenance.

**4. Internal Audit Report and AGAR (2023/24)**

- 4.1 The final Internal Auditor's report is attached at Appendix 3. There are no qualifications in the Internal Auditor's report. The Auditor has identified a technical change to Standing Orders (and Financial Regulations) to reflect changes at a national level introduced in January 2024. This technical change has no material effect to the Parish Council as it relates to procurement values for works and other contracts which are beyond the reach of the Parish Council's operations. Accordingly, these technical adjustments will be considered at the next routine review of Standing Orders.
- 4.2 The AGAR for 2023/24 has been prepared and discussed with the Internal Auditor. The proposed return is attached at Appendix 4. It is proposed that the period for the exercise of public rights commences on 4<sup>th</sup> June 2024 (ending on 15<sup>th</sup> July 2024).
- 4.3 The Internal Auditor has indicated a willingness to continue to provide audit services to the Council for the 2024/25 financial year. The proposed fee in this respect is £730. The Council has adopted a robust approach to procurement over recent months and has sought competitive bids for most of its externally commissioned services. In this particular instance, the advice of the Clerk is that the benefits of continuity of the existing audit process would outweigh any limited financial gain from undertaking a procurement process. Without rehearsing previous discussions, the Council has moved from a position of having a qualified audit in 2022/23 to an unqualified audit in 2023/24, with the same Internal Auditor involved throughout both financial years. Although the current position is a positive one, the Clerk is still relatively new in the post and retention of an auditor with in-depth knowledge of the Council's history and context will ultimately be to the benefit of the Council. This constitutes a specialist knowledge which other potential bidders would not be able to replicate. As a consequence, the advice to Councillors is that the current Internal Auditor be reappointed for the 2024/25 financial year and that the Council looks to undertake a competitive process as part of arrangements for 2025/26. By that time, it can reasonably be anticipated that the Council will have received two successive positive audit reports and have confidence that arrangements are well embedded.

**Recommendations:**

- i) That the Internal Auditor's final report be noted.
- ii) That the 2023/24 AGAR (as attached) be approved for submission and publication and the Chairman of Council be authorised to sign on behalf of the Council.
- iii) That the current Internal Auditor be appointed to act as the Council's Internal Auditor in respect of the 2024/25 financial year and that the quote of £730 be accepted in this respect.

**5. Authority to Dispose of Assets**

- 5.1 Authority has previously been delegated to the Clerk to dispose of redundant IT equipment. Further examples of equipment potentially surplus to requirements have also been identified. These include the steel storage container and the majority of its contents and the large green waste bins. As a consequence, authority is sought for the Parish Clerk to be able to dispose of such items for best consideration. Any such disposals to be discussed with the Chairman and Vice-chairman of Council.

**Recommendation:**

That the Clerk be authorised to dispose of equipment identified as surplus to requirements – subject to any such disposals being confirmed with the Chairman and/or Vice-chairman of Council.

**Bills for Payment - 16th April to 13th May 2024**

**Bleadon Parish Council**

Meth	Payee	Description	Net	VAT	Gross Amount	Comments	Minute agreed	Power
	<b>Already Paid</b>							
DD	3 Business Solutions	Mobile	£14.82	£2.96	<b>£17.78</b>		364.23	LGA 1972, s. 112
DD	YU	Public Toilets Electricity	£18.73	£0.94	<b>£19.67</b>		365.7(ii)	Public Health Act 1875.164
	<b>To Pay</b>							
BACS	Blue Spot	Cleaning of Public Toilets	£158.00	£0.00	<b>£158.00</b>		364.23	PHA1936, s87
BACS	We Dig It	Grounds maintenance contract	£312.78	£62.56	<b>£375.34</b>		376.4	LGA 1972, s. 112
BACS	Bleadon Farm Shop	Room Hire	£60.00	£0.00	<b>£60.00</b>		368.9.3	LGA 1972, s. 112
BACS	J.A.R	Environmental services contract	£550.00	£0.00	<b>£550.00</b>		376.4	LGA 1972, s. 112
BACS	J.A.R	Fire exit works - Coronation Halls	£1,550.00	£0.00	<b>£1,550.00</b>	Variation approved in relation to digger hire	375.7.5	LGA 1972, s. 112
BACS	J.A.R	Minor works - safety and maintenance	£120.00	£0.00	<b>£120.00</b>	Removal of unsafe noticeboards/bench	Delegated authority	LGA 1972, s. 112
BACS	Countryside Services	Allotment Gate	£992.00	£198.40	<b>£1,190.40</b>	Partial reclaim to be made	373.9.3	Allotments Act 1908
BACS	Bridget Bowen	Internal Audit	£350.00	£0.00	<b>£350.00</b>		364.3	LGA 1972, s. 112
BACS	Parish Clerk	Re-imburement for costs - safety equipment, signage, refreshments and office supplies	£296.94	£35.75	<b>£332.69</b>	Refreshments - Annual Meeting of Electors and Contactus		LGA 1972, s. 112
SO	Parish Clerk	Salary	£1,232.25	£0.00	<b>£1,232.25</b>	Subject to Council Decision	361.6	LGA 1972, s. 112
SO	Brian Robinson	Clock Winding	£25.00	£0.00	<b>£25.00</b>		364.23	Parish Councils Act 1957, s2
DD	Lloyds	Credit Card Charge	£3.00	£0.00	<b>£3.00</b>		364.23	LGA 1972, s. 112
DD	NEST	Pension provision	£59.91	£0.00	<b>£59.91</b>	Estimate	361.6	LGA 1972, s. 112
DD	HMRC	PAYE Tax and NI	£109.43	£0.00	<b>£109.43</b>	Estimate	361.6	LGA 1972, s. 112
		<b>Totals</b>	<b>£5,852.86</b>	<b>£300.61</b>	<b>£6,153.47</b>			



**Bills for Payment - 12th March to 15th April 2024**

**Bleadon Parish Council**

Meth	Payee	364.23	LGA 1972, s. 112	VAT	Gross Amount	Comments	Minute agreed	Power
	<b>Already Paid</b>							
DD	3 Business Solutions	Mobile	£14.82	£2.96	<b>£17.78</b>		364.23	LGA 1972, s. 112
DD	YU	Public Toilets Electricity	£17.71	£0.89	<b>£18.60</b>		365.7(ii)	Public Health Act 1875.164
DD	Unity	Bank fees	£18.00	£0.00	<b>£18.00</b>			LGA 1972, s. 112
BACS	DELL	Replacement laptops	£2,211.02	£442.20	<b>£2,653.22</b>		374.7	LGA 1972, s. 112
BACS	PT Services	Jubilee Gardens and Pea Green	£2,050.00	£410.00	<b>£2,460.00</b>		375.7.9	LGA 1972, s. 112
BACS	Parish Clerk	Nationally agreed pay award	£576.13	£0.00	<b>£576.13</b>		361.6	LGA 1972, s. 112
DD	NEST	Pension provision	£145.72	£0.00	<b>£145.72</b>		361.6	LGA 1972, s. 112
	<b>To Pay</b>							
BACS	Adrian Project Services	Village Ranger	£602.00	£0.00	<b>£602.00</b>		364.23	Public Health Act 1875.164
BACS	Adrian Project Services	Defibrillation pads	£162.00	£32.40	<b>£194.40</b>		364.23	Public Health Act 1875.164
BACS	Blue Spot	Cleaning of Public Toilets	£136.50	£0.00	<b>£136.50</b>		364.23	PHA1936, s87
BACS	Blue Spot	Toilet rolls	£35.99	£0.00	<b>£35.99</b>		364.23	PHA1936, s87
BACS	NAS	Annual membership	£55.00	£11.00	<b>£66.00</b>			LGA 1972, s. 112
BACS	We Dig It	1st Cut - additional to main grounds maintenance contract	£312.78	£62.56	<b>£375.34</b>		375.7.5	LGA 1972, s. 112
BACS	Webglu	Setting up of laptops	£40.00	£8.00	<b>£48.00</b>		374.7	LGA 1972, s. 112
BACS	GB Sport & Leisure	Operational inspection	£25.00	£5.00	<b>£30.00</b>		364.23	LGA 1972, s. 112
BACS	Bleadon Coronation Halls	Room hire	£264.00	£0.00	<b>£264.00</b>		364.23	LGA 1972, s. 112
BACS	A&R House	Removal of spoil - allotments	£180.00	£36.00	<b>£216.00</b>		368.9.3	LGA 1972, s. 112
BACS	Taylor Thorne	Printing of Parish News	£392.00	£0.00	<b>£392.00</b>		364.23	LGA 1972, s. 112
BACS	ALCA	Annual membership	£332.61	£0.00	<b>£332.61</b>		364.23	LGA 1972, s. 112
BACS	Starboard Systems	Scribe accounting package	£564.00	£112.80	<b>£676.80</b>		364.23	LGA 1972, s. 112
BACS	Parish Church	Room hire	£22.50	£0.00	<b>£22.50</b>			LGA 1972, s. 112
BACS	Parish Clerk	Re-imburement for costs for Microsoft licences	£133.32	£26.66	<b>£159.98</b>		374.7.6	LGA 1972, s. 112
BACS	Parish Clerk	Re-imburement of costs for play sand	£45.00	£9.00	<b>£54.00</b>			LGA 1972, s. 112
BACS	Parish Clerk	Re-imburement of costs for play bark	£381.04	£76.21	<b>£457.25</b>		373.9.4	LGA 1972, s. 112
BACS	Parish Clerk	Re-imburement of costs for ground matting (allotments)	£89.93	£6.99	<b>£96.92</b>		375.7.1	LGA 1972, s. 112
BACS	Bleadon Youth Club	Contribution to lights	£177.00	£0.00	<b>£177.00</b>		375.7.8	LGA 1972, s. 112
BACS	Bleadon Coronation Halls	Contribution to insurance	£1,000.00	£0.00	<b>£1,000.00</b>		375.7.8	LGA 1972, s. 112
SO	Parish Clerk	Salary	£993.29	£0.00	<b>£993.29</b>	Amount to be determined	361.6	LGA 1972, s. 112
SO	Brian Robinson	Clock Winding	£25.00	£0.00	<b>£25.00</b>		364.23	Parish Councils Act 1957, s2
DD	Lloyds	Credit Card Charge	£3.00	£0.00	<b>£3.00</b>		364.23	LGA 1972, s. 112
DD	HMRC	PAYE Tax and NI	£534.96	£0.00	<b>£534.96</b>		361.6	LGA 1972, s. 112
		<b>Totals</b>	<b>£11,005.36</b>	<b>£1,242.67</b>	<b>£12,248.03</b>			

**Bleadon Parish Council**

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

	<b>Bank Reconciliation at 30/04/2024</b>		
	Cash in Hand 01/04/2024		121,973.97
	<b>ADD</b> Receipts 01/04/2024 - 30/04/2024		38,130.12
			160,104.09
	<b>SUBTRACT</b> Payments 01/04/2024 - 30/04/2024		10,606.96
<b>A</b>	<b>Cash in Hand 30/04/2024</b> (per Cash Book)		<b>149,497.13</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2024	0.00	
	Bleadon Parish Council Current 30/04/2024	32,072.70	
	Bleadon Parish Council Deposit 30/04/2024	117,424.43	
			<b>149,497.13</b>
	Less unrepresented payments		
			149,497.13
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>149,497.13</b>
	<b>A = B Checks out OK</b>		

Bridget.C.Bowen FCA  
86 High Street  
Weston  
Bath BA1 4DD

Tel: 07465 416597

Email: [bridget.c.bowen@outlook.com](mailto:bridget.c.bowen@outlook.com)

Craig Bolt  
Clerk to Bleadon Parish Council  
Coronation Halls,  
Coronation Rd,  
Bleadon BS24 0PG

20 April 2024

Dear Craig

## **BLEADON PARISH COUNCIL**

### **Internal audit report - Year ended 31 March 2024**

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

I am bound by the ethical guidelines of the Institute of Chartered Accountants of England and Wales. I confirm that I am independent of the Council.

The internal audit work I have carried out has been planned to enable me to give my opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2023-24 Annual Governance and Accounts Return.

I have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils - A Practitioners' Guide (England)' 2023
- The Accounts and Audit (England) Regulations 2015 (as amended)
- I was appointed as internal auditor to the Parish Council on 14 August 2023.

My final internal audit review for 2023-24 was undertaken on 16 April 2024.

## **Background**

Bleadon Parish Council has income and expenditure of between £100,000 and £200,000 for 2023-24 and is subject to review by the external auditor, BDO LLP. PKF Littlejohn issued their auditor's reports for the 2021 and 2022 audit reviews in 2023. These included their

conclusions on the formal objections to the accounts. BDO LLP issued an audit report with other matters relating to internal control weaknesses and the administration of the charity funds.

The Council is the sole managing trustee of Bleadon Children's Playground.

The Council changed its accounting software from RBS Alpha to Scribe from 1 April 2023.

The Clerk was appointed on 15 August 2023 replacing the locum clerk who had been in place since February 2023.

### **Internal audit checks**

I have undertaken a series of audit tests on the Council's financial records, vouchers, documents, minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out during the review.

During this visit I checked the following:

- Minutes of Council Meetings
- Bank and cash
- Income
- Expenditure
- VAT claims
- Payroll
- Asset register
- Action taken on the recommendations in prior report
- Year end checks

### **Findings**

Details of good practice noted, my recommendations and other matters to be brought to the Council's attention are set out below.

#### **Good practice**

- The Clerk is studying for the CiLCA qualification
- The Council maintains its books and records on Scribe software
- All records were up to date and easy to follow
- The Council's Standing Orders and Financial Regulations are reviewed regularly and are tailored appropriately for the Council
- The Council has appropriate policies in place
- The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO
- Bank reconciliations are prepared accurately and regularly
- Bank reconciliations are carried out promptly each month, and are checked by a councillor

#### **Good practice - continued**

- Details of all payments authorised at meetings are recorded in the minutes
- All payment vouchers tested were evidenced as approved
- All allotment holders have signed tenancy agreements

- HMRC Toolkit is going to be used for the payroll
- All eligible employees have either been auto-enrolled in a pension scheme or have opted out in writing
- All employees have contracts of employment
- The budgeting process is detailed and thorough and monitored throughout the year
- VAT claims are made regularly
- The risk assessment has been adopted during the year
- The asset register is complete and accurate and has been properly maintained
- Adequate insurance is in place
- Action has been taken, or is underway on all of the recommendations in the last internal audit report

## **Recommendations**

### ***Policies and procedures***

- The Standing Orders and Financial Regulations should be updated for the increases to the thresholds over which contracts must be competitively purchased, in line with the most recent amendments to the Public Contracts Regulations 2015.

The thresholds detailed in the recommendation in my last report have been changed again very recently by a Statutory Instrument published in December 2023.

SI 2023 No 1117 - The Public Procurement (Agreement of Government Procurement) (Thresholds) (Amendment) Regulations 2021 came into force on 1 January 2024 and increases the threshold in sub paragraph a) for public works contracts from £5,336,937 to £5,372,609, and the threshold in sub-paragraph c) for goods and services from £213,477 to £214,904.

The Council should be aware that the NALC Model Financial Regulations have not been updated for these changes, and therefore the clerk would not have been aware of them.

Other matters to be brought to the Council's attention

- The Annual Internal Audit Report was completed with positive responses to all relevant objectives.

## **Conclusion**

Based on the tests I have carried out, the internal control procedures in operation are adequate to meet the needs of Bleadon Parish Council.

## **Next Steps**

This report should be noted and taken to the next meeting of the Parish Council. The Council should decide what action will be taken on the recommendations I have made.

Kind regards

Yours sincerely



## Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

### Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - Sections 1 and 2 must be completed and approved by the authority.
  - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published on the authority website/webpage before 1 July 2024.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both) no later than 30 June 2024. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2024
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

### Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities must publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation must be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not fully explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices* can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2023/24

## BLEADON PARISH COUNCIL

www.bleadonparishcouncil.co.uk

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
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

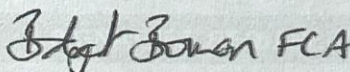
09/01/2024

16/04/2024

Name of person who carried out the internal audit

BRIDGET.C.BOWEN FCA

Signature of person who carried out the internal audit



Date

20/04/2024

\*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 2023/24

We acknowledge as the members of:

Bleadon Parish Council

ENTER NAME OF AUTHORITY

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 2024, 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.	✓		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.	✓		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 this authority to conduct its business or manage its finances.	✓		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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this 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.	✓		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.	✓		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.	✓		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.	✓		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 we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*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:

13/05/2024

and recorded as minute reference:

377.10

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.bleadonparishcouncil.co.uk

AVAILABLE WEBSITE/WEBSITE ADDRESS

## Section 2 – Accounting Statements 2023/24 for

Bleadon Parish Council

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	64189	57525	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	54000	64653	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	18286	70458	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	21001	16997	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	57949	53666	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	57525	121974	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	57525	121974	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	69451	68841	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 exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

SIGNATURE REQUIRED

Date

08/05/2024

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

13/05/2024

as recorded in minute reference:

377.10

MINUTE REFERENCE

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

SIGNATURE REQUIRED

### Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Bleadon Parish Council** ENTER NAME OF AUTHORITY

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

#### 3 External auditor certificate 2023/24

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

External Auditor Name **[Signature]** ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/M/YYYY

## INTERNAL AUDITOR'S ANNUAL REPORT

Year ended 31 March 2024

Bleadon Parish Council

<b>Objective</b>	<b>Explanation</b>
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F	No petty cash held
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K	The authority did not certify itself as exempt from limited assurance review in 2022/23
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Bridget.C.Bowen FCA  
Internal auditor

20-Apr-24

**Name of Smaller authority: Bleadon Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

**NOTICE**

**1. Date of announcement: 3<sup>rd</sup> June 2024**

**2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.**

**Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:**

C Bolt – Parish Clerk & RFO  
[parishclerk@bleadonparishcouncil.co.uk](mailto:parishclerk@bleadonparishcouncil.co.uk)  
Bleadon Parish Council, Coronation Road, Bleadon, North Somerset. BS24 0PG

commencing on 4<sup>th</sup> June 2024

and ending on 15<sup>th</sup> July 2024

**3. Local government electors and their representatives also have:**

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

**4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:**

**BDO LLP**  
Arcadia House  
Maritime Walk  
Ocean Village  
Southampton  
SO14 3TL  
✉ [councilaudits@bdo.co.uk](mailto:councilaudits@bdo.co.uk)

**5. This announcement is made by M Sheppard, Chair of Bleadon Parish Council**

## Report of the Parish Clerk & RFO

13<sup>th</sup> May 2024

### Decision Items

#### 1. Insurance Arrangements

1.1 The Council's existing insurance cover will expire on 13<sup>th</sup> June 2024. Quotes have been sought from three insurers based upon an updated policy schedule. These updates have included changes to the asset register to reflect re-categorisation/changes to costs in some areas.

1.2 The following quotes have been received:

Insurer	2024/25 Only	Per annum (3 year commitment)	Notes
Clear Councils	£771.02	£741.20	
Zurich	£1160.64	£1084.04	
UK Community	Quote not provided		Existing Insurer

1.3 At the time of preparing the report, the Council's existing insurer has yet to provide a renewal quote. In all cases, further clarity is also required in relation to cover for volunteers and further checks needed to fully ascertain that detailed policy expectations are on a like-for-like basis. However, even once such actions are completed, it is considered likely that the quote from Clear Councils is likely to be most advantageous to the Council. As a consequence, it is recommended that – subject to further checks – the Council looks to appoint Clear Councils as the Council's insurer for the 3-year period from 13<sup>th</sup> June 2024. The Council could appoint insurers for just one year. However, a 3-year arrangement offers a slight saving and would allow the Council to plan with more certainty over the next 3 years.

1.4 The Council had set a budget for insurance in the amount of £2,000. Whilst there may be some additional costs following clarification of any additional premiums relating to cover for volunteers acting on behalf of the Council (whether that be Councillors or members of the public), the Council will deliver a saving against its budget provision. It is also worth noting that the quote from Clear Councils is less than the current insurance cost (£814.34).

#### **Recommendations:**

- i) That the Clerk, in consultation with the Cllr Davis (as the Lead Councillor for Finance), be authorised to appoint Clear Councils as the Council's insurers for the 3 year period from 13<sup>th</sup> June 2024.

- ii) That any variations or increases to quoted prices arising from further checks or extension of cover arrangements be reported to Council for information.

## **2. Open Spaces**

2.1 Discussions have taken place regarding how the Open Spaces Working Group might function in the future. There is a very clear desire to ensure that members of the public can participate and the working of the Group is transparent. In this respect, the potential to establish the group as a formal sub-committee has been raised. Whilst there are some potential advantages to this model in terms of structured agendas/minutes and speed of decision making, a committee would also be bound by the Council's processes in relation to public participation which might limited the public engagement councillors are keen to achieve. Conversely, a Working Group with no delegated powers, but comprising 5 of the 6 members of Council could, unwittingly, give rise to the impression that decisions have been made prior to consideration by Council. As a consequence, it is suggested that a degree of formal structure is placed around the future meetings of the Working Group:

- That the Open Spaces Working Group has a set meetings schedule. It's suggested that this is the third Thursday of each month at 10.00am, which would allow for issues raised and requiring approval to be reported to the next full Council meeting.
- A standing agenda be established and published on noticeboards/the Council's website.
- That all members of Council receive agendas and reports, whether or not they are members of the Working Group. As public meetings, all Councillors would have the ability to attend meetings of the Group but ensuring that papers are forwarded as a matter of routine would ensure that all Councillors (including any new Councillors which may be appointed to the Council) are aware of developments and can raise questions accordingly.
- That the Clerk be requested to attend meetings of the Open Spaces Working Group. In practice, this is something the current Co-chairs of the Working Group have been keen to ensure. However, working group Chairs have considerable discretion as to how the business of any given working group is conducted and there is no requirement for the Clerk to be present at such meetings. The attendance of the Clerk at meetings of the Open Spaces Working Group would ensure that procedural and legal advice can be offered and clarification sought in relation to any delegated powers arising from previous Council decisions. It will also ensure that items requiring decision can be reported to Council in a timely manner.

- 2.2 Work has also started to provide a standardised basis for the discussions of the Working Group. This was considered particularly important as the working group has a role in relation to governance and leadership in relation to both maintenance tasks and a number of high-profile projects. To this end, a project and maintenance schedule has been prepared and the latest iteration of this is attached at Appendix 1. This has been shared amongst members of the Working Group and used as the basis of an informal discussion to help shape this report to Council.

**Recommendation:**

That future meetings of the Open Spaces Working Group be convened on the basis now reported.

**3. Replacement Bench – Celtic Way**

- 3.1 The bench approximately half way up Celtic Way has had to be removed as it was no longer safe to be used. The Council's contractors (JAR) were asked to arrange for disposal.
- 3.2 At the request of the Co-chairs of the Open Spaces Working Group, the clerk was asked to investigate potential replacement benches based upon a specification of man-made timber (recycled plastic) and of rustic design. Four models were identified, as attached at Appendix 2. The model identified as most meeting the 'rustic' requirement is the Hasletown model and this is recommended to the Council. In addition to the purchase cost of the bench (£737 Exc VAT), the Council would also need to purchase bespoke ground anchors (to prevent theft) at a cost of £100 as well as installation costs.

**Recommendation:**

That the Hasletown bench, together with the necessary ground anchors, be purchased on the basis now reported and the Clerk be instructed to make arrangements for installation.

**4. Replacement Bin – Pea Green**

- 4.1 The bin on Pea Green has now been established as being within the ownership of the Parish Council (although it has never previously formed part of the Council's Asset Register). The bin itself is not overly large and is regularly used. Further investigation has revealed that the internal metal part of the bin has rotted away and, at some stage, a concrete block has been placed in the bottom of the bin (presumably as a makeshift replacement for the bottom of the bin). The effect of this measure is to reduce the capacity of the bin.



- 4.2 Given its position, usage and current state of repair, it is recommended that the bin is replaced with a larger model; the likely capacity of the current bin is thought to be in the range of 90-120 litres (although its actual capacity will be less). The cost of a comparable, but larger model would be in the region of £500. There would then be some additional costs associated with installation and disposal of the existing bin.

**Recommendation:**

That the Clerk be authorised to make arrangements to replace the bin at Pea Green subject to the total costs not exceeding £600, with the final specification/design being determined by the Open Spaces Working Group.

**5. Roman Road Layby**

- 5.1 Following further discussions, the Mendip Hills AONB have agreed to provide funding (up to a maximum of £2,000) to support the costs of upgrading the larger layby on Roman Road. Edenstone have also agreed to provide sub-base (chippings) free of charge. The layby has large ruts and potholes and might otherwise have to be closed off to vehicles.
- 5.2 A specification was prepared and shared with the Mendip Hills AONB. Nine companies requested the tender pack, but only two bids were received. One was significantly above the budget provision and could, therefore, not be considered any further. The one valid bid was from J.A.R Home and Garden Maintenance. This contractor has previously undertaken comparable work for the Council. The quote received is in the sum of £1,120 and includes arranging for the delivery of chippings to site and all other associated works. The quote is based upon the use of 10 tons of chippings and would increase proportionately per additional ton. 10 tons is considered reasonable, although more chippings may be required and the final cost may be greater than £1,120.
- 5.3 Mendip Hills AONB colleagues have asked that the Council organise the works and invoice the AONB once the works have been completed. Prior to the works commencing, the Council's decision to award the contract will be shared with the AONB and confirmation obtained that the AONB is satisfied with the final arrangements.

**Recommendations:**

- i) That the contract for works at the large Roman Road layby be awarded to J.A.R Home & Garden Maintenance on the basis now reported.

- ii) That the Clerk be authorised to issue contract variations, subject to these being within the Mendip Hills AONB budget provision and agreed with AONB representatives.

## **6. Minor Works**

- 6.1 As referenced above, the production of a maintenance and project schedule has proved useful in starting to prioritise minor works tasks. A small number of actions have already been initiated, most of which have been driven by health and safety concerns. However, there are a number of emerging tasks which also relate to physical improvements to the public realm and require Council approval in terms of financial commitments. The schedule at Appendix 3 provides details of actions taken to-date, together with proposed actions. Where possible, an indicative cost for the works has been provided. In the majority of cases, it is likely that the Council's Environmental Services Contractor will be selected to undertake the works as the recent tendering exercise confirmed that this contractor represented the best value for money solution for the Council for contracts which are largely labour based.
- 6.2 At this stage, some costs can only be indicative. As a consequence, authority is sought for the Clerk to advance schemes on the schedule at Appendix 3, subject to the approval of the Chair and Vice-chair of the Council in the event that the final cost is expected to be higher than that on the schedule (or where no cost is shown on the schedule).

### **Recommendation:**

That the Clerk, in consultation with the Chairman and Vice-chairman of the Council be authorised to advance the minor works schemes forming Appendix 3.

## **7. Playground Developments**

- 7.1 Initial discussions with North Somerset Council and Edenstone have taken place regarding the inclusion of the Parish Council within a Section 106 planning agreement relating to the quarry development. The effect of inclusion within the agreement would depend upon the precise nature of any wording. However, the principle behind inclusion would potentially result in additional funds being available to invest in the existing playground on Coronation Road. The current legal agreement (to which the Parish Council is not party) is fairly prescriptive. If the Council were to be named within this agreement, then it would be bound by these existing conditions. However, the process of amending legal agreements and satisfying planning obligations would be relatively straight forward and could, theoretically, be achieved quickly. A less prescriptive agreement would give the Parish Council more scope and flexibility in terms of the type of play equipment provided but would require

legal agreements to be re-written. The costs of re-writing these agreements would inevitably impact upon the quantum of funding available.

- 7.2 A confidential report on this issue will be tabled at the meeting of the Parish Council, together with the outcomes of a parallel discussion of the Bleadon Children's Playground Trust.

## **8. Jubilee Garden Walls**

- 8.1 A specification has been produced in relation to repointing, recapping (with a cock and hen top) and removal of all ivy/rootstock. Formal quotes are in the process of being sought and it is envisaged that a confidential report will be tabled dependent upon the outcome of the tendering exercise.

### **Recommendation:**

That Councillors note the outcome of the tendering exercise in relation to Jubilee Garden Walls.





## **Information Items/Correspondence Received**

- Letter from John Penrose MP seeking support for lobbying North Somerset Council for action/funding on potholes.
- Bleed kit campaign.
- Environment Agency response to proposed changes to Hinckley C Development Control Order.

## Appendix 1

Item	Priority	Issue Requiring Resolution	Position as at 25/4	Further Action Agreed
Jubilee Gardens	1	Repointing of wall	No structural issues, but wall requires repointing in a number of areas and recapping. Delegated authority to ID, Mary and Ann to undertake works up to a value of £1,000. Specification agreed - with emphasis upon removal of ivy.	CB to seek competitive quotes with a view to submitting a report to 13th May Council.
	1	Planting scheme	Dependent upon above. Possible permanent planting scheme based around shrubs and flowering bulbs, be colourful, low in height and low maintenance - but further consideration required. Recognition that this year may need a 'one off' solution due to timing of above works. Delegated authority to OSWG to agree planting.	CB to arrange discussion with We Dig It SW to obtain their views/advice as the contractor will be responsible for ongoing maintenance.
Seating	2	Replacement of Celtic Way bench	Bench deemed unsafe. 4 replacement options considered.	CB to arrange for disposal of existing bench. Recommendation for preferred replacement bench to be submitted to Council.
Allotments	3	Replacement of gate	NSC have confirmed that pedestrian gate will be supplied free of charge. Contractor appointed - works expected to be completed in May. Allotment tenants advised.	None
		Polytunnel		Staging to be constructed/developed as a community resource
		Compost area	insufficient support from allotment tenants to progress a community based compost scheme.	None
Toilets	4	Can accessible toilets be achieved within existing footprint	Budget of £40,000 approved. Indicative prices for conventional rebuild and prefab unit obtained. Confirmation that there is sufficient space within the existing footprint to accommodate two fully accessible toilets.	Discussions to be arranged with Coronation Halls and Youth Club to ascertain whether objective of two accessible toilets can be delivered through other premises. CB to explore securing architectural services to provide further advice.
Drains		Blocked drains - Outside Queens Arms	Reported to NSC - Contractor instructed to clean out gullies	None
		Blocked drains - Bridge Road	Reported to NSC - Contractor instructed to clean out gullies. Raised with Drainage Board who have confirmed rhyne capacity is adequate. Response from Wessex Water awaited	None
		Blocked drain - Bleadon Road/A370	Noted that significant amounts of tarmac in this drain.	CB to report
Roman Road Layby		Large potholes/rutting	Mendip AONB have earmarked £2,000 towards labour costs. Edenstone to provide chippings free of charge. Work tendered.	CB to include contract award in report to Council on 13th May
		Overnight parking	No overnight parking signs to be erected.	
Noticeboards		Veale and Bleadon Road Noticeboards	Noticeboard at The Veale needs replacing. Bleadon Road noticeboard also in poor state of repair, but could be removed (and not replaced)	CB to arrange for urgent removal of both noticeboard. Bleadon Road board not to be replaced. Further consideration needed to provision of any noticeboard at The Veale and potential for co-location with defib and other elements.
Road signs		Missing horse warning sign - Roman Road Bramble bank and Shiplate bend	Reported to NSC - NSC investigating	None
The Veale		Bus stop	Both signs subject to excessive vegetation growth	None
		Verges	Question as to whether bus stop should be removed as no longer used	None
Coronation Hall		Excessive growth of vegetation	Heavily overgrown - NSC responsibility	None
		Tarmac cracking	Checked and considered not to be an issue.	None
		Poor condition of dividing wall	Dividing wall to the West in poor condition. Believed to be the responsibility of the Contract awarded - in hand	None
Potholes		Excessive potholes - Roman Road	Many verges have collapsed - NSC responsibility	None
20mph zone		EIDs	Forms part of wider discussion around 20mph zones - views currently being sought via Parish	None
Trees		Play area Sycamore	Question as to whether tree should be cut back further	None
		Poor quality trimming of trees in churchyard	To be addressed in any future works	None
Churchyard walls		Crack in back wall	Being monitored	CB to arrange for tell tale to be fitted.
PROWs		Need to clarify responsibilities	Definitive maps online - hard copies would be preferable	CB to explore hard copy maps
Car park		Barrier in poor state of repair	Prices obtained for replacement. No bids received for repainting	CB to obtain prices for pressure washing to enable full extent of problem to be assessed
		Disabled parking	Notices to be replaced with Blue Badge only	CB to order/arrange
Parish clock		Re-gilding	PCC progressing architect appointment. Timsbury to reschedule works once architect confirmed	CB to check with AD accuracy of current donations board
Croquet Club Gate		Not known	Not known	None
Parish Pump/Well		Poor condition	Listed as an historic monument - believed to be Grade 2 - special consideration needed. Regional office of Historic England contacted for advice.	None
Japanese knotweed		Previously reported adjacent to churchyard	New Grounds Maintenance contractor informed	None
Grit Bins		Need refilling	Refilling will take place during the Autumn	None
Play Area		Bark chip levels	Additional bark chip ordered and now in place	None
		Finger guard on gates	Finger guards will cost approx £100 plus cost of fitting	CB to order/arrange
Memorials		Headstones	Testing to take place in accordance with best practice guidance. CB to conduct first test for SS to check/verify.	Actions arising to be reported to full Council.
		War memorials	Legal position investigated and funding opportunities shared with church.	None
Market Cross		Aged/weathered	Survey to be conducted within next 3 years to establish any restoration requirements	None
Planters		Planting scheme over the Summer	Authority delegated to AS to manage/implement planting scheme within £1,000 budget provision. Plants ordered (some free from NSC). Call for volunteers within Parish News. Planned 'Planting Up Day' once dates for delivery of plants known. CB has purchased a bowser to support watering.	MS, ID, CB and volunteers have contributed to suggested reduction in planters - to be submitted to AS for consideration.
Streetlighting		Safety/appearance	School Lane completed. Works to light opposite The Veale still not complete. Has been raised with contractor multiple times and have been advised that the Council will now seek an alternative supplier	None

## Appendix 2

Name	Webpage link	Price (Ex VAT)	Image	Notes
Bridport Senior's	<a href="https://www.recycledfurniture.co.uk/Benches-and-Seating/Bridport-Seniors-Bench">https://www.recycledfurniture.co.uk/Benches-and-Seating/Bridport-Seniors-Bench</a>	£ 550.00		Slightly higher and aimed at 'seniors'. May be relevant consideration in the context of ageing population. 6 week lead time
Hasletown	<a href="https://www.broxap.com/hasetown-seat.html">https://www.broxap.com/hasetown-seat.html</a>	£ 737.00		Longer than other options at 2m. Up to 4 weeks delivery
Hyde Park	<a href="https://www.recycledfurniture.co.uk/Benches-and-Seating/Hyde-Park-Bench">https://www.recycledfurniture.co.uk/Benches-and-Seating/Hyde-Park-Bench</a>	£ 560.00		2-4 week lead time
Islington	<a href="https://www.envirobuild.com/products/backed-plastic-brown?variant=41092798414959&amp;">https://www.envirobuild.com/products/backed-plastic-brown?variant=41092798414959&amp;</a>	£ 574.99		Available with black leg or all black option.

**Minor Works****Action Already Taken**

<b>Description</b>	<b>Cost</b>
Removal of unsafe noticeboards at The Veale and Bleadon Road and removal of unsafe bench on Celtic Way – together with subsequent disposal (Contractor)	£80
Raking out/disposal of cut grass in churchyard following complaints (Contractor)	£40
Topping up of sand in play area following inspection report (cost of sand only – action taken by the Clerk)	£54
Finger guards ordered for play area gates following inspection report (hardware only – fitting to be arranged)	£128.40
Safety clothing (in the main this relates to safety clothing for contractors and will be charged against the budget headings for externally commissioned contracts – branding includes reference to the Parish Council)	£81.22
New car parking signage	£9.98

**Proposed Minor Works**

<b>Description</b>	<b>Estimated Cost</b>
Removal of low-level wooden fence in play area – safety concerns and will benefit future grass cutting	£150
3 additional bags of play bark for play area – levels require further topping up	£500
Digging out of soil and vegetation underneath car parking barrier and around the external edges of the play area	£90
Pressure washing of car parking barrier to remove excess paint*	£60
Remove planter and plant around telegraph pole on Pea Green (pole is leaning and requires assessment)	£120

Pressure wash block paving area adjacent to Pea Green. Relaying of paving currently representing a trip hazard. Finishing with kiln dried sand*	£100
Fitting of finger guards to play area gates	£60
Emptying and disposal of rubbish in steel container	£30
New signage at allotments and 'No overnight parking' sign at Roman Road layby	TBD
Installation of tell-tale on churchyard wall to accurately measure any growth in a crack in the wall	TBD
Installation of ground anchor to secure picnic table in play area – finding from inspection	TBD
Purchase of Chapter Barriers to screen off areas subject to work.	TBD
Filling of voids/ruts in bank around the play area with soil – ruts most likely caused by large vehicles mounting the kerb and are currently impeding use of a lawnmower.	TBD

\*Assume that the Council can facilitate the supply of water.