

Annual Governance and Accountability Return 2020/21 Part 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2021**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Part 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2020/21**, page 4
- **Section 1 – Annual Governance Statement 2020/21**, page 5
- **Section 2 – Accounting Statements 2020/21**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Part 3 of the AGAR 2020/21 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£200 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

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 2 of the Annual Governance and Accountability Return (AGAR) 2020/21, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2021. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2021**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
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', is an explanation available for publication?		
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?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)		

**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 2020/21

HAVENSTREET AND ASHEY PARISH COUNCIL
 havenstreetandasheypc.co.uk

During the financial year ended 31 March 2021, 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 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by Invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (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

Name of person who carried out the internal audit

16/05/2021

GARETH HUGHES

Signature of person who carried out the internal audit

Gareth Hughes

Date

19/05/2021

*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).

Certificate of Exemption – AGAR 2020/21 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2021, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

Haven Street and Ashey Parish Council

certifies that during the financial year 2020/21, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2020/21: **£12,364.77**

Total annual gross expenditure for the authority 2020/21: **£9,615.41**

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2017
- In relation to the preceding financial year (2019/20), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

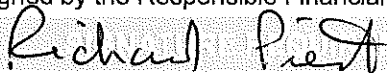
The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2021.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer

Date

I confirm that this Certificate of Exemption was approved by this authority on this date:



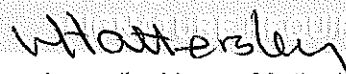
20/05/2021

20/05/2021

Signed by Chairman

Date

as recorded in minute reference:



20/05/2021

14/21/22(d)

Generic email address of Authority

Telephone number

clerk@havenstreetandasheypc.co.uk

07471 471 960

*Published web address

<http://www.havenstreetandasheypc.co.uk/>

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2021. Reminder letters incur a charge of £40 +VAT

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Haven Street and Ashey 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 2021, that:

	Agreed		
	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
			✓

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

20/05/2021

and recorded as minute reference:

14/21/22(e)

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

Chairman

Clerk

W. Hattersley
Richard Peck

Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	No
✓	

<http://www.havenstreetandasheypc.co.uk/> WEBSITE/WEBPAGE ADDRESS

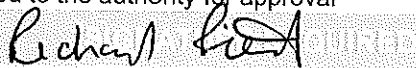
Section 2 – Accounting Statements 2020/21 for

Haven Street and Ashey Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	14,536	16,010	<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	12,000	12,000	<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	652	365	<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	5,073	4,115	<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	0	0	<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	6,105	5,501	<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	16,010	18,759	<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	16,010	18,759	<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	6,855	6,855	<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	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i> <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

I certify that for the year ended 31 March 2021 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 20/05/2021

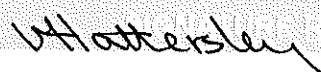
I confirm that these Accounting Statements were approved by this authority on this date:

20/05/2021

as recorded in minute reference:

14/20/21(f) 

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



HAVENSTREET AND ASHEY PARISH COUNCIL
Minutes of the Parish Council Annual General Meeting held
At 7pm on Thursday 20 May 2021

15 Minute Public Forum

Items covered in Parishioners Correspondence, attendance was limited
due to Covid guidance

Present:

Cllrs V Hattersley (Chair), S Lyons, B Blezzard, K Hull and M Lyons.
R Priest (Clerk), IW Cllr C Mosdell and 2 members of the Public.

- 1/20/21 Election of Chair**
Councillor Hattersley was elected Chair for the ensuing year, nominated by Cllr K Hull and seconded by Cllr B Blezzard, there was no other nominations and one abstention; and signed the Acceptance of Office.
- 2/21/22 Apologies**
There were no apologies, and the Chairman thanked all present for following Covid guidance and the Community Centre for enabling safe distanced meeting; welcomed new Parish Councillor Cllr B Blezzard and IW Cllr C Mosdell, and thanked former Cllrs L Bell and C Gauntlett.
- 3/21/22 Election of Vice-Chair**
Councillor S Lyons was elected Vice-Chair for the ensuing year, and signed the Acceptance of Office.
- 4/21/22 Declarations of interest**
Cllr Hattersley noted that she was also Chair of Community association, Cllr S Lyons was also involved with Community Association, and Cllr B Blezzard was also a Parish Councillor in Newchurch and partner involved in HCA. There were no other declarations in addition to those previously disclosed on declaration forms.
- 5/21/22 Minutes**
Resolved unanimously: That the minutes of the meeting held on 11 March 2021 be taken as read, confirmed and signed as being an accurate record of the meetings.
- 6/21/22 To Note vacancy on Parish Council**

Members noted that it was possible to co-opt a candidate at the meeting, members discussed that option and the Clerk noted best practice would be to

advertise vacancy on notice board and website. Cllr M Lyons proposed to advertise the vacancy, and members discussed this option. Residents present left the room with Cllr C Mosdell. The Chairman proposed following best practice and advertise the vacancy, seconded by Cllr M Lyons, with 3 Councillors voting for the proposal, with 2 against. The Clerk would place notice with closing date for nominations of Friday 28th May and resolved at June 3rd Meeting.

7/21/22

Representation on Outside Bodies

IWALC - Members discussed representation on IWALC, and Cllr M Lyons said that he was vice-chairman currently, and Cllr Blezzard said that he was on the National Body through his involvement with IWALC. Cllr K Hull nominated Cllr B Blezzard, seconded by Cllr V Hattersley, with 3 voting for Cllr B Blezzard and 2 against.

The clerk would write to IWALC accordingly and also suggest change to IWALC constitution to enable to member representatives.

HCA – Members discussed membership of HCA and noted roles of Chair, Vice-Chair and Cllr B Blezzard’s partner. Members also noted the background to the current situation and noted members always declared interests and acted openly and transparently. Cllr V Hattersley and Cllr S Lyons would continue to report on HCA at Parish Council meetings.

8/21/22

Questions to the Chair

Cllr M Lyons asked for update on Recreational Ground benches, and the Clerk noted delay caused by Covid, and that Island Roads would propose site visit to agree location for benches.

Cllr M Lyons highlighted the need to address the Highways issues raised at the Annual Parish Meeting, and the Chair and members noted the actions that had been agreed, and that this would be an agenda item at next meeting.

Cllr M Lyons raised concerns regarding the conduct of the meeting and the report provided by the Ward Councillor, the Ward Councillor responded accordingly and noted that she would work for best interests of residents.

Cllr M Lyons left the meeting.

9/21/22

Policing Items

No police were in attendance, and members noted limited Police resources, and the chair and clerk would contact local Police before the next meeting, highlighting ongoing traffic issues and need to address speeding issues.

10/21/22

Ashey

Members noted the work of former Parish Councillor Liz Bell, and agreed to send flowers, and Cllr Hull volunteered to continue raising issues of concern for Ashey

residents. Cllr Hull noted actions taken by Steam Railway to protect railway and reduce motor vehicle access on the path to the Ashley Station.

11/21/22 Planning

a) Consideration was given to the following planning applications:

- i) 21/00848/HOU Rowlands Farm, Rowlands Lane, PO33 4DE – proposed replacement sunroom, dormer and conservation roof.
- ii) 21/00849/LBC Rowlands Farm, Rowlands Lane – Consent for demolition of conservatory, replacement windows and doors.
- iii) 21/00823/FUL Ravens Oak, Carters Road – Retention and continued use of timber lodge as temporary living accommodation. Members expressed concern regarding inadequate visibility and parking provision and unanimously agreed to comment accordingly.
- iv) 21/00858/FUL Little Duxmore Farm, Rowlands Lane – proposed log cabin style office. Members expressed concern regarding traffic issues and unanimously agreed to comment accordingly.
- v) Members noted comments on Havenbridge Farm during lockdown.

b) Members noted previously circulated planning decisions.

12/21/22 Correspondence

The Clerk noted correspondence previously circulated and noted policies and procedures circulated at the start of the meeting, and that a pack would be available at either June or July meeting.

13/21/22 Clerk's Report

The Clerk's report was covered by items earlier in the agenda.

14/21/22 Finance

Resolved:

- a) To receive the Internal Auditors Report for the year ending 31 March 2021.
- b) Members noted the 4th Quarter, and Year End Reports, and Bank Reconciliation for the year ended 31st March 2021, and noted the Year end accounts for the year ending 31st March 2021.
- c) Members approved the Asset Register for 2020/21 and the Chairman signed the Register.
- d) Members confirmed completion of Certificate of Exemption, as neither gross annual income nor gross annual expenditure exceeds £25,000.
- e) Members approved Section 1 (Annual Governance Statement) of the External Audit Annual Return, and authorized the Chairman to sign Section 1 on behalf of the Parish Council.

- f) Members approved Section 2 (Accounting Statement) of the External Audit Annual Return, and authorized the Chairman and the Responsible Finance Officer (RFO/Clerk) to sign on behalf of the Parish Council.
- g) Members confirmed the dates of the period for the exercise of public rights as Monday 7th June to Friday 16th July 2021 in accordance with guidance.
- h) Members confirmed bank signatories as Cllr S Lyons and Cllr V Hattersley;
- i) Members noted receipt of Precept of £12,000 from IW Council.
- j) To authorise or endorse payment of accounts previously circulated.

15/19

Date of Next Meeting

The Chairman confirmed schedule of meetings as at the Community Centre at 7pm on:

Thursday 3 June 2021

Thursday 1 July 2021

Thursday 2 September 2021

Thursday 4 November 2021

Thursday 6 January 2021

The meeting ended at 9.15pm

Summary of Income and Expenditure for year end 31 March 2021

INCOME	2020/21	AGAR	Original
	Inc. VAT		
Bank Interest	£5.99	1. Balances brought forward	£16,010
Donations	£0.00		
Contributions	£0.00	2. (+) Precept or Rates and Levies	£12,000
Grants	0.00	3. (+) Total other receipts	£365 Inc. VAT
Sale of Assets	£0.00		
Precept (Box 1)	£12,000.00		
VAT Refund	£358.78		
	<u>£12,364.77</u>		
Receipts	<u>£12,364.77</u>		
Uncashed	<u>£12,364.77</u>	Sum	£12,364.77
EXPENDITURE	2020/21		
Clerks Salary	£3,291.72	4. (-) Staff costs	£4,115
HMRC	£822.80	5. (-) Loan interest/capital repayments	£0
Payroll Administration	£138.00	6. (-) All other payments	£5,501 Inc. VAT
Clerks Fixed Expenses (Office & Phone Allowance)	£350.00		
Clerks Mileage	£159.90		
Stationary and Postage	£36.64		
Printer Paper and ink	£0.00		
Office/IT Equipment	£66.00		
Website Administration	£180.00		
Insurance	£381.52		
Audit Fees	£140.00		
Subscriptions	£133.44		
Room Hire	£0.00		
Annual Meeting - Room Hire & Buffet	£0.00		
Election Costs	£0.00		
Training and Conferences	£0.00		
Councillor Mileage / Expenses	£0.00		
Misc	£368.48		
Celebratory and Commemorative Events	£129.99		
Sec 137 Expenditure	£160.00		
Advertising	£0.00		
Street Furniture Maintenance/Recycling Bin	£0.00		
Additional/Replacement Street Furniture	£0.00		
Recreation Ground Costs/Public Realm (Community Pa	£67.32		
Playground Equipment Inspection Fees	£0.00		
The Glade, Ashley – Clearance/Grass Cutting	£0.00		
The Glade, Ashley – Litter Bin Emptying	£91.80		
IOWC Devolved Service – Recreation Ground	£2,890.80		
IOWC Devolved Service – Environment Officer	£207.00		
Community Taxi Bus	£0.00		
	<u>£9,615.41</u>		
Payments	<u>£9,615.41</u>		
Uncashed	<u>£0.00</u>	Sum	£9,615
Expenditure	<u>£9,615.41</u>		
		7. (=) Balances carried forward	£18,759.36 Inc. VAT
Balance as per bank statement 31 March 2021			
Main Account	£1,609.60		
Savings	£17,139.93		
Buss	£10.00		
	<u>£18,759.53</u>		
Less: Uncashed Payment	£0.00		
Add: Uncashed Receipt	£0.00		
	<u>£18,759.53</u>		
RESERVES			
Balance at 31 March 2020	£16,010.00		
Total Income	<u>£12,364.77</u>		
	<u>£28,374.77</u>		
Total Expenditure	<u>£9,615.41</u>		
Balance at 31 March 2020	<u>£18,759.36</u>		
BALANCE SHEET			
Balance and Reserves as at 31 March 2020	£18,759.36	8. Total value of cash and short term inv	£18,760
		Check	£0

