

## TWYFORD PARISH COUNCIL

12<sup>th</sup> May 2023

Dear Councillor,

I hereby summon you to attend the Annual meeting of the Twyford Parish Council, on **Thursday 18<sup>th</sup> May 2023 at 7.30pm**, to be held in the Gilbert Room at Twyford Parish Hall, Hazeley Road, Twyford, SO21 1QY.

Yours sincerely,



Jamie Matthews  
Clerk to the Council

### Annual Meeting of the Twyford Parish Council

18<sup>th</sup> May 2023

# AGENDA

Members of the public and press are invited to attend except for the specific items marked confidential on the agenda. The press and public may not speak when the Council is in session, but they can make points or ask questions in the allocated time during the questions from members of the public item on the agenda. Please contact the Clerk to the Council before 12 noon on the day of the meeting if you wish to register to speak.

Item	Agenda Item
1	<b>To receive and approve</b> apologies for absence
2	<b>To elect</b> a Chairman for the municipal year 2023/24
3	<b>To receive</b> the Chairman's Declaration of Office
4	<b>To elect</b> a Vice-Chairman for the municipal year 2023/24
5	<b>To receive</b> the Vice- Chairman's Declaration of Office
6	<b>To consider</b> the co-option of members to Council
7	<b>To consider</b> the granting of a dispensation under Section 33 of the Localism Act 2011 to enable members to participate in and vote on an item of business on the agenda where they would otherwise have a disclosable pecuniary interest and to confirm how long this dispensation may have effect.
8	<b>To receive and record</b> Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in an item of business on the agenda no later than when the item is reached. Unless dispensation has been granted, members may not participate in any discussion, of or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the room when the meeting discusses and votes on the matter.

9	<p><b>To approve appointments to the following Committees:</b></p> <p>(The Chairman and Vice-Chairman of the Full Council are ex-officio members of all committees of the Council)</p> <ul style="list-style-type: none"> <li>• Finance Committee <i>(4 Councillors, quorum of 4)</i></li> <li>• Planning Committee <i>(Minimum 4 Councillors, quorum of 4)</i></li> <li>• Recreation Committee <i>(6 Councillors, quorum of 4)</i></li>   <li>• Parish Farm Advisory Committee <i>(Maximum 6, at least one Twyford Parish councillor)</i></li> <li>• Hazeley Road Development Advisory Committee <i>(2 Twyford Parish councillor, 2 others)</i></li>   <li>• Climate Change Advisory Committee <i>(Maximum of 6 with at least 2 Twyford Parish councillors)</i></li>   <li>• Traffic Solutions Advisory Committee <i>(Minimum 6, maximum 12 of which at least 3 Twyford Parish councillors. The remaining appointees will be made by the committee.)</i></li> </ul>
10	<p><b>To appoint a Chairman</b> to the following committees:</p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Planning</li> <li>• Recreation</li> </ul>
11	<p><b>To appoint a Chairman</b> to the following Advisory Committees:</p> <ul style="list-style-type: none"> <li>• Parish Farm</li> <li>• Hazeley Road Development</li> <li>• Climate Change</li> <li>• Traffic Solutions</li> </ul>
12	<p><a href="#"><u>To review the Terms of Reference for</u></a></p> <ul style="list-style-type: none"> <li>• Finance, Planning and Recreation Committees</li> <li>• Parish Farm, Climate Change, Traffic Solutions, Hazeley Road Development Advisory Committees</li> </ul>
13	<p><b>To consider</b> the appointment of any additional committees and their Terms of Reference.</p>
14	<p><b>To approve member special responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Website</li> <li>• Footpaths &amp; Highways</li> <li>• Flooding</li> <li>• Heath &amp; Safety</li> </ul>
15	<p><b>To approve representatives to the following outside bodies:</b></p> <ul style="list-style-type: none"> <li>• Twyford Nurses Trust</li> <li>• Patient Participation Group</li> <li>• Twyford Parish Hall</li> <li>• Twyford Waterworks Trust</li> <li>• Winchester Association of Parish &amp; Town Councils</li> </ul>
16	<p><a href="#"><u>To review the Health &amp; Safety and Code of Conduct policies.</u></a></p>
17	<p><a href="#"><u>To review the Standing Orders and Financial Regulations</u></a></p>
18	<p><b>To approve</b> as a correct record and authorise the signing of the minutes of the meeting of Twyford Parish Council held on 27<sup>th</sup> April 2023</p>
19	<p><b>Public Representation</b> – Councillors to receive representation, including on agenda items, from members of the public provided they have given de notice of their intention to the Clerk no later than 12 noon of the day of the meeting. The maximum time limit allowed per person is 3 minutes and the maximum time designated for this agenda item is 15 minutes. Questions shall not require a response</p>

	at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
<b>20</b>	<b><u>To receive and approve</u></b> the signing of the Annual Internal Audit Report and Governance Statement 2022/23
<b>21</b>	<b><u>To receive and approve</u></b> the signing of the Accounting Statements 2022/23
<b>22</b>	<b><u>To receive and complete</u></b> the Conflict of Interest form with BDO LLP
<b>23</b>	<b><u>To receive and consider</u></b> the Notice of Election and Nomination Forms for the South Downs National Park Parish Representatives Election
<b>24</b>	<b><u>To receive a report</u></b> from the Winchester District representative of Hampshire Association of Local Councils.
<b>25</b>	<b><u>To receive and consider</u></b> a Grant Application from Twyford Guides

## **FINANCE COMMITTEE**

### **TERMS OF REFERENCE – 26<sup>th</sup> May 2022**

1. The Finance Committee (the “Committee”) is constituted as a Standing Committee of Twyford Parish Council (the “Council”). The Committee composition shall comprise of four Councillors as voting members with four members of the Committee constituting a quorum.
2. The Chair and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.
3. Reserve members may be appointed and are entitled to receive meeting papers and attend all meetings but are not entitled to vote if all four appointed Councillors are present.
4. The Chairman is elected by the Full Council, but a Vice-Chair is to be elected annually by the Committee.
5. Draft budgets will be prepared for circulation to all committees of the Council no later than December each year.
6. The Committee is tasked with preparing a budget for each financial year and submitting the budget for approval to a Full Council Meeting no later than January each year.
7. The Committee is tasked with ensuring that all financial requirements and reserves are managed in line with the Council’s Financial Regulations.
8. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual budget for Finance and Twyford Water Meadow. The Committee shall be able to approach Full Council for increased funds should it become necessary to discharge its duties, however, funds are not to be automatically granted.
9. The Committee will make recommendations to the Full Council for Annual Staff Salary Reviews.
10. To oversee all legal matters pertaining to leases, mortgage, insurance claims, insurance cover, damage to property, vehicle insurance and debt recovery.
11. All correspondence shall be conducted through the Clerk of the Council wherever possible.
12. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to all members of the Council.
13. The Committee will meet as the workload requires, with a minimum of 3 clear days’ notice given.

\*NOTE – The Chair and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.

## **RECREATION COMMITTEE**

### **TERMS OF REFERENCE - 26<sup>th</sup> May 2022**

1. The Recreation Committee (the “Committee”) is constituted as a Standing Committee of Twyford Parish Council (the “Council”). The Committee composition shall be six Councillors as voting members with four members of the Committee constituting a quorum.
2. The Chair and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.
3. Reserve members may be appointed and are entitled to receive meeting papers and attend all meetings but are not entitled to vote if all four appointed Councillors are present.
4. The Chair is elected by the Full Council but a Vice-Chair is to be elected annually by the Committee.
5. The Committee’s role is to manage the following open spaces:-  
Hunter Park, Allotments, Northfields Play Area, the War Memorial bench and verge.
6. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual revenue budget of the Committee. The Committee shall be able to approach Full Council for additional funds should it become necessary to discharge its duties, however, funds are not to be automatically granted.
7. The Committee can initiate new facilities within the Parish, e.g. new play areas. All costs must be within the agreed budget or the Committee shall seek funding for such works.
8. The Committee will initiate and approve tenders for all aspects of maintenance and ground works in accordance with the Council’s Financial Regulations.
9. All correspondence shall be conducted through the Clerk of the Council wherever possible.
10. The day-to-day management of the Allotments and communications with tenants is delegated to the Clerk and Assistant Clerk. Councillors will be invited to attend allotment inspections.
11. The management of bookings for the hire of facilities at Hunter Park is delegated to the Clerk and Assistant Clerk. One off bookings for large, or unusual events, will be referred to the Committee.
12. The Committee will meet as the workload requires, with a minimum of 3 clear days’ notice given.

\*NOTE – The Chair and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.

## **PLANNING COMMITTEE**

## TERMS OF REFERENCE - 26<sup>th</sup> May 2022

1. The Planning Committee (the “Committee”) is constituted as a Standing Committee of Twyford Parish Council (the “Council”). The Committee composition shall be a minimum of four\* Councillors as voting members with four members of the Committee constituting a quorum.
2. The Chair is elected by the full Council but a Vice-Chair is to be elected annually by the Committee.
3. A record of all planning applications, the responses to consultation and eventual results shall be noted in the minutes of the Committee’s meetings.
4. The Committee has delegated executive powers to consider all planning applications pertaining to Twyford Parish and to respond to Winchester City Council’s Planning Department (as the agent acting for the South Downs National Park (“SDNP”)) and where appropriate directly to SDNP.
5. The Committee may canvas opinions for and against applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties are given an adequate hearing – applicants, as well as objectors, will have the opportunity to speak at meetings in accordance with the Council’s Standing Orders.
6. Any controversial applications shall be referred to the full Parish Council. A time sensitive response may be made by the Committee Chair or Clerk following a majority decision by the Committee. Any two Councillors (who need not be members of the Committee) may request an application be deferred for a meeting of the Full Parish Council.
7. Where an onsite meeting is arranged, it will be subject to the prior approval of the Chair or Vice-Chair. A Committee member will then present findings to the Committee.
8. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
9. All correspondence shall be conducted through the Clerk of the Council wherever possible.
10. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to all members of the Council.
11. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.
12. All members shall attend a planning training session within a year of appointment and complete further training at least every four years.

\*NOTE – The Chair and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.

## PARISH FARM ADVISORY COMMITTEE

### TERMS OF REFERENCE - 26<sup>th</sup> May 2022

1. Objectives

To manage the 18 acres of Berry Meadow, Twyford Meads and Compton Lock to improve biodiversity, enhance ecology and increase public access. To carry out further nature conservation projects to preserve and maintain the pasture and water meadows as part of the ecologically sensitive Itchen Valley for the long term benefit of the local community.

2. Membership

The Committee to comprise six members with three members constituting a quorum. At least one member shall be a Parish Councillor the remaining members may or may not be Parish Councillors. Membership of the Committee will be approved annually at the Council AGM.

3. Chair

The Committee will elect a Chair who will be the main point of contact for the Council. The Chair will report to the Council as and when appropriate and to residents at the Annual Parish Assembly.

4. Powers

The Committee will prepare a plan and budget each year for the Council's approval so that the objectives and responsibilities in sections (1) and (6) are addressed. The Committee has powers delegated to it by the Council so that it may carry out day to day management of the meadow to fulfil this plan within budget. The Committee may not otherwise act formally on behalf of the Council.

5. Meetings

The Committee is not required to meet in public nor to have meetings minuted, although they may be minuted. The Committee will meet informally as and when required with a minimum of three days clear notice given to members. All external correspondence to be copied to the Clerk to the Council.

6. Responsibilities

- To monitor the appearance and condition of the Berry Meadow and immediate surroundings including; the informal car park/lay-by on Shawford Road; the gateways on Shawford Road and Berry Bridge; and the footpaths across the meadow ensuring that they are in a good state of repair.
- To manage the approved budget.
- To manage Twyford Meads & Compton Lock in accordance with relevant management plans
- To keep a running list of work required to be done in the coming financial year together with budgetary costs.
- To ensure that the conditions for Defra grants are met so that the grants continue to be paid
- Periodically review the grants available and any changes that need to be taken into account.
- Report of the condition of the Itchen Navigation footpath within parish boundary.

## Hazeley Road Development Area Advisory Committee

### 1. Terms of Reference

#### i. Purpose

- a. The purpose of the group is to oversee the day-to-day liaison between the Council, developer and other stakeholders in order to deliver the development of Site 26 as set out in Policy DB1 of the Twyford Neighbourhood Plan. The key focus of the group is the delivery of the sections 3 and 4 of policy DB1, specifically 3a Car Parking & land for community use, 3c Traffic Management and 4 Flooding.
- b. The group may also liaise with the developer on the design of other aspects of DB1 such as Affordable Housing and Open Space.
- c. The group may also investigate sources for funding for this work.
- d. The group will reach a consensus on their proposals before making recommendations to the Full Council.
- e. The group may make recommendations to the Planning Committee on matters which fall under its Terms Reference and delegated powers.

#### ii. Membership

The group will consist of two TPC Councillors, The Clerk and two external representatives who can offer expert advice. Where voting is required, each member will be entitled to one vote.

The membership of the group will be approved by the Full Council and reviewed annually.

#### iii. Chairman

The Chairman of the Advisory Committee will be appointed by the Full Council

#### iv. Reports & Minutes

The committee does not need to record the minutes of its meetings. However, in the absence of meeting minutes, a report must be made on the working group's activities to the Full Council every two months. It is within these minutes or reports that recommendations to the Full Council will be made.

#### v. External Advice

The Committee may, from time to time, invite other professional experts or subject matter experts to attend their meetings.



## TWYFORD PARISH COUNCIL

### CLIMATE CHANGE ADVISORY COMMITTEE -Action on Carbon in Twyford

#### TERMS OF REFERENCE -JUNE 2022

- 1. OBJECTIVES** - To inform and promote projects aimed at achieving a greener village. To support villagers in any projects that would help to reduce carbon footprint.
- 2. MEMBERSHIP** - The committee to comprise of 6 members with three members constituting a quorum. At least 2 members to be Parish Councillors the remaining members may or may not be Parish Councillors. Membership of the committee will be approved each year at the Annual meeting of Council.
- 3. CHAIR** -The committee will elect a chair who will be the main point of contact for the Council. The chair will report to the Council as and when appropriate and to residents at the Annual Parish Assembly.
- 4. POWERS** - The committee has powers delegated to it by the Council so that it can gather and pass on information and arrange informative events to promote the creation of a greener village. The Committee has a budget and expenditure can be approved in accordance with the Council's Financial Regulations.
- 5. MEETINGS** The committee will meet informally as and when required. The committee is not required to meet in public or to have meetings - minuted, although they may be minuted. The committee will meet informally as and when required with a minimum of 3 days' notice given to members. All external correspondence to be copied to the Clerk of the Council.

## **TRAFFIC SOLUTIONS ADVISORY COMMITTEE TERMS OF REFERENCE**

### **1. Objectives**

To identify and promote potential solutions to traffic problems within the Parish of Twyford.

*The Parish Council aims to support residents who are seeking to take forward initiatives that require action by public sector and other bodies responsible for highway infrastructure and safety of the public.*

To assess the nature of identified problems and solutions, ascertain public opinion on their merits and prospects for delivery; determine priorities for action.

*The Committee's recommendations will help the Parish Council to determine whether and to what extent it can contribute to the costs of preferred solutions.*

### **2. Membership**

The Committee shall comprise at least six but no more than twelve members; at least three members shall be Parish Councillors, the remaining members may or may not be Parish Councillors. At least two thirds of the Committee shall be residents of Twyford Parish.

Parish Councillor members of the Committee will be appointed by the Full Parish Council and be subject to annual reselection at the Council AGM in May. Other members of the Committee shall be invited by a Parish Councillor member to join the Committee after consulting all existing Committee members.

A quorum shall be required for every meeting of the Committee and shall be achieved with four members, at least two of whom shall be Parish Councillors.

The Committee may liaise with one or more Working Groups, of Committee members or other persons that focus on and progress any matters falling within the remit of the Committee. Such Working Groups shall be distinct from the Parish Council Advisory Committee and not act under its authority.

### **3. Chair**

The Committee will elect a Chair who shall be a Parish Councillor and the main point of contact for the Parish Council. The Chair will report to the Parish Council as and when appropriate and to Twyford Parish residents at their Annual Parish Assembly.

The Chair shall be elected at the first meeting of the Committee and then annually at the first meeting of the Committee after the May appointment of Parish Council members.

### **4. Powers**

The Committee will prepare a plan and budget each year for the Parish Council's approval so that the Committee's objectives are addressed.

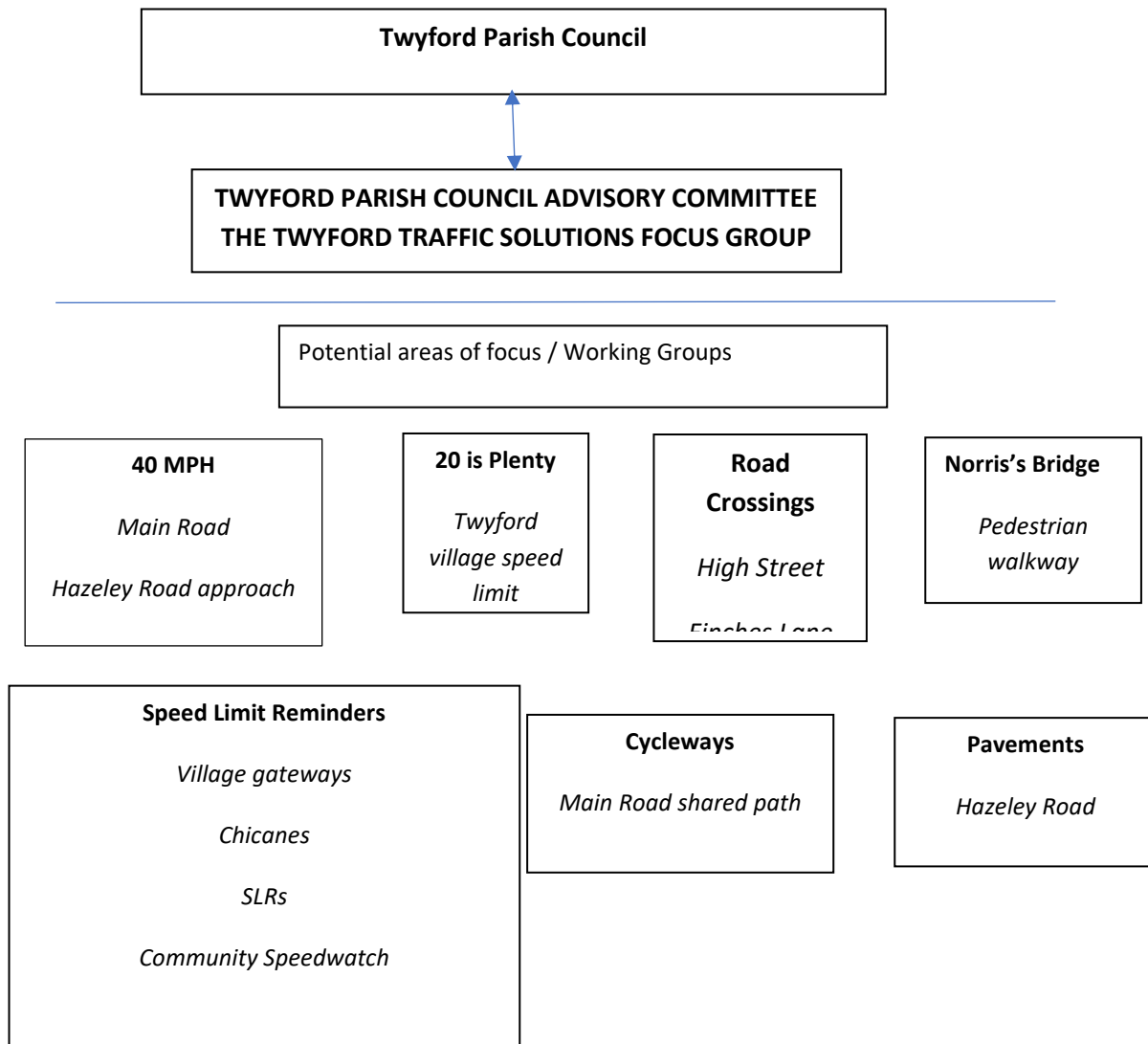
The Committee has powers delegated to it by the Parish Council so that it may carry out its agreed plan within budget. The Committee may not otherwise act formally on behalf of the Council.

### **5. Meetings**

The Committee is not required to meet in public nor to have meetings minuted, although they may be minuted.

The Committee will meet informally as and when required with a minimum of three days clear notice given to members.

All external correspondence and other written communications issued by the Committee shall be copied to the Clerk to the Council.



## Agenda Item 15

Health & Safety Policy:

<http://twyfordhants.org.uk/wp-content/uploads/2023/05/Twyford-H-S-Policy-v1.1.pdf>

Code of Conduct:

<http://twyfordhants.org.uk/wp-content/uploads/2023/05/Code-of-Conduct-May-2022.pdf>

## Agenda Item 16

Standing Orders:

<http://twyfordhants.org.uk/wp-content/uploads/2023/05/Twyford-Parish-Council-Standing-Orders-April-2022.pdf>

Financial Regulations:

[http://twyfordhants.org.uk/wp-content/uploads/2023/05/Twyford\\_PC\\_Financial\\_Regulations.pdf](http://twyfordhants.org.uk/wp-content/uploads/2023/05/Twyford_PC_Financial_Regulations.pdf)

**Annual Internal Audit Report 2022/23**

Twyford Parish Council

www.twyfordhants.org.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> NONE HELD.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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: 10/11/22, 22/2/23 & 12/5/23  
 Name of person who carried out the internal audit: P. REYNOLDS F. MAAT.  
 Signature of person who carried out the internal audit: P. Reynolds  
 Date: 12/5/23

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).  
 \*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Twyford Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*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:

18/05/2023

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman



Clerk

SIGNATURE REQUIRED

www.twyfordhants.org.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**Section 2 – Accounting Statements 2022/23 for**

**Twyford Parish Council**

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	139,357	117,772	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	109,489	112,335	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	67,380	36,796	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	29,219	35,771	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	3,242	1,499	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	165,993	113,964	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	117,772	115,669	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	117,772	115,669	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	554,745	568,023	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	6,000	4,800	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

DD/MM/YYYY

Date

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Agenda Item 22

### CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	
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I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below:

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This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name





## Hampshire Association of Local Councils

President: Professor John Denham FRSA

Chief Executive: Dawn Hamblet MSc, FICPD

18<sup>th</sup> April 2023

All Parishes and Towns within the South Downs National Park

### NOTICE OF ELECTION

#### TIMETABLE FOR

South Downs National Park Authority Parish Representation Elections

1. All eligible parish and town councils should carefully read the guidance on arrangements for the appointment of the parish representative (appended)
2. All parish and town Clerks, and parish meeting Chairmen/Secretaries need to be mindful about the arrangements in line with your scheduled meetings.
3. The timetable below will be followed:

Action	Date
Election Notice send to all parishes	18 <sup>th</sup> April 2023
Nomination Papers sent to all Clerks	To be sent via email 9 <sup>th</sup> May 2023
Latest date for nominations and candidate statements to be received in the Hampshire ALC office	By post or by hand no later than 16:00hrs 2 <sup>nd</sup> June 2023  (Proof of posting is not proof of receipt)
Ballot Papers and Candidate Statements sent out to Clerks	To be sent 1 <sup>st</sup> class 6 <sup>th</sup> June 2023
Deadline for Ballot Papers to be returned to Hampshire ALC Offices	By post, or by hand no later than 16:00hrs 23 <sup>rd</sup> June 2023  (Proof of posting is not proof of receipt)

**NB:** The count will take place at the Hampshire ALC offices on 28<sup>th</sup> June 2023 at 11.00am, and all candidates will be invited to attend. Any queries should be directed to the Hampshire ALC Operations Team at [admin@hampshirealc.org.uk](mailto:admin@hampshirealc.org.uk)

Eligibility for appointment:

Environment Act 1995 Schedule 7 paragraph 3

A person shall not be appointed as a Parish Member of a National Park Authority unless he is:

(a) An elected member of a Parish Council for a Parish the whole or any part of which is comprised in the National Park

OR

(b) The Chairman of a Parish Meeting of a Parish which does not have a Parish Council; and the whole or any part of which is comprised in the National Park

Disqualification from appointment:

Environment Act 1995 Schedule 7 paragraph 7(1)

A person is disqualified for becoming or remaining a member of a National Park authority if that person holds any paid office or employment appointments to which are or may be made or confirmed by

(a) The National Park Authority;

(b) Any Council appointing local authority Members to the National Park Authority (see below\*);

(c) Any committee or sub-committee of the Authority or any such Council

(d) Any joint committee on which the Authority or any such council is represented;

(e) Any parish council for, or parish meeting of, a parish the whole or any part of which is comprised in the National Park;

(f) Any committee or sub-committee of any such parish council or parish meeting; or

(g) Any joint committee on which any such parish council or parish meeting is represented

(h) Any person holding an office of employment which disqualifies them from becoming a Member of the Authority.

\* The following Councils appoint local authority Members to the National Park Authority:

Hampshire County Council, West Sussex County Council, East Sussex County Council Brighton & Hove City Council, Winchester City Council, Chichester District Council, Lewes District Council, Mid Sussex District Council, Eastbourne Borough Council, East Hampshire District Council, Wealden District Council, Arun District Council & Horsham. Worthing and Adur Councils share an appointment.

Local Government and Housing Act 1989 Section 1 (as applied by Schedule 7 paragraph 7(4) Environment Act 1995)

A person is disqualified from becoming or remaining as a Member of a local authority (whether by election or otherwise) or remaining a Member of a local authority if he holds a politically restricted post under that local authority or any other local authority in Great Britain.

## Department of the Environment Circular "English National Parks and the Broads" 2010

The Secretary of State for the Environment has stated in this circular that he does not propose to appoint as a Parish Member anyone who is a serving Councillor of a County or District Council appointing Members to the National Park Authority.

### Localism Act 2011 Part 7

Under the provisions of this Act a person appointed as a Member of a National Park Authority may not act in that office unless that person has given the Authority a written undertaking that in performing their function as a Member they will observe the Authority's Code of Conduct.

### NOTES FOR GUIDANCE (Continued)

#### SDNPA Member's Code of Conduct

The Code of Conduct requires a Member to register their financial and other interests within 28 days of being appointed. The Code of Conduct is supported by local protocols.

#### Nomination eligibility

Candidates may, with their consent, be nominated any eligible Parish Council or Parish Meeting. This form must be signed by both the candidate and on behalf of the nominating Parish.

#### Ballot Paper

Candidates will be listed in alphabetical order on the ballot paper. A candidates' first name will also be listed.

The following information will be published in the Election Statement which will be circulated with the ballot papers:

1. Title (Mr, Mrs, Ms, Dr)
2. Name of nominating Parish Council or Parish Meeting
3. Name of the candidate's Parish Council or Parish Meeting
4. Name of the Parish Council or Meeting whose nomination for that candidate is first received

#### SECTION TWO: Should be completed on behalf of the nominating Parish Council or Parish Meeting

1. A Parish Council for a Parish the whole or any part of which is comprised in the National Park may nominate ONE of their Parish Councillors for appointment as a Parish Member to the National Park Authority
2. A Parish Meeting of a Parish which does not have a Parish Council and the whole or any part of which is comprised in the National Park may nominate the CHAIRMAN of the Parish Meeting.
3. Candidates nominated must be eligible and must not be disqualified from appointment as detailed in Section One of these notes.
4. The nomination form must be signed on behalf of the nominating Parish and dated

## Agenda Item 24

### For Members Of The Winchester District Association of Local Councils

#### Report From HALC's Representative

As Vice- Chairman to the Association and the also the HALC representative to NALC, I am sharing some information and news that you can disseminate to your Councillors.

#### 1.INFRASTRUCTURE LEVY- Call For Evidence

The Department for Levelling Up, Housing and Communities (DLUHC) has **issued a consultation** on the Infrastructure Levy to inform the design of the Levy and of regulations that will set out its operation in detail. The Infrastructure Levy is a reform to the existing system of developer contributions – Section 106 planning obligations and the Community Infrastructure Levy in England. This consultation seeks views on technical aspects of the design of the Infrastructure Levy. Responses will inform the preparation and content of regulations, which will themselves be consulted on, should Parliament grant the necessary powers set out in the Levelling Up and Regeneration Bill.

The Bill also introduces the power for the government to pilot Community Land Auctions (CLAs) to explore another avenue to capture land value more efficiently. While CLAs are not subject to this technical consultation, local authorities interested in finding out more should contact the Department for Levelling Up Housing and Communities (DLUHC) Infrastructure Levy team at [InfrastructureLevyConsultation@levellingup.gov.uk](mailto:InfrastructureLevyConsultation@levellingup.gov.uk).

*NALC will be responding to the consultation and would like your views on the consultation questions.* Please send them to [chris.borg@nalc.gov.uk](mailto:chris.borg@nalc.gov.uk) by 19 May to NALC

#### 2.MEETINGS

Many of my meetings since the beginning of the year have concerned those of the NALC Management Board (MB) to which I was elected and as the name suggests, has a role to oversee the overall management of NALC. The Board has regular informal ZOOM meetings that are short (about 45 minutes) as well as meeting face to face. In January we had a have a face-to-face *Awayday* in London shared with senior staff. The day was used to reflect on progress with delivering NALC's **vision and strategic aims**, key issues and priorities over the next few years besides several internal management issues.

The next meeting on 25<sup>th</sup> May will be in London.

The MB role has more recently included recommending a three-year rolling budget to deliver NALC's strategic objectives, setting the affiliation fee level, addressing the remuneration and conditions of service for employees of NALC. It also ensures NALC's corporate governance framework reflects good practice and sound running, specifying and monitoring levels and quality of NALC's services.

#### 3.MEMBER BENEFITS

i) NALC has two new services for County Associations and Parishes. An HR advisory service, in partnership with *WorkNest*, giving County Associations access to a team of employment specialists to assist in giving advice to Town and Parish Councils.

ii) An e-learning offer available to all councils with a range of courses developed through the Civility and Respect Project.

iii) A new partnership with GoCollaborate. an innovative digital platform that is transforming how communities work together. They offer tailored made engagement and consultation programmes and provide support to integrate digital consultation with traditional engagement activities to optimise community involvement and feedback. The features of their platform help local (parish and town) councils have meaningful and inclusive public engagement. Local councils have successfully used GoCollaborate's online community engagement platform to develop their neighbourhood plans and apply for Levelling Up funding opportunities.



#### **4. RESPONSES FROM THE HOUSE OF LORDS TO NALC QUESTIONS**

NALC receives answers to written questions submitted and these below are the most recent ones. NALC president Baroness Ros Scott of Needham Market and vice-president Lord Lytton tabled several written questions in the House of Lords. The questions covered the government's plans to raise awareness for local (parish and town) council elections in May 2023, to publish the total cost of dependent carer's allowance, to review the audit threshold, to celebrate local councils that have received an award through the Local Council Award Scheme, and the impact of Martyn's Law on local councils.

Baroness Scott of Bybrook, parliamentary under-secretary of state for the Department for Levelling Up, Housing and Communities, responded that the responsibility for raising awareness for local elections lies with principal councils through posting notices and delivering elections locally and the Electoral Commission.

Baroness Bybrook confirmed the government have no plans to publish the total cost of dependent carer's allowance payments to councillors as this is a matter for the local authorities. The Local Authorities (Members' Allowance) Regulations 2003 outlines that individual authorities are required to publish the total sum of councillor allowances, including allowance for dependents' carers'

Baroness

Bybrook stated that as part of the Redmond Review, the government are committed to reviewing the threshold for audit requirements relating to smaller authorities. She noted that the government's broader work on the local audit would consider.

Lord Lytton asked what plans the government has to celebrate local councils that have received an award through the Local Council Award Scheme. Baroness Bybrook stresses the importance of local councils in improving the quality of life and well-being of their communities, so the government fully supports schemes which support their achievements.

Lord Sharpe of Epsom, parliamentary under-secretary of state for the Home Office, answered Baroness Scott's question on Martyn's Law. He stated that the Home Office is ensuring this Bill is proportionate to not place undue burdens on local councils.

#### **5. NALC UPDATES**

- i) **Working With County Officers** ... Zoom meetings have changed from monthly to fortnightly with a mix of guest speakers from partner organisations and updates from NALC staff and County Officers.
- ii) **Workforce Strategy** – The new national employment strategy advisory group was established last year. With a membership drawn from NALC, County Officers and SLCC will be working with colleagues from the Local Government Association (LGA) to conduct a workforce survey of local councils to help inform a new national employment strategy for the sector. The group will also support the update to the good councillor's guide to employment.
- iii) **Employee Assistance Programme** – This programme has been re-launched covering all NALC staff and staff at County Associations. This programme is reviewed for effectiveness and usefulness to colleagues.
- iv) **Website Review** - Following the previous stage of the website review that consisted of a series of workshops to explore issues such as membership access, content, data, and finances that is now helping to take that learning to develop a new website.
- v) **Upgrading NALC systems IT** – Continuing work with the IT partner - Cloudy IT that is exploring use of the Microsoft 365 products. A training programme was created to ensure staff are supported through these changes and to help gain the most value from the products available.

#### **6. NATIONAL ASSEMBLY SPECIAL MEETINGS**

- i) NALC's chair, Cllr Keith Stevens, hosted an informal meeting of the National Assembly on 17 January to discuss the upcoming Coronation of His Majesty The King. This meeting was open to County Associations and Parish and Town councils. It was well-attended, with around 100 people joining the discussion. The recording of the meeting can be viewed on NALC's committee webpage.

Agenda Item 25

**Twyford Parish Council**  
**Application for Grant for Voluntary Organisations**  
**Local Government Act 1972, Section 137 (or under any other Statutory Power)**

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of audited annual accounts showing the applicant organisation's income, expenditure and level of balances.

If the organisation does not prepare annual accounts, please state why; and provide copies of the organisation's bank statements.

1	Name of Organisation ("the Applicant")	1st Twyford Guides (part of Girlguiding)
2	Name and postal and email address of the Applicant and/or its contact person  (please explain the contact person's relationship with the Applicant)	Dr Vicky Feldwick, [REDACTED] [REDACTED]  Email: [REDACTED]
3	If the Applicant is a registered charity please state its number	Girlguiding charity number: 306016
4	Amount of grant requested	£344.00
5.	What is the purpose or project for which the grant is requested?	See attached sheet.  <i>Please use an additional sheet if necessary</i>
6	When would the expenditure to be met by the grant be incurred?	July 2023
7	If the total cost of the project is more than the grant, how will the balance be financed?	#- Affordable contribution from each Guide attending which has to be kept low in order to allow girls in low-income households to attend.

8	Have you applied for a grant for the same purpose/project to another organisation? If so, which organisation and for how much?	No
9	Who will benefit from the project and how?	8 Guides and 2 Young Leaders will be attending along with 4 qualified volunteer leaders.  See project additional sheet for benefits.
10	Approximately how many of those who will benefit are parishioners of Twyford?	Approximately 6 (tbc)

You may use a separate sheet of paper to submit any additional or other information that you feel necessary support this application.

Question 5&9.

What is the purpose or project for which the grant is requested and who will benefit from the project and how?

A major part of being a Guide is the outdoor residential experiences that provide personal and group challenges, build confidence and encourage independence in girls and young women. Although other such experiences are available to them via school, they do not compare in the opportunities provided by Girlguiding trips with regard to the young women themselves, planning, organising and running the trip, challenging themselves to grow as individuals and learn essential life skills that will be invaluable as they look to exams, careers, university and being leaders themselves.

1<sup>st</sup> Twyford Guides are planning a trip to the New Forest at the end of July. They will plan their activities, equipment needed, food menus, and all other arrangements themselves. Over the weekend they will prepare, cook, clean, and run the activities and learn to live together. They will also take part in an organised Adventure Day where they will do activities like climbing, kayaking, zip wire and more – challenging themselves to overcome their fears and apprehensions.

Due to a number of health and wellbeing reasons, and at the request of the girls themselves, the plan is to use indoor accommodation at Foxlease, Lyndhurst. This centre is owned by Girlguiding and has everything we need to have an amazing weekend (2 nights) experience.

The girls have been asked for, what is considered to be, an affordable contribution of £85.00 each (which is comparable to other similar weekend trips locally) but, due to low numbers (which we attempted to mitigate by inviting another local small unit but which only resulted in 2 girls signing up) we are unable to cover the fixed costs that make the trip possible for the girls who have signed up to attend.

So, we're applying for a sum of £344.00 so that the trip can take place therefore not disadvantaging the girls who are able to attend. This includes a number of girls with learning differences and neurodiversity's who would not be able to attend larger events due to their disabilities.

I have attached [available from the The Clerk] the groups last set of audited accounts to this application but we aim to keep all trips separate to our running costs (to ensure the regular meetings and activities are not affected) therefore the budget for the trip is below.

Budget						
1	Budget					
2			\$ 770.00		\$ 1,114.00	\$ (344.00)
3	Income			Expenditure		
4	No	Details	Amount	No	Details	Amount
5	1	Payment from Guides	\$ 680.00	1	PML - accomodation	\$ 614.00
6	2	Adults food contributions	\$ 90.00	2	Activity Day	\$ 230.00
7				3	Food & cleaning	\$ 210.00
8				4	Activity materials	\$ 50.00
9				5	First aid top up	\$ 10.00
10						

As you can see, we are asking for a grant for the shortfall in the budget.

This grant, if we are successful, will enable us to run a life-changing weekend for a group of girls and young women who will return home afterwards having challenged themselves, learnt about themselves, and experienced living in community. This can only be good for the community of Twyford as we all try to build cohesion and cooperation between all its residents.