

HARRINGWORTH PARISH COUNCIL

Minutes of Annual Parish Council meeting held on Thursday 9th May 2019 in
Harringworth Village Hall
Meeting commenced at 19:50

Present;

Cllr S. McLean (Chairman)

Cllr S Milton (Deputy Chairman)

Cllr S Chambers

Cllr L Boon

Cllr G Dolman

Cllr K Dove

Cllr A White

B Chambers (Clerk)

3 members of the public were in attendance.

1 Apologies for absence

There were no apologies for absence.

2 Approval of minutes of previous AGM

These had been approved and a copy signed by the Chairman at the 12th July 2018 meeting of the Council, minute reference No. 1044.

2 Annual report of the Chairman

Harringworth Parish Council

Chairman's Report Thursday 9h May 2019

Twelve months in, all is going well with the new LED street lighting and the monthly repayments of our Public Works Loan Board loan. When Eon decided to inform us of a second price increase in a year for our unmetered electricity supply – a total of over 40% - our Clerk Brian immediately sought alternative suppliers. In January we moved to Haven Power on a 5 year fixed price contract at prices below Eon.

In July I attended a consultation meeting in Wellingborough to discuss the options that were being proposed for the creation of two unitary authorities for Northamptonshire. These two authorities of North Northamptonshire and West Northamptonshire will be created by combining the District Council responsibilities of Corby, East Northants, Kettering and Wellingborough with associated County Council responsibilities to form North Northants. The other three district councils will come under West Northants. The planned implementation date for this change is April 2020 although this may well slip due to Brexit workloads within government. Watch this space.

At the start of this year our County Councillor, Heather Smith resigned from the council and the subsequent by-election saw Annabel De Capell Brooke elected and we are delighted that she has managed to join us tonight.

Most of the planning applications received over the year have been for various tree works. We have also had a couple of hangers at Spanhoe and a major barn conversion for Glebe Barns (on the right of the Wakerley Road) with construction

now well under way. Our planning decision process has been substantially assisted this year through the use of Parish Online. This mapping and information system is available to all councillors and enables us to view planning applications online after the clerk has linked all the relevant documents to the property's location on the map. Other Parish layers have also been added which include footpaths, burial ground plots and graves, street lights and identification of listed buildings. This change has improved the efficiency of reviewing applications and dramatically reduced the amount of paperwork that needs to be circulated amongst the councillors.

The Wakerley Quarry operator Mick George has been granted a relaxation of his planning restrictions on the quarry to enable him to undertake blasting to break up the very large pieces of stone quarried. Test blasting took place earlier in 2019 and the resulting noise and vibration was not felt to be excessive by Liaison Committee representatives.

During the year the owner of the garage next to 42 Gretton Road appealed to the Planning Inspectorate in Bristol over an ENDC refusal of his application to obtain residential status for his garage. He claimed it was his permanent residence for over 4 years. After some considerable deliberation we were recently advised that his appeal had been unsuccessful.

Removal of a hedge and land encroachment by a farmer in Laxton (within Harringworth Parish) onto what was originally a wide verge alongside the road has been an issue for a number of years. The inability of neither the County nor District Council to satisfactorily deal with this infringement has been a major frustration. Late last year we wrote to our MP, Mr Tom Pursglove regarding this and I am now delighted to say that his intervention would appear to be paying off with the Highways Dept. at NCC now serving enforcement notices to have to original hedge line reinstated and the verge restored to its original condition.

The new O2 and Vodafone phone mast next to the sewerage treatment site has now been erected. I believe it is still to be fully commissioned and turned on at some future date.

This year the grass cutting contract with our existing contractor has been extended to include up to two cuts a year on the Shotley footpath and footpath NB4 that runs north of the Gretton Road across to 42 Gretton Road. No specific dates are fixed for these cuts and they will be triggered when the council feels that it is appropriate. The contractor remains flexible to work around village weddings and funerals and last summer was happy to have a cut deferred until the autumn during a very hot period when the grass was not growing.

Potholes in Harringworth's roads have been fixed in reasonable timeframes by the County Council's Highways Dept. nominated contractor Kier WSP once they are reported on Street Doctor. This is of course conditional on them qualifying for repair by being deep enough! Although NCC announced a 25% reduction in winter gritting costs, we have been assured that there will be no change to the roads currently gritted around Harringworth. During the year the Parish Council took over

ownership of the grit box next to the defibrillator. The contents are there for anyone to grit the road junction during heavy frosts.

Police Community Support Officers have continued in not attending our bimonthly meetings although we are delighted one is here tonight to speak at our open village meeting. Our Clerk has kept us updated by monitoring Harringworth reported crime figures online which fortunately have remained relatively low.

After no precept increase was imposed last year the council decided that a 3% increase would be appropriate for this year taking it to £6180. This increase will contribute towards the new additional cost of cutting the footpaths.

One year later and I am sorry that our White Swan pub is still closed for what is approaching a period of 14 months. The only encouraging development is that after 12 months of closure The Wellington Pub Company have now decided to invite offers for the pub's freehold as it has so far proved impossible for them to sell another lease. Let us hope that this valuable village asset will soon become a success under new ownership.

Sadly today we must bid farewell to our Clerk Brian and also to Councillor Sarah Chambers. I really do appreciate the hard work put in by both of you over the past years and we all wish you well in your new Channel Islands adventure. Finally thanks also to the rest of the councillors for your ongoing support.

Simon Mclean

9th May 2019

3 Financial Report

The financial report (shown at appendix A) was given by the Clerk.
The Clerk answered queries relating to the accounts.

The following financial provisions were approved by the Council

Provision for Church Yard maintenance increased by £380 to	£4,543
Provision for future election expenses to remain as	£1,500
The provision for replacement LED street lighting to be removed	£-
Provision for General Funds to increase by £290 to	£3,364

Councillors approved the governance statement on the AGAR Part 2 submission form.

Minute reference 3.1.2019

The accounts as presented were approved by the Council having previously been approved by internal audit. **Minute reference 3.2.2019**

Councillors approved the certificate of exemption AGAR Part 2.

Minute reference 3.3.2019

4 Appointment of Officers

The Clerk had received one nomination for the office of Chairman in the name of Councillor Andrew White and invited further nominations.

There being no other nominations and Cllr White being prepared to take the office Cllr S. Chambers proposed and Cllr K Dove seconded that Cllr A. White be appointed Chairman of Harringworth Parish Council for 2019/20. The proposition was carried and Cllr A. White was duly elected Chairman for the ensuing year.

The Clerk took nominations for the office of Deputy Chairman.

There being no other nominations and Cllr McLean being prepared to take the office Cllr A. White proposed and Cllr K Dove seconded that Cllr S. McLean be appointed Deputy Chairman of Harringworth Parish Council for 2019/20. The proposition was carried and Cllr S. McLean was duly elected Deputy Chairman for the ensuing year.

The Clerk took nominations for the office of Member Responsible for Finance.

There being no other nominations and Cllr Dove being prepared to continue the office Cllr S. McLean proposed and Cllr S. Chambers seconded that Cllr K. Dove be appointed Member Responsible for Finance of Harringworth Parish Council for 2019/20. The proposition was carried and Cllr K. Dove was duly elected Member Responsible for Finance for the ensuing year.

The Clerk took nominations for Internal Auditor.

There being no other nominations and Mr. Waterman being prepared to take the office Cllr S. McLean proposed and Cllr S. Milton seconded that Bill Waterman be appointed Internal Auditor of Harringworth Parish Council for 2019/20. The proposition was carried and Bill Waterman was duly elected Internal Auditor for the ensuing year.

The Clerk took nominations for Footpaths Officer

There being no nominations it was agreed to carry the vacancy forward.

The Clerk took nominations for the Parish Clerk, Responsible Finance Officer and Burials Officer. There being no other nominations and Harold Maxfield being prepared to take the offices, Cllr S. McLean proposed and Cllr S. Milton seconded that Harold Maxfield be confirmed as Parish Clerk, Responsible Finance Officer and Burials Officer of Harringworth Parish Council for 2019/20, Harold Maxfield was duly elected as Parish Clerk, Responsible Finance Officer and Burials Officer for the ensuing year. The handover date for the Clerks responsibilities was set at 1st June 2019

The Clerk handed back control of the meeting to the Chairman.

5 Acceptance of Office/ Register of Interests

Councillors were reminded that under the LGA 1972 s83.4, they had signed the “acceptance of office” forms in 2016 at the point of their election and that these remained in force.

Councillors were reminded to advise the Clerk of any changes required to the Declaration of Interest forms that had already been completed by Councillors.

6 Re-Affirm Code of Conduct

Councillors were reminded that by signing the acceptance of office forms they had agreed to conform to the Councils Code of `conduct, a copy of which was provided to each Councillor.

7 Any Other Business

Cllr. Andrew White thanked the outgoing Chairman Cllr. Simon McLean for all his hard work and guidance over the many years he had presided as Chairman of Haringworth Parish Council and for accepting the role of Deputy Chairman to provide continuity and support.

Finance Report

This financial report has been completed following the Accounts and Audit Regulations 2003 (SI 2003/533 reg9) as outlined in the Local Council Administration guidelines, that is to say

“Councils in the small council’ band with budget income or expenditure up to £100,000 must base their accounts on receipts and payments.”

These accounts have been prepared with the help of our internal auditor for whose help I am most grateful. This year the internal audit has already been completed so the figures I’m presenting have been signed off by Bill Waterman. I am proposing the Council submit the Annual Governance and Accountability Return Part 2 that is to say Harringworth Parish Council will certify themselves as exempt from a limited assurance review thus saving the £200 plus vat fee that entails.

The spreadsheet on the first page will be familiar to Councillors as it is the same one that is reported on monthly, reconciled with the bank balance and approved at each regular meeting as well as monthly by the MRF. I have annotated some items with numbers shown in brackets, these relate to the relevant item numbers on the external audit submission form for AGAR form.

Top right-hand corner item No1 is our starting balance for the year of **£10,237**

Bottom left of the sheet shows our precept income of **£6,000**

Reading across this bottom line we then come to item 3 which is **£8,819** made up of the bank interest of **£5** plus **£380** income from the burial ground, **£7,500** loan for the purchase of LED street lights and **£934** of other income. Other income this year is made up of the vat reclaim plus an unpaid cheque for the grass cutting contractor being realised.

This gives us an income for the year of **£14,819** as recorded on the balance sheet.

Moving on to the expenditure;

Item 4 shows staff costs of **£1,396**; these include the clerk’s salary, PAYE paid by the employer and Thirsk payroll costs for payroll administration,

Item 6 are **£14,253** of other expenditure, which is broken down into the items shown above it on the spread-sheet.

Our total expenditure for the year was therefore **£15,649**

We therefore started with	£10,237
Received income of	£14,819
Spent	£15,649
Leaving a balance of	£ 9,407 (allowing for rounding errors)

this being the figure at item 7, bottom right corner of the spreadsheet.

This reconciles with the bank balance at the 31st March of £9,407.31

Finance Report

The numbers from the spreadsheet have been transferred across to the receipts and payments report on the next page

The Council this year is showing an shortfall of receipts over payments of **£(830)** this shortfall arises from the one of payment of vat for the purchase of LED street lights which amounted to £1,814 which will be reclaimed in the coming year.

You will see at the bottom of the receipts and payments report that the final balance of **£9,407** is represented by a number of provisions that the Council need to approve.

The Burial Ground provision is to build the required capital required for the works to extend the burial ground to the full extent of the land gifted to the Parish Council. This provision has been increased by **£380** to **£4,543**, this being the burial ground receipts for the year. The Council decided in July 2016 that its policy would be that all burial ground receipts within a given year would be used to add to this provision at the end of that year. Future election expenses have been left the same as the previous year at **£1,500**. The provision of £1,500 towards the cost of street light replacement is no longer required. Finally the Parish Council General funds have increased by **£290**

As a general principle the Council is aiming to use burial ground income to grow the provision for the burial ground and precept income to fund regular bills such as street lighting and grass cutting.

On the third page there is a comparison of this year's expenditure with last years. Any variance greater than 10% has an explanation shown against it on the sheet.

Turning to the AGAR submission form

The Council are also asked to confirm the governance statement shown on page 5 of the submission.

The numbers from the Income and Expenditure report have been transferred to page 6 and these have been approved by the internal auditor **and I ask the council to confirm that the figures given on page 6 are approved?**

Finally I ask Councillors to confirm that they approve submission of the AGAR Part 2 form certifying themselves as exempt from a limited assurance review.

I am happy to take any questions from Councillors on these accounts.

Returning to page 2 of the income and expenditure report, Councillors also need to approve the provisions shown at the bottom of the page;

For burial ground the figure increases by £380 to become £4,543
For election expenses the figure to remain at £1,500
For street light replacement programme to be withdrawn
Leaving £3,364 in general funds

Harringworth Parish Council Receipts & Payments 2018/19

Receipts										Payments									
date	Uncashed Cheque No	Detail	Precept	Int	Burial	Misc		Salary	Lights	insure	Cap Exp	rent	Audit	Misc	Subs	Grass	VAT	Total	Bank
01/04/2018		balance b/fd																£8,260.88	£10,236.81 (1)
24/04/2018	CR	Precept payment 1 of 2	£3,000.00															£3,000.00	£13,236.81
10/05/2018	100424	E.on street lighting							£82.45									£86.58	£13,150.23
10/05/2018	100425	street light maintenance							£9,071.68									£1,814.34	£11,262.21
10/05/2018	100426	Clerks Salary						£216.00										£216.00	£11,046.21
10/05/2018	100427	Clerks PAYE						£54.00										£54.00	£10,992.21
10/05/2018	100428	Parish Online													£50.00			£50.00	£10,942.21
10/05/2018	100429	T P Jones						£45.75										£45.75	£10,896.46
10/05/2018	100430	Zurich Insurance								£364.10								£364.10	£10,532.36
10/05/2018	100431	Village Hall rent										£100.00						£100.00	£10,432.36
10/05/2018	100432	SLCC													£59.00			£59.00	£10,373.36
10/05/2018	100433	Leicestershire Gardens														£160.00		£160.00	£10,213.36
10/05/2018	CR	PWUB Loan				£7,500.00												£7,500.00	£2,713.36
01/06/2018	CR	bank interest		£0.72														£0.72	£2,712.64
12/06/2018	100434	Leicestershire Gardens														£480.00		£480.00	£2,232.64
14/06/2018	CR	VAT reclaim				£549.59												£549.59	£1,683.05
12/07/2018	100435	E.on street lighting							£17.56									£17.56	£1,665.49
12/07/2018	100436	Clerks Salary						£216.00										£216.00	£1,449.49
12/07/2018	100437	Clerks PAYE						£54.00										£54.00	£1,395.49
12/07/2018	100438	Bill Waterman (Audit)											£50.00					£50.00	£1,345.49
12/07/2018	100439	Leicestershire Gardens														£320.00		£320.00	£1,025.49
12/07/2018	CR	contra entry 100410				£384.00												£384.00	£641.49
20/08/2018	100440	Leicestershire Gardens														£160.00		£160.00	£481.49
01/09/2018	CR	bank interest		£0.73														£0.73	£480.76
13/09/2018	100441	E.on street lighting							£39.76									£39.76	£440.99
13/09/2018	100442	Clerks Salary						£216.00										£216.00	£224.99
13/09/2018	100443	Clerks PAYE						£54.00										£54.00	£170.99
13/09/2018	100444	PFK Littlejohn											£200.00					£200.00	£10.99
13/09/2018	100445	Leicestershire Gardens														£160.00		£160.00	£10.99
25/09/2018	CR	Precept payment 2 of 2	£3,000.00															£3,000.00	£4,110.99
12/10/2018	100446	Leicestershire Gardens														£160.00		£160.00	£3,950.99
22/10/2018	CR	burial fee			£130.00													£130.00	£3,820.99
08/11/2018	DD	Public works loan							£299.96									£299.96	£3,521.03
15/11/2018	100447	E.on street lighting							£39.76									£39.76	£3,481.27
15/11/2018	100448	B Chambers Poppy wreaths																£34.00	£3,447.27
27/11/2018	CR	internment fee Gilbert			£160.00													£160.00	£3,287.27
01/12/2018	CR	bank interest		£2.03														£2.03	£3,285.24
18/12/2018	CR	Randall donation			£25.00													£25.00	£3,260.24
10/01/2019	100449	E.on street lighting							£39.76									£39.76	£3,220.48
10/01/2019	100450	Village Hall rent										£100.00						£100.00	£3,120.48
10/01/2019	100451	Clerks Salary						£216.00										£216.00	£2,904.48
10/01/2019	100452	Clerks PAYE						£54.00										£54.00	£2,850.48
10/01/2019	100453	Leicestershire Gardens														£320.00		£320.00	£2,530.48
19/02/2019	DD	Haven Power							£6.75									£6.75	£2,523.73
01/03/2019	CR	bank interest		£2.01														£2.01	£2,521.72
14/03/2019	100454	E.on street lighting							£33.25									£33.25	£2,488.47
14/03/2019	100455	Clerks Salary						£216.00										£216.00	£2,272.47
14/03/2019	100456	Clerks PAYE						£54.00										£54.00	£2,218.47
19/03/2019	CR	burial fee (Stiff)			£65.00													£65.00	£2,153.47
27/03/2019	DD	Haven Power							£17.46									£17.46	£2,136.01 (7)

TOTAL	£6,000.00	£5.49	£380.00	£8,433.59	£1,395.75	£9,648.39	£364.10	£0.00	£200.00	£250.00	£34.00	£109.00	£1,760.00	£1,887.34
	(2) £6,000		(3) £8,819	(4) £1,396					(6) £14,253					

(x) = item number in BDO audit

Clerk:
Dated:

HSBC Community Account	£5,332.68
HSBC BMM Account	£4,074.63
Total uncashed cheques (marked *)	£0.00
TOTAL	£9,407.31

Reconciled with Bank Statements
Signed (MRF):
Dated:

Harringworth Parish Council

Receipts & Payments Account

for the year ending :-

	2018/19	2017/18
Receipts	£	£
Precept	6000	6000
Interest	5	2
Burial fees	380	493
Street Light Loan	7500	0
other	384	0
VAT recovered	550	859
	14819	7354
	2018/19	2017/18
Payments	£	£
Administration	1396	825
Street lights	9648	790
Insurance	364	346
Audit	250	50
Grass cutting	1760	2400
Churchyard repairs	0	138
Rent of Hall	200	0
Subscriptions	109	60
Miscellaneous expenses	34	220
VAT paid	1888	549
	15649	5378
Excess of Receipts over Payments	-830	1976

Balance Sheet

as at 31st March 2019

	2018/19	2017/18
Cash at Bank	£	£
Business account	4074	4069
Current account	5333	6552
uncashed cheques		-384
	9407	10237
Represented by:-		
Parish Council General Funds	3364	3074
Provision for burial ground	4543	4163
Provision for future Election Expenses	1500	1500
Provision for street light replacement programme	0	1500
Funds at 31st March 2019	9407	10237

Explanation of variances – pro forma

Name of smaller authority: **Harringworth Parish Council**

County area (local councils and parish meetings only): **Northamptonshire**

Please provide full explanations, including numerical values, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2017/18 £	2018/19 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 <i>Precept or Rates and Levies</i>	6,000	6,000	0	0%	
Box 3 <i>Total other receipts</i>	1,354	8,819	7,465	551%	Total other receipts includes a one off loan from PWLB of £7,500
Box 4 <i>Staff costs</i>	825	1,396	571	69%	The 2017/18 figure was understated by £320 representing pay for the Q4 where invoices had not been received.
Box 5 <i>Loan interest/ capital repayments</i>	0	300	300	100%	First repayment of the PWLB for street lights was paid in Q3
Box 6 <i>All other payments</i>	4,553	13,953	9,400	206%	One off payment of £10,830 (inc. vat) for installation of new street lights
Box 9 <i>Total fixed assets & long term investments & assets</i>	20,763	18,110	-(2,653)	(13%)	The value of the new LED street lights is lower than that of the old sodium lamps.
Box 10 <i>Total borrowings</i>	0	7,315	7,315	100%	Outstanding payments for 14 years to PWLB for street lamp replacement.
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:				

Bank reconciliation – pro forma

Name of smaller authority: **Harringworth Parish Council**

County area (local councils and parish meetings only): **Northamptonshire**

Financial year ending 31 March 2019

Prepared by **Brian Chambers, Responsible Finance Officer** (Name and role)

Date **2nd April 2019**

Balance per bank statements as at 31 March 2019:	£	£
HSBC Community Account	5,333	
HSBC BMM Account	4,074	
	<hr/>	
	9,407	
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2019		0
	<hr/>	
Add: any un-banked cash at 31 March 2019		0
		<hr/>
		9,407
Net balances as at 31 March 2019 (Box 8)		<hr/>

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2018 (Prior year Box 8)	10,237	
Add: Receipts in the year	14,819	
Less: Payments in the year		15,649
		<hr/>
Closing balance per cash book [receipts and payments book] as at 31 March 2019 (must equal net balances above – Box 8)		<hr/>
		9,407

(See [example](#) for guidance if required)

Annual Governance and Accountability Return 2018/19 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 2018/19

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 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); and
 - b) The **Annual Governance and Accountability Return (Part 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** to be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** to be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** to 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 a website **before 1 July 2019**.

Publication Requirements

Smaller authorities **must** publish various documents on a public 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 2018/19**, page 4
- **Section 1 – Annual Governance Statement 2018/19**, page 5
- **Section 2 – Accounting Statements 2018/19**, 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

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should **not certify itself as exempt, and not complete the Certificate of Exemption**, but complete Part 3 of the Annual Governance and Accountability Return 2018/19 and return it to the external auditor for review together with the supporting documentation requested by the external auditor.

The cost to the smaller authority for the review will be **£200 +VAT**.

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 2018/19, 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 2019. 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 authority **must** comply with Proper Practices in completing Sections 1 and 2 of this Annual Governance and Accountability Return 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 if possible prior to approving the annual governance statement and before approving the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), 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 Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- **You should inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- It is recommended that the authority has numerical and narrative explanations for significant variances in the accounting statements on **page 6**, should a question be raised by a member of the public. There is guidance provided in the *Practitioners' Guide** that may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date 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 **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 2019**.

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 should a question be raised by a local elector and/or an interested party?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Is an explanation of significant variations from last year to this year available, should a question be raised by a local elector and/or an interested party?	✓	
	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

Certificate of Exemption – AGAR 2018/19 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 2019, 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 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

Harringworth Parish Council

ENTER NAME OF AUTHORITY

certifies that during the financial year 2018/19, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2018/19:

£14,819

Annual gross expenditure for the authority 2018/19:

£15,649

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 has been in existence since before 1st April 2015
- In relation to the preceding financial year (2017/18), 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 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, Annual 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 a public website* before 1 July 2019. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

09/05/2019

Signed by Chairman

Date

09/05/2019

Email

harringworthparishcouncil@gmail.com

Telephone number

01572 747315

*Published web address

harringworthvillage.org

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.

Annual Internal Audit Report 2018/19

Harringworth Parish Council ENTER NAME OF AUTHORITY

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 2019.

The internal audit for 2018/19 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.	✓		
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 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable ✓

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: 29/04/2019, 30/04/2019, 02/05/2019
 Name of person who carried out the internal audit: W. WATERMAN F.C.C.A. AUDITOR

Signature of person who carried out the internal audit:  Date: 02/05/2019

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

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Harringworth Parish Council

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, 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
			✓

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

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

09/05/2019

and recorded as minute reference:

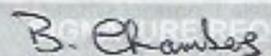
MIN 3-1-2019

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

Chairman



Clerk



Section 2 – Accounting Statements 2018/19 for

Harringworth Parish Council

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	£8,261	£10,237	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	£6,000	£6,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	£1,354	£8,819	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	£825	£1,396	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	£0	£300	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	£4,553	£13,953	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	£10,237	£9,407	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	£10,237	£9,407	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	£20,763	£18,110	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	£7,315	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 2019 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

SIGNED FOR REQUIRED

09/05/2019

Date

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

09/05/2019

as recorded in minute reference:

M3.2.2019 NCE

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

SIGNED FOR REQUIRED