

Supporting Documentation
Full Council Meeting

Tuesday 26th September 2023



Agenda item 5e – Environment & Leisure Committee RESOLVED to recommend to Full Council to purchase fleet vehicles.

Original documentation and recommendation considered below.

Current vehicles owned by Highworth Town Council:

- Ford Connect 2013 – 10 Years Old – Value approx. £3155.00
- Ford Transit Tipper 2013 – 10 Years Old – Value approx. £5360
- Renault Kango 2011 – 12 Years Old – Value approx. £1600

Total £10115

Options

1. Electric vehicles

Highworth does not have the infrastructure at present to support this. The Grounds Team do not have a depot where vehicles could be charged so this is not an easy option, the cost of a charging point is approx. £1500 plus installation costs. The costs of electric vehicles on a three-year lease are as follows:

- Toyota City x2 £535.00/£455.00 per month x2 (higher rate for first 2 years)
- Maxus Drop side Tipper x1 £1829.00/£1349.00 per month (higher rate for first 2 years)

Cost for 3 vehicles £2899.00/£2259.00 per month (higher rate for first 2 years)

Yearly cost £34788.80 x 2 years / £27180.00 x 3 years

Total cost of the five-year lease £151117.60

To purchase new £38,378.33 x2 + £60,000 = £136,756.66

Lease hire includes vehicle service maintenance pack, vehicles to be handed back after the term, they are not owned by Highworth Town Council.

2. To purchase new diesel vehicles (Manufacturer Price P11D)

- Peugeot Partner Van £25,098.00 x 2
- Ford Transit Double Cab Tipper £62,317.00

To purchase new £112,513.00

3. Lease hire vehicles

After lots of enquiries option 3 is the most cost-effective, 5 years lease with a vehicle service plus pack included with the vehicle that covers, tyres, servicing, parts, labour, MOT, breakdown, recovery, 24hr driver support, and the vehicles are owned by Highworth Town Council at the end of the 5-year period:

Small Vans + Tipper

Peugeot Partner Van

Initial Payment	£1013.07 x2
£1013.07 x2	
59 Monthly Payments	£337.69 x2
£337.69 x2	
Final Payment	£7335.29 x2
£7335.29 x2	
Documentation Fee	£200.00 x2
£200.00 x2	

Renault Master Van Single Cab

Initial Payment	£1514.43
£1914.42	
59 Monthly Payments	£504.81
£638.14	
Final Payment	£9540.00
11,000.50	
Documentation Fee	£200.00
£200.00	

Cost Per month	£1180.19
Cost Per Year	£14162.28

Total Cost £97,982.36

Small Vans + Double Cab Tipper

Peugeot Partner Van

Initial Payment	
59 Monthly Payments	
Final Payment	
Documentation Fee	

Ford Transit Double Cab

Initial Payment	
59 Monthly Payments	
Final Payment	
Document Fee	

Cost Per Month	£1313.52
Cost Per Year	£15762.24

Total Cost £107,709.32

Recommendation

To lease hire 3 diesel vehicles (two small vans and a double cab tipper) over a 5-year period as outlined in option 3 with full service plus pack. At the end of the 5-year period HTC owns all vehicles and will have the option to keep, sell, trade in or upgrade to electric vehicles.

Payments are over 5 years which means no large initial outlay.

Existing funds available to be deducted from cost:

Nominal Code 4580	£9553
EMR 345	£10,941
Sale of current vehicles	£10,115
Total	<u>£30609</u>

Year 1 cost (December 2023-March 2024 x4 months)

Initial Payment	£3940.56
Monthly instalments	£5254.08
Documentation fee	£600
Total	<u>£9749.64</u>

Balance remaining **£20814.36 (to be used for final payment)**

Year precept requirement per year

2024/2025 Year 2 cost	£15762.24
2025/2026 Year 3 cost	£15762.24
2026/2027 Year 4 cost	£15762.24
2027/2028 Year 5 cost	£15762.24
2028/2029 Year 6 cost (7 months)	£9194.64
Plus final payment	£25671.08
Minus EMR balance	£20814.36
Total Year 6 cost	<u>£14051.36</u>

*Nominal code Vehicle Maintenance 4580/320 is set annually at £10000.00 per year therefore an additional £5762.24 per annum is required.

Agenda item 5f – Document sent via we transfer

Agenda item 9 - D-Day – 80th Anniversary

Thursday 6th June 2024 will mark the 80th Anniversary of this historic event.

D-Day Guide suggests the following:

- Proclamation at 8am by the Town Crier
- Poem for Schools to be undertaken by Schools at 11am
- Bagpipes - Tribute to Canadian Piper William (Bill) Millin just before the Beacons ignite at 9.10pm
- Lighting of a Beacon at 9.15pm alongside an international tribute to be read out by the Mayor
- Maritime world to show a light of peace on their boats and sound a horn at 9.15pm to coincide with the beacons.
- Farmers encourages to build and light a beacon at 9.15pm
- Walking With The Wounded will be lighting a beacon at 9.15pm on the four highest peaks in the UK
- Communities along Hadrian's Wall to light beacons at 9.15pm
- National Fish & Chip Day moving to 6th June in support of D-Day 80th celebrations - with suggestions of people getting together with fish and chips around the lit Beacon.

The cost to the Council to purchase a Beacon is £549.00

Agenda Item 10 – Crossing to the Lower Rec Councillor S Apps

To discuss the need for a pedestrian crossing on the A361 Swindon Road near the skatepark, with a view to asking SBC Highways to do an assessment and propose a solution to allow pedestrians to safely cross.

Local Data

In mid August 2023, after receiving requests from residents, Highworth Community Speed Watch began doing CSW sessions covering this specific section of the A361 with a location just north of the new Redlands roundabout, covering southbound traffic as it approaches the Shell garage until south of Redlands Close. This is the best indicator currently available of vehicle speeds at this specific location. Since 17 August 2023, the team have conducted eight sessions at 11:00, 15:00, 16:00, 19:15 and 17:15 on weekdays and 12:00, 14:00 and 16:30 during weekends. Over all sessions, an average of 9.24% (230 vehicles) of southbound vehicles were reported for speeding in the precise area pedestrians of all ages were regularly witnessed crossing the road. Of the 230 vehicles reported, 60 vehicles were caught at 40-44mph; 12 vehicles at 45-49mph; 2 vehicles at 50-54mph.

(Data as of 03/09/23)

Research and studies

If a vehicle hits a pedestrian:

- at 40 mph there is a 90 percent chance they will be killed.
- at 35 mph there is a 50 percent chance they will be killed.
- at 30 mph there is a 20 percent chance they will be killed.
- at 20 mph there is a 2.5 percent chance they will be killed.

York and North Yorkshire Road Safety Partnership

- Globally, road traffic accidents are the leading cause of death among children and young people aged 5-29 years.
- Road traffic accidents are preventable.

The Royal College of Paediatrics and Child Health

Wiltshire Police have seen a huge increase in vehicle and pedestrian collisions. [Awaiting data from Wiltshire Police]

‘What does good look like?’

Continued focus on national road safety as a priority. The significant reductions in road accidents in recent decades is a good news story for the UK, and demonstrates the value of a nationally-led strategic approach to injury prevention incorporating a blend of the so-called “Three Es”: Engineering, Education and Enforcement. Close attention should be paid to the recent increase in road traffic injuries in England to ensure it is not the start of an unwelcome trend.

Design safer roads and communities. Safe environments encourage safe, active travel among children and young people. Active travel, including walking and cycling, has been encouraged by the Department for Transport and the Government has committed to providing safe streets for 12 year olds by 2040. This cannot be achieved without significant investment and focus in designing and planning healthier built environments, and harmonious and safe interactions between road, cycle and pedestrian routes.

Speed restrictions especially in high risk areas. Judicious spread, and effective enforcement, of 20mph speed limit zones, especially in urban areas, should be encouraged. 20mph speed restrictions have already been implemented across the UK in high risk areas, and there is evidence that they can be effective in injury reduction, with a 6% reduction in collisions noted for every 1mph speed reduction in urban areas. There may be benefits too in reducing inequalities, and wider public health impact on active travel and air quality.'

The Royal College of Paediatrics and Child Health

'Typical objectives might be: enabling local children to walk and cycle unaccompanied from all parts of a development to a school, local park or open space'. Department of Transport; 'Manual for Streets'

Children under the age of 16, are one of the most vulnerable road users, in particular child pedestrians which account for the majority of child casualties across all road user types. In contrast to older pedestrians, child pedestrians are not experienced and well educated about using the road. They therefore, are particularly vulnerable to injuries and accidents.

UK Department of Transport

'World Health Organization estimates indicate that every year more than 150,000 children die from injuries sustained after traffic accidents, making this one of the four main causes of death in young children over five years of age. Young children are at greater risk of traffic accidents due to their individual characteristics, such as physical characteristics, weak perceptions of space and time and so on.' Trifunović, Aleksandar et al; 23/06/2020; 'Children behaviour when crossing the street at a traffic playground - experimental study'.

'Children have less road awareness than adults and can be difficult to see. They also tend to be struck higher on the body than adults due to their smaller height, and more likely to suffer severe injuries as a result.' University Hospital of Wales' Paediatric Emergency Consultant, Dr David Hanna

'This study investigates the ability of children between 5 and 11 years to select safe places to cross the street. The children were presented with situations which were either extremely safe or manifestly dangerous and were asked to correctly identify these. In other cases, they were asked to choose for themselves routes across the road which they thought would be

safe. The tasks were presented in various ways: by means of a table-top simulation on which traffic scenarios had been contrived; by means of photographs of road situations; and by taking the children to real-world sites in the streets near their schools. All the experiments showed a similar pattern of results. Five- and 7-year olds exhibited very poor skill in identifying dangerous road-crossing sites. Their judgements relied exclusively on the visible presence of cars in the vicinity. Other factors such as blind summits, obscuring obstacles or complex junctions were never recognized as threatening situations. They also showed an unwillingness to make detours when planning their own routes, even where the direct route was manifestly dangerous. Nine-year-olds showed a higher level of ability and 11-year-olds showed quite good skill in these judgements. No sex differences were apparent. These results suggest that young children up to about 9 years must often be at considerable risk as they do not have the ability to recognize a location as dangerous, even if they know the mechanics of the Green Cross Code.'

Ampofo-Boateng, Kwame and Thomson, James A. (1991) *Children's perception of safety and danger on the road*. British Journal of Psychology, 82. pp. 487-505. ISSN 0007-1269

Councillor S Apps

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Highworth Town 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.	✓		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
			✓

*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:

27/06/2023

and recorded as minute reference:

FULL COUNCIL MINUTE 20A

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

Chairman

Clerk

Section 2 – Accounting Statements 2022/23 for

Highworth Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	360,836	306,626	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	591,250	614,723	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	130,329	113,951	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	426,271	359,242	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	349,518	267,344	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	306,626	408,714	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	326,990	423,993	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	1,519,429	1,520,911	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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

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



Date :

20/06/2023

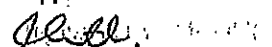
I confirm that these Accounting Statements were approved by this authority on this date:

27/06/2023

as recorded in minute reference:

FULL COUNCIL MINUTE 2023

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



Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Highworth Town Council – WI0122**

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 2023; 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 2022/23

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

The smaller authority has not addressed the ‘except for’ matter raised by the external auditor when qualifying the prior year annual return. Section 2, Box 9 of the prior year column should read £1,529,429 due to a transcription error in the prior year AGAR.

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

See above.

3 External auditor certificate 2022/23

We 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 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

12/09/2023

