

**All Councillors are summoned to a**  
**BURTON OVERY PARISH COUNCIL ZOOM MEETING**

**on Tuesday 16<sup>th</sup> June at 7.30 p.m.**

- 20/224. Apologies for absence
- 20/225. Questions from members of the public
- 20/226. Declarations of Members interests
- 20/227. To approve as a correct record the minutes of the meeting held on Tuesday 19<sup>th</sup> April 2020 Appendix A
- 20/228. Matters arising and not on the agenda
- 20/229. To consider emergency Covid 19 information & measures that have arisen between meetings
- 20/230. BOPC Volunteer & Support Scheme – to consider how it's working and any changes necessary
- 20/231. Covid 19 related village signs – to receive an update
- 20/232. Planning – to consider
- a. Village Greens – to receive an update
  - b. Ref. No: 20/00641/FUL - The Higher House, Main Street
  - c. Ref. No: 20/00643/FUL - Thornvale Cottage, Bell Lane
  - d. Ref. No: 20/00674/FUL – Amberstone, Scotland Lane
- 20/233. Planning decisions to note – Ref.No 20/00520/FUL - Wheatridge, Main Street - Approved
- 20/234. Finances
- a. Payments to approve – LRALC (training) and to note Zoom Pro Invoices with Chairperson
  - b. On-line bank statement to note payments to Plusnet (Broadband), Clerk (May salary) & HMRC (PAYE) Appendix B
  - c. Presentation of Accounts
    - 1. Payments & Receipts ledger – Chairperson to approve and sign
    - 2. Annual Internal Audit Report & supplementary recommendations – to review & consider To be tabled
    - 3. AGAR section 1 – Annual Governance Statement – to review, consider & approve }
    - 4. AGAR section 2 – Accounting Statements– to review, & approve }
    - 5. Certificate of Exemption from limited assurance review - to review, consider & approve }Appendix C
  - 6. To confirm dates of the period for the exercise of public rights
- 20/235. VE Day commemorative item – to receive an update
- 20/236. Tree Planting – to consider correspondence from Tree Warden Appendix D
- 20/237. Items for the next Agenda
- 20/238. The date of the next meeting is 21<sup>st</sup> July – to confirm

Members of the public and press are welcome to attend this meeting. This meeting may be recorded, filmed or broadcast without prior notice to the Parish Council, provided that such activity does not impede the conduct or business of the meeting.

All appendices may be seen on the website or by application to the Clerk.

This meeting will be held online using Zoom. **To join the Zoom Meeting from an internet enabled device –**

**Join Zoom Meeting**

[https://us02web.zoom.us/j/88994081414?](https://us02web.zoom.us/j/88994081414?pwd=MFercU0rT0x2RG9CZVd4R1VNVm5Pdzo9)

pwd=MFercU0rT0x2RG9CZVd4R1VNVm5Pdzo9

Meeting ID: 889 9408 1414

Password: 539871

**One tap mobile**

+442034815237,,88994081414#,,1#,539871# United Kingdom

+442034815240,,88994081414#,,1#,539871# United Kingdom

**Dial by your location**

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: 889 9408 1414

Password: 539871

Find your local number: [https://us02web.zoom.us/u/ks2SZV1Z4](https://us02web.zoom.us/j/88994081414?pwd=MFercU0rT0x2RG9CZVd4R1VNVm5Pdzo9)

*Kate Barker*

Clerk to the Council

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11.06.20

# BURTON OVERY PARISH COUNCIL

## MINUTES OF A REMOTE MEETING HELD – Tuesday 19<sup>th</sup> May at 7.45pm

**Present :** Cllr Carolyn Carson (Chairperson)  
Cllr Kate Goddard  
Cllr Dave Fletcher  
Cllr Bob Warwick

The Clerk

**20/205. Election of Chairperson** – Cllr Carson agreed to act as Chairperson until May 2021. There were no other nominations and Cllr Carson was unanimously elected. The Declaration of Office was duly signed remotely, in view of all participants, and signed by the clerk subsequently.

**20/206. Election of Vice Chairperson** - Cllr Rankine agreed to act as Vice Chairperson until May 2021. There were no other nominations and Cllr Rankine was unanimously elected.

**20/207. Apologies for absence** - Apologies were received and accepted from Cllr Rankine.

**20/208. Questions from members of the public** – None. It was agreed that notice of the meeting and publication of draft minutes would be notified on the BOPC Info. & Social Whatsapp group.

**20/209. Declarations of interest** – None.

**20/210. Approval of Minutes 21.04.20** – Approved and signed remotely in view of all participants.

**20/211. Matters arising not on the agenda** – None.

**20/212. To consider emergency Covid 19 information and measures that have arisen between meetings** – None.

**20/213. BOPC Volunteer & Support Scheme** – It was agreed that the email and Whatsapp groups were working well and would be kept under review. It was noted that not all residents wished to be part of the scheme and identified potentially vulnerable residents were in contact with other village residents. Cllr Carson to follow up.

**20/214. Covid 19 related village signs** – It was noted that the council had received a mixed response to the privately erected signs. The council didn't have any powers to

remove them but now the Government allowed free, unlimited access to the countryside for exercise they were irrelevant. Cllr Goddard to follow up.

**20/215. To receive a report about the LRALC virtual meeting training** – It was noted that the training was of limited benefit. However, it would be good practice to make decision making more formal in these circumstances so that there could be no ambiguity. Also, given that it was legal to record meetings, if any members of the public were present at a meeting Cllrs should assume that it is being recorded and act accordingly.

**20/216. To receive the Chairperson's Annual Report 2019-20** – Cllr Carson was thanked for her well written report summarising the work of the council during the year. It was agreed that it would be a useful article for the village newsletter. Clerk to contact the editor.

**20/217. Planning to consider**

**a. Village Greens** – It was noted that HDC had originally suggested that the parish council might consider the registration of the green triangle at the end of Scotland Lane as a village green. It was agreed that advice was needed regarding the legal interpretation of the term 'as of right' and other matters, before further consideration could be given to this. Cllr Fletcher to follow up.

**b. Visual access to local green space** – Cllr Warwick reported that he had spoken to the landowner and that the hedge on the designated Open Green Space opposite The Paddocks would be cut in September.

**c. Ref. No: 20/00542/PCD** – Manor House Farm, Main Street. Discharge of Conditions noted.

**d. Ref.No: 20/00565/FUL** – Egerton Cottage, Back Lane. Comments from neighbours were noted. It was agreed however that the revised application reflected the spirit of the Neighbourhood Plan and that any parish council comments could only be made on the basis of the HDC core planning rules and the Neighbourhood Plan. After discussion it was agreed to make no comment.

**20/218. Planning decisions** – Noted.

**20/219. Finances**

The Clerk reported that payment of the Clerk's salary had been missed off the agenda in error. This payment could have been made between meetings but in the interests of transparency would be considered now. Payment of the Clerk's May salary of £264.07 gross was agreed. Bank transfers of £211.27 net salary and £52.80 PAYE were agreed. Clerk to set up and Cllr Rankine to authorise.

**a. On-line bank payments of** £152.33 (LRALC annual subscription), £104.29 (HDC dog waste collection), £211.27 (Clerk's net salary), £124.87 (Clerk's expenses) and £30 (broadband) were noted and initialled by the chairperson remotely in view of all participants.

Receipts of £5,132.50 (precept) and £500 (transfer made from the PC Business Instant Account) were noted. In addition, the standing order payment of £264.07 made in error to

the Clerk and the subsequent refund this amount by the Clerk, was noted. It was noted that this Standing Order had now been cancelled.

**b. To review and agree the remote meeting medium** – It was agreed that the simplest version of Zoom Pro, at £11.99 excluding VAT billed monthly, had more functionality and would be a better quality experience than Skype. It was agreed that the Clerk should set this up for a trial meeting in June.

**c. Payments and Receipts book** – Photographs of the transactions for the year 2019/20 were received for information and approval at the next meeting.

**d. i. A copy of the AGAR** was received for information and approval at the next meeting.

**ii. The evidence for the Governance Statements** was received for information.

**iii. The Bank Reconciliation 2019/20** was received for information and approval at the next meeting.

**iv. The Explanation of Variances** was received for information and approval at the next meeting.

**e. Internal Audit** – It was noted that the audit had begun and was expected to conclude in time for the next meeting.

**20/220. VE Day Grant** – It was noted that HDC had asked councils whether they wished to spend the £500 grant made to assist with VE Day celebrations on a commemorative item, relating to VE Day, instead. It was agreed in principle that this would be a good idea. Cllr Goddard to report to the next meeting what might be available.

**20/221. Data Protection Policy** – The Clerk reported that no changes had been necessary and that the annual review was a useful means of re-familiarising the council with documents and policies.

**20/222. Items for the next agenda** – Audit 2019/20, VE Day grant & village greens.

**20/223. The date of the next meeting** was confirmed as Tuesday 16<sup>th</sup> June.

**The meeting finished at 8.45pm**

**Signed**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**Members of the public are invited to all Parish Council meetings**

Burton Overy Parish Council  
 SPRINGSIDE HOUSE  
 SCOTLAND LANE  
 BURTON OVERY  
 LE8 9DR

**Your Account**

**Sort Code** 30-94-97  
**Account Number** 00228552

**TREASURERS ACCOUNT**

01 May 2020 to 31 May 2020

<b>Money In</b>	£0.00	<b>Balance on 01 May 2020</b>	£5,547.39
<b>Money Out</b>	£294.07	<b>Balance on 31 May 2020</b>	£5,253.32

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
15 May 20	HMRC - ACCOUNTS OF 300000000603112205	FPO		52.80	5,494.59
28 May 20	KATE BARKER 600000000604294789 MAY 2020	FPO		211.27	5,283.32
29 May 20	PNET3122091-1 PNET3122091-1	DD		30.00	5,253.32

**Transaction types**

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			

# Annual Governance and Accountability Return 2019/20 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 2019/20

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 2020**. 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)** 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 2020**.

## 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 2019/20**, page 4
- **Section 1 – Annual Governance Statement 2019/20**, page 5
- **Section 2 – Accounting Statements 2019/20**, 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 2019/20 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 2019/20, 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 2020. 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 2020. 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 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 before approving the annual governance statement and the accounts.
- Make sure that the Annual Governance and Accountability Return 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 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.**
- 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 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 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 2020**.

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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



## Certificate of Exemption – AGAR 2019/20 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 2020, 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 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

Burton Overy Parish Council, Leicestershire

certifies that during the financial year 2019/20, 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 2019/20: £10,606 R AMOUNT £00,000

Total annual gross expenditure for the authority 2019/20: £12,100 R AMOUNT £00,000

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 2016
- In relation to the preceding financial year (2018/19), 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 a public website\* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

16/06/2020

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

16/06/2020

Signed by Chairman

Date

SIGNATURE REQUIRED

16/06/2020

as recorded in minute reference:

20/234. c. 5. MINUTE REFERENCE

Email of Authority

clerk@burtonoverypc.org.uk MAIL ADDRESS REQUIRED

Telephone number

0782 779 7125 NUMBER

\*Published web address

www.burtonoverypc.org.uk PUBLISHED WEBSITE ADDRESS

**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 2020. Reminder letters incur a charge of £40 +VAT**

# Annual Internal Audit Report 2019/20

Burton Overy Parish Council, Leicestershire

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**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.			
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.			
<b>I.</b> Periodic and year-end bank account reconciliations were properly carried out.			
<b>J.</b> 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.			
<b>K.</b> 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. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
<b>L.</b> 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.			
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	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

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

\*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 2019/20

We acknowledge as the members of:

Burton Overy Parish Council, Leicestershire

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	
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:

16/06/2020

and recorded as minute reference:

20/234. c. 3. MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

## Section 2 – Accounting Statements 2019/20 for

Burton Overy Parish Council, Leicestershire

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>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.</i>
1. Balances brought forward	5,301	7,133	<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	8,000	9,600	<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	2,301	1,006	<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	2,860	3,169	<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	5,609	8,931	<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	7,133	5,639	<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	7,133	5,639	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	16,854	16,893	<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.  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 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

05/05/2020

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

16/06/2020

as recorded in minute reference:

20/234. c. 4. MINUTE REFERENCE

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

SIGNATURE REQUIRED



## The Tree Council Branching Out Fund is open - apply now!

### Grant funding to plant trees with young people

Thanks to the generosity of our donors, we are pleased to announce that applications are now open for **The Tree Council Branching Out Fund**.

If you are a school or community group who would like to plant trees or hedgerows in your local area this winter, we will support well-planned projects between £300 - £1,500. It is a simple process and, if you are successful, we will fund 100% of the cost (excluding VAT) provided that young people up to the age of 21 are actively involved in the planting.

At this time, it is unclear what social distancing rules will be in place when the tree planting season begins again. However, we are still keen to encourage groups to develop tree planting projects, managed by small groups in their communities. If Covid-19 restrictions allow, we hope safely-run tree planting activities will happen during National Tree Week – 28 November to 6 December 2020. If your funded project cannot go ahead at any time this winter due to social distancing restrictions, then the delivery deadline of your grant will be extended to the following year. So please don't let Covid-19 stop you telling us about your fantastic tree planting projects. We would love you to apply.

**Please apply and help create a greener, tree-filled future!**

[Find out more and apply](#)

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You are receiving this email because you signed up to receive information from The Tree Council.

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