# Hampstead Norreys Parish Council

Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP
clerk@hampsteadnorreys.org.uk

# PARISH COUNCIL MEETING

**I hereby give you notice that the next Parish Council meeting is to be held on**

**Tuesday 30th June 2020 at 7.30pm**

**and all Members of the Council are hereby summoned to attend.**

**Please note that due to the current coronavirus situation, this meeting will be held online.**

**You can join the Zoom meeting at:**
https://us02web.zoom.us/j/88600933137?pwd=RDVVanVwWlF5UVduZitscDVWdHVhQT09

Meeting ID: 886 0093 3137 Password: 092340

Sarah Marshman
Clerk to the Council
Dated: 24th June 2020

# AGENDA

1 To receive apologies for absence from Members of the Council

2 To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation

3 To receive: Questions or comments from members of the public
Representations from any member who has declared a pecuniary interest

4 To approve the Minutes of the Parish Council Meeting held on 18th May 2020

5 Matters arising from the Minutes of the Parish Council Meeting held on 18th May 2020

6 To receive a report from District Councillor Carolyne Culver

7 Planning Applications
   a) To consider the following new applications:
      - 20/01209/HOUSE Tree Tops, Forge Hill, Hampstead Norreys, RG18 0TE - Householder application for a two-storey front and side extension over basement to create granny annexe and carers room.
      - 20/01336/OUTMAJ Institute For Animal Health, High Street, Compton, RG20 7NN - Hybrid planning application seeking: 1) Outline planning permission (all matters reserved with the exception of access), for development comprising of up to 250 residential units (Class C3), the provision of landscaping, construction of access and street lighting, car and cycle parking, other associated infrastructure, sustainable

drainage systems, engineering works and mitigation measures including the construction of internal roads. The proposal includes at least 1.1 hectares of employment land (Class B1) associated with the retention of the Intervet building and a playing field (Class D2) associated with the retention of the existing Cricket Pitch. 2) Full planning permission for the demolition of existing buildings, structures and hardstanding along with preparatory works including earthworks, remediation, utility works and associated mitigation measures. The change of use of land including the creation of public open space and wildlife area.

b) To receive a report on West Berkshire Council's recent planning decisions

8 To review the feedback from the internal auditor on the 2019/20 accounts and consider any actions required

9 Annual Governance and Accountability Return:
  a) To consider the findings of the Annual Governance review;
  b) To approve the Annual Governance Statement; and
  c) To ensure the Annual Governance Statement is signed and dated

10 Annual Governance and Accountability Return:
  a) To consider the Accounting Statements;
  b) To approve the Accounting Statements; and
  c) To ensure the Accounting Statements are signed and dated

11 To consider setting up a working group to review traffic and speeding within the parish

12 To consider how to approach speeding with West Berkshire Council

13 To receive the Finance Report and approve payments due

14 Correspondence

15 Matters for future consideration and information

Date and time of next scheduled meeting:
**Parish Council Meeting: Thursday 30th July 2020 at 7:30pm**

# Hampstead Norreys Parish Council

## Minutes of the Annual Meeting of the Parish Council

Held **online** on **Monday 18th May 2020** at **7:30pm**

| | |
|---|---|
| Councillors present: | Councillors David Barlow (Chair), Fiona Bennett, Caroline Herman, Colin Layton, Ros Maskell, Harriet McCalmont and Gwenan Paul. |
| Councillors not present: | None. |
| In attendance: | Sarah Marshman (Clerk).<br>Carolyne Culver (District Councillor). |

---

20/21-001 **To consider the election of Chairman of the Council for 2020/21 and for the elected Chairman to sign the declaration of acceptance of office in view of the meeting participants**

It was resolved to elect David Barlow as Chairman of the Council for 2020/21. DB signed the declaration of acceptance of office in view of the participants of the meeting.

20/21-002 **To consider the election of Vice-Chairman of the Council for 2020/21 and for the elected Chairman to sign the declaration of acceptance of office in view of the meeting participants**

It was resolved to elect Caroline Herman as Vice-Chairman of the Council for 2020/21. CH signed the declaration of acceptance of office in view of the participants of the meeting.

20/21-003 **To receive apologies for absence from Members of the Council**

There were none.

20/21-004 **To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation**

There were none.

20/21-005 **To receive: Questions or comments from members of the public**

**Representations from any member who has declared a pecuniary interest**

There were none.

20/21-006 **To approve the minutes of the Parish Council Meeting held on 21st April 2020**

It was resolved that the minutes be accepted as a true record. They will be signed by the Chairman at the next meeting held in person.

20/21-007 **Matters arising from the minutes of the Parish Council Meeting held on 21st April 2020**

There were none.

20/21-008 **To receive a report from District Councillor Carolyne Culver**

The weekly zoom calls with the volunteer coordinators continues.

CC has contacted Thames Water regarding the repetitive issues on Water Street.

20/21-009 **Planning Applications**

**c) To consider the following new applications**

There were none.

**d) To receive a report on West Berkshire Council's recent planning decisions**

There were none.

20/21-010 **Committees:**

**a) To receive the minutes of the last meeting of any committees**
The minutes of the last planning held on 18th June 2019 were reviewed.

**b) To review the terms of reference and delegation arrangements for any committees**
The Planning Committee Terms of Reference were reviewed and it was resolved to continue with the current Terms of Reference.

**c) To appoint members to existing committees**
It was resolved to appoint Gwenan Paul, David Barlow, Harriet McCalmont, Fiona Bennett and Caroline Herman to the Planning Committee.

**d) To appoint any new committees in accordance with standing order 4**
It was resolved not to appoint any new committees.

20/21-011 **To review delegation arrangements for staff and other local authorities**
The delegated powers for the Clerk were reviewed and it was resolved to continue with the current arrangements.

20/21-012 **To review the inventory of land and assets including buildings and office equipment**
The assets register was reviewed and it was identified that the dog bins are not included. The Clerk will add these to the asset register.

20/21-013 **To review the arrangements for insurance cover in respect of all insured risks**
The insurance policy was reviewed and it was resolved that this was appropriate to the Council.

20/21-014 **Policies: To review the following policies:**

**a) Standing Orders**
The Standing Orders were reviewed and it was resolved to continue with the current policy.

**b) Financial Regulations**
The Financial Regulations were reviewed and it was resolved to continue with the current policy.

**c) Complaints Procedure**
The Complaints Procedure was reviewed and it was resolved to continue with the current policy.

**d) The procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**
The Procedures were reviewed and it was resolved to continue with the current policy.

**e) Dealing with the press/media**
The Media Policy was reviewed and it was resolved to continue with the current policy.

**f) Grants Policy**
The Grants Policy was reviewed and it was resolved to continue with the current policy.

20/21-015 **To review the council's and/or staff subscriptions to other bodies**

It was resolved to continue to subscribe to the Berkshire Association of Local Councils (BALC) / Hampshire Association of Local Councils (HALC) and the Society of Local Council Clerks (SLCC).
The Clerk was requested to find out more about the benefits of subscribing to Connecting Communities in Berkshire (CCB) and Campaign to Protect Rural England (CPRE). A decision will be taken at the July meeting.

20/21-016 **To consider the risk assessment for 2020/21**

It was resolved to adopt the risk assessment for 2020/21.

20/21-017 **To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council**

It was resolved to move meetings to the last Thursday of the month from now onwards. Meetings will be held at 7:30pm and will be held online using zoom whilst the Covid-19 situation continues until such a time that the government declare it safe to hold meetings in person again, at which point they will be held in the Memorial Room at the Village Hall.
The meeting dates will therefore be:
30th July, 24th September, 26th November, 28th January, 25th March, 29th April (Annual Parish Meeting) and 27th May (Annual Meeting of the Parish Council).

20/21-018 **To consider Parish Council areas of representation and representation on outside bodies**

It was resolved to assign the areas of representation and representation on outside bodies as follows:
Allotments: Colin Layton
Defibrillator: Colin Layton
Downlands Practice Patient Rep Group Representative: Gwenan Paul
Downland Volunteer Group Representative: Gwenan Paul
Internal Controller: Harriet McCalmont
Planning: David Barlow
Playground Inspections: Caroline Herman
Transport: Fiona Bennet and Ros Maskell
Waste Removal Management: Caroline Herman
West Berkshire Countryside Society Representative: Colin Layton

20/21-019 **To consider quotes to install four dog waste bins along Eling Way and in the Recreation Ground**

It was resolved to accept a quote from Triangle Management to install three dog waste bins at a cost of £100+VAT per bin.
It was resolved to locate a cheaper quote to purchase the dog waste bins and the Clerk was delegated the power to purchase these bins provided the total cost of the project is cheaper than the original quote and also costs less than £900 which is the figure that has been included in the budget for this year for installation of new bins.

20/21-020 **To consider a response to the Speed Management Framework Consultation run by West Berkshire Council**

A draft response had been prepared between the Members of the Council. It was resolved that the Clerk should submit this response to the online survey.

20/21-021 **To receive the finance report and approve payments due**

It was resolved to approve the payments listed on the finance report which is at Attachment 1.

20/21-022 **Correspondence**

Information regarding community involvement in the production of conservation area appraisals had been received from West Berkshire Council. An item will be included on the July agenda to consider setting up a working party for this.
Notification that no CIL payments were due for the 6 month period up to 31st March was received from West Berkshire Council.

20/21-023 **Matters for future consideration and information**

A grant application has been made to The Good Exchange to assist with funding for the new surfacing required in the play area. A grant application will also be made under the Member's Bid process to West Berkshire Council.

Meeting closed 9:00pm.

Date and time of next scheduled meeting:

**Parish Council Meeting: Thursday 30th July 2020 at 7:30pm**

Chairman: ……………………………………………………… Date: ……………………………………………….

**Attachment 1:**

**Status at bank at last bank reconciliation 30th April**

| | |
|---|---|
| Unity Trust | £12,834.97 |
| HSBC Current | £647.93 |
| HSBC Business Money Manager | £21,687.14 |
| | **£35,170.04** |

**Income received 14th April - 10th May 2020**

| | |
|---|---|
| Precept | £7,550.00 |
| | **£7,550.00** |

**Payments to be approved**

| Payment Date | Method | Payee | Payment Detail | Amount |
|---|---|---|---|---|
| 18-May | BACS | West Berkshire Council | Uncontested election charge May 2019 | £75.00 |
| 18-May | BACS | Scofell | Grounds maintenance April | £334.87 |
| 18-May | BACS | Triangle Management | Refuse disposal April | £33.60 |
| 18-May | BACS | Vision ICT | Website hosting and support Jun 20 - May 21 | £150.00 |
| 18-May | BACS | Came & Company | Insurance 2020/21 | £640.97 |
| 18-May | BACS | Clerk | Salary/expenses May | £223.14 |
| 18-May | BACS | Berks Pension Fund | Pension contributions May | £70.80 |
| | | | | **£1,528.38** |

# West Berkshire Council's Planning Decisions

- 20/00708/HOUSE Green Hill Cottage, Forge Hill, Hampstead Norreys, Thatcham RG18 0TE - 1st floor rear extension; 2 storey side extension; replacement windows throughout; replacement kitchen door and bi-fold doors to rear elevation; new window to front facade.

**Annual Governance and Accountability Return**

# Annual Governance and Accountability Return 2019/20 Part 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 Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 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** is completed by the authority's internal auditor.
   - **Sections 1 and 2** are to 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 **before 1 July 2020.**
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 2020.** 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 2020
   - 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 2019/20

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 **Section1, 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 a publicly accessible website:

Before 1 July 2020 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 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 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 Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *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 Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return 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 external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, 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 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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 2020.**

| **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 authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | | |
| | Has an explanation of significant variations from last year to this year been published? | | |
| | Has the bank reconciliation as at **31 March 2020** 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** or from **www.ada.org.uk**

## Annual Internal Audit Report 2019/20

HAMPSTEAD NORREYS PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 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 | Agreed? Please choose one of the following | | |
|---|---|---|---|
| | 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. | | | ✓ NO PETTY CASH |
| **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 and year-end bank account reconciliations were properly carried out. | ✓ | | |
| **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 2018/19, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")* | ✓ | | |
| **L.** The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. | ✓ | | |

| | Yes | No | Not applicable |
|---|---|---|---|
| **M. (For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 24/06/20

Name of person who carried out the internal audit: CLAIRE TROW-SMITH

Signature of person who carried out the internal audit: [redacted]

Date: 24/06/20

*If the response is 'no' you must include a note to 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 2019/20

We acknowledge as the members of:

HAMPSTEAD NORREYS 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 2020, that:

| | Agreed | | | |
|---|---|---|---|---|
| | Yes | No* | | 'Yes' means that this authority: |
| 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:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2019/20 for

HAMPSTEAD NORREYS PARISH COUNCIL

| | Year ending 31 March 2019 £ | Year ending 31 March 2020 £ | Notes and guidance: Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. |
|---|---|---|---|
| **1.** Balances brought forward | RESTATED 40,592 | 37,652 | *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 | 11,000 | 13,700 | *Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.* |
| **3.** (+) Total other receipts | 3,626 | 3,946 | *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 | 3,353 | 3,626 | *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 | NIL | NIL | *Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).* |
| **6.** (-) All other payments | 14,213 | 22,970 | *Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).* |
| **7.** (=) Balances carried forward | 37,652 | 28,702 | *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 | 37,652 | 28,702 | *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 | 92,120 | 92,120 | *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 | NIL | NIL | *The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).* |

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

I certify that for the year ended 31 March 2020 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 24/06/2020

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Section 3 – External Auditor Report and Certificate 2019/20

In respect of HAMPSTEAD NORREYS PARISH COUNCIL

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

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 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2019/20

(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 2019/20

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 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

# Finance Report 30th June 2020

**Status at bank at last bank reconciliation 31st May 2020**

| | |
|---|---|
| Unity Trust | £11,306.59 |
| HSBC Current | £647.93 |
| HSBC Business Money Manager | £21,687.14 |
| | **£33,641.66** |

**Income received 11th May - 21st June**

| | |
|---|---|
| Interest from Business Money Manager | £10.14 |
| HMRC VAT refund 2018/19 expenditure | £1,273.85 |
| | **£1,273.85** |

**Payments to be approved**

| Payment Date | Method | Payee | Payment Detail | Amount |
|---|---|---|---|---|
| 08-Jun | DD | Castle Water | Uncontested election charge May 2019 | £83.12 |
| 24-Jun | BACS | Roadware Ltd | Three dog waste bins | £341.82 |
| 30-Jun | BACS | Unity Trust Bank plc | Quarterly service charge | £18.00 |
| 30-Jun | BACS | Triangle Management | Refuse disposal May | £33.60 |
| 30-Jun | BACS | Triangle Management | Install dog bin | £42.00 |
| 30-Jun | BACS | Hampshire Association of Local Councils | Berkshire Association of Local Councils subscription 20/21 | £189.95 |
| 30-Jun | BACS | SLCC Enterprises Ltd | Training fee | £48.00 |
| 30-Jun | BACS | Triangle Management | Refuse disposal at Scottalls Lane | £18.00 |
| 30-Jun | BACS | Scofell | Grounds maintenance May | £334.87 |
| 30-Jun | BACS | Scofell | Clearance of footpath | £72.00 |
| 30-Jun | BACS | SLCC Enterprises Ltd | Training fee | £12.00 |
| 30-Jun | BACS | Clerk | Salary/expenses June | £227.46 |
| 30-Jun | BACS | HMRC | PAYE qtr1 | £137.40 |
| 30-Jun | BACS | Berks Pension Fund | Pension contributions June | £70.80 |
| | | | | **£1,287.20** |