

All Councillors are summoned to a
BURTON OVERY PARISH COUNCIL SKYPE ANNUAL MEETING
on Tuesday 19TH May at 7.30p.m.

- 20/205. Election of Chairman and signing of Acceptance of Office
- 20/206. Election of Vice Chairman
- 20/207. Apologies for absence
- 20/208. Questions from members of the public
- 20/209. Declarations of Members interests
- 20/210. To approve as a correct record the minutes of the meeting held on Tuesday 21st April 2020 Appendix A
- 20/211. Matters arising and not on the agenda
- 20/212. To consider emergency Covid 19 information & measures that have arisen between meetings
- 20/213. BOPC Volunteer & Support Scheme – to consider how it's working and any changes necessary
- 20/214. Covid 19 related village signs – to discuss
- 20/215. Training and seminars – to receive report from LRALC virtual meeting training
- 20/216. To receive the Chairperson's Annual Report 2019-20 Appendix B
- 20/217. Planning – to consider Appendix C – to follow
- a. Village greens – to consider application form
 - b. Visual access to Local Green Spaces – to receive update
 - c. Ref. No. 20/00542/PCD - Discharge of Condition 5 (windows and doors details) of 19/00943/LBC, Manor House Farm, Main Street
 - d. Ref. No: 20/00565/FUL - (revised scheme of 19/01778/FUL) | Egerton Cottage, Back Lane
- 20/218. Planning decisions – to note
- a. Ref. No. 20/00046/FUL - (revised scheme of 19/01441/FUL), Hebe House, The Lea, Main Street – Approved
 - b. Ref. No. 20/00304/PCD - Discharge of condition 5 of 19/00943/LBC, Manor House Farm, Main Street – Approved
 - c. Ref. No: 20/00416/TCA - Copperfield, Beadswell Lane - Approved
- 20/219. Finances
- a. On-line bank statement to note payments to LRALC (annual subscription),HDC (dog waste collection), Clerk (salary & expenses) & Plusnet (broadband).
To note receipt from HDC (precept), transfer from Bus.Inst.Acc.Acct. & payment made in error to Clerk and repayment of same Appendix D
 - b. To review and agree the remote meeting medium – Zoom £11.99 excl VAT billed monthly
 - c. To receive photos of Payments & Receipts book 2019-20– for approval at June meeting Sent by Whatsapp
 - d. To receive i. AGAR– for approval at June meeting Appendix E
 - ii. Evidence for Governance Statement review – to review Appendix F
 - iii. Bank Reconciliation – for approval at June meeting Appendix G
 - iv. Explanation of variances – for approval at June meeting Appendix H
 - e. To note - Internal Audit in progress

20/220. VE Day Grant – to consider whether to purchase a commemorative item

20/221. Review Data protection policy

Current documents in website Members Area

20/222. Items for the next Agenda – Audit 2019-20

20/223. The date of the next meeting is 16th June 2020 – 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.

This meeting will be held online using Skype. **To join the Skype Meeting from an internet enabled device -**
<https://join.skype.com/MvztVbmCvzuM>

If you wish to attend this Skype meeting, phone in or make written representation, please contact the Clerk as soon as possible so that arrangements can be confirmed.

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

Kate Barker

Clerk to the Council
Tel 07827 797125
Email: clerk@burtonoverypc.org.uk

14.05.20
www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A SKYPE MEETING HELD – Tuesday 21st April 2020 at 7.37pm

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

The Clerk

20/191. Apologies – None

20/192. Questions from members of the public – None

20/193. Declarations of interest – None

20/194. Approval of Minutes 17.03.20 – Approved and to be signed by Cllr Rankine between meetings.

20/195. Matters arising not on the agenda – The Clerk reported that an assurance had been received that Oaks Road construction traffic would not pass through the village. It was noted that Cllr Rankine authorised all bank payments and not Cllr Warwick, as agreed at the last meeting.

Cllr Goddard raised the Village Hall Committee's plan to promote a 'stay-at-home street party' to celebrate VE Day. It was agreed that the BOPC Info. & Social Whatsapp group could be used to provide information. The Clerk to forward information on the email group and deliver to residents without computers.

It was noted that HDC had decided that the VE Day grant received for the May celebrations could instead be used to purchase a commemorative item relating to VE Day. It was agreed that this would be considered at the next meeting.

20/196. Planning – to consider

a. Village greens and visual access to Local Green Spaces – Cllr Fletcher reported that, regarding the triangle of land at the end of Scotland Lane, it was not unusual to register a piece of land as a village green without owning the land, as long as the owner gave consent. Cllr Fletcher to forward application papers to all Cllrs and to be considered at the next meeting.

Cllr Fletcher further reported, in response to concerns that the designated open space opposite The Paddocks was not easily visible, that although Local Green Spaces had some protection, there was little in planning law ensuring that LGS in private ownership was accessible, even visually, although some requirements may be stated in planning consents, including visual splays from driveways. Cllr Warwick to take this further.

b. Ref. No: 20/00416/TCA - Copperfield, Beadswell Lane - The Clerk reported that the consultation period had expired. It was agreed that no objection would have been made.

c. Ref. No: 20/00464/FUL- Wychwood, The Gravel – It was agreed that although architecturally interesting, the location and size of this proposed development would have an overbearing impact on this part of the conservation area. It was agreed that it should not be viewed as a ‘minor, subordinate extension’, and certainly not in view of the surrounding properties and that an objection would be made by BOPC. Cllr Carson to draft.

d. Ref. No: 20/00520/FUL – Wheatridge, Main Street - After discussion it was agreed that there was no objection. Clerk to submit comment.

e. Ref. No: 20/00528/FUL - 1 Baileys Lane - After discussion it was agreed that there was no objection. Clerk to submit comment.

20/197. Planning decision – The Forge Mews: It was noted that the approval stipulated stringent requirements re. street scene and materials to be used.

20/198. Finances

a. Payments of £211.27 net and £52.80 tax (£264.07 total - Clerk’s salary) and £124.87 (Clerk’s expenses) were agreed to be paid by bank transfer. Clerk to set up, Cllr Rankine to authorise.

b. Direct debit payments of £30 (broadband) and £264.07 (clerk’s salary) and bank transfers of £582.00 (website & webmail), £14.34 (printing) and £40 (training) were noted and would be initialled by Cllr Rankine between meetings.

c. Lloyds bank statements – It was noted that the Treasurer’s Account statement was dated 20th March rather than the usual 31st March. The handwritten calculation added to the statement showed transactions until 31st March.

d. Bank Reconciliation March 2020 – Approved and would be signed by Cllr Rankine between meetings. The current a/c balance as per statement was £831.72 and the instant access a/c balance as per statement was £5101.02.

e. End of Year Budget Report – Noted. It was agreed that consideration would be given to increasing the council’s reserves when the precept for 2021/22 was considered. It was further agreed that the reserves would no longer be nominally allocated.

20/199. BOPC Volunteer & Support Scheme – It was agreed that it was working well. Two residents living on their own and not part of the scheme were identified as needing additional support. Cllr Carson to make further enquiries re. any support that may be appreciated.

20/200. Village Directory – To be considered at the September meeting.

20/201. Training & Seminars – It was noted that all LRALC remote meeting training currently offered was on Zoom. It was agreed that whilst Skype had been a successful medium for this meeting, it would be useful to trial the non-paid for version of Zoom. It was agreed that an informal Zoom meeting would take place at 7.30pm on Tuesday 28th April. Clerk to set up scheduled meeting, Cllrs to install Zoom.

20/202. Covid 19 delegated authority motion considered and approved.

It was noted that the **revised Standing Orders to include provision for remote meetings** had been received after the agenda was published. It was agreed it was appropriate to consider these Standing Orders within this agenda item and they were approved.

It was further agreed that this standing item would, in future, be expanded to include any important Covid 19 related matters that were received after the agenda was published.

20/203. Items for the next agenda – End of year accounts, election of Chairperson, VE Day grant monies, Covid 19 related village signs and the remote meeting medium.

20/204. Date of next meeting - It was agreed that the Annual Parish Council Meeting would take place remotely by Skype on 19th May. It was further agreed that the Annual Parish Meeting would not take place this year.

The meeting finished at 20.48

Signed

Date

Members of the public are invited to all Parish Council meetings

BOPC Annual Chairpersons Report

2019/2020

Current Councillors:

Chairperson: Cllr Carolyn Carson

Vice Chairperson: Cllr Sarah Rankine

Cllr Dave Fletcher

Cllr Bob Warwick

Cllr Kate Goddard

Clerk to the council: Kate Barker

During this past year, the Covid crisis has clearly been the single most impactful issue for the council and Burton Overy. As a village, we have really pulled together to ensure those that need additional support have been able to ask for help and receive it. I would like to thank our Clerk, Councillors and members of St Andrew's Church for working collaboratively to implement and manage a Volunteer and Support scheme that has provided a mechanism for ensuring those in need of support receive it. It also provides a forum for community discussion and information exchange. It is working well and will continue whilst the crisis is on-going. The same collaboration has enabled the setting up of collections for our local food banks to help those in need in our wider community.

BOPC has had to change the way meetings are held from personal meetings to virtual meetings by Skype, which we have successfully accomplished. This is likely to continue for some time.

Covid has not been our only work however. The replacement of our street lighting to LED has now been completed and budgeted for adequately. I would like to thank the village residents for their understanding that allowed the raising of the village council tax element to cover the costs of this, going forwards. In terms of budget, due to having to change the way we work to comply with localism and local government requirements, our reserves are reducing, and this is not sustainable for the future. Therefore, through the next year we will be reviewing how these can be boosted, and it may require an increase again to the village element of the council tax. We will keep the village fully informed.

In terms of support for the village, BOPC have increased the amount we pay for the provision of Broadband in the village hall, to increase its speed to provide a more robust internet connection. We have added to the village assets, through joint collaboration with Harborough District Council, and private donation, to raise the funds needed to supply and fit the WW1 commemorative bench on Rectory End. We have funded enhanced signage to better sign post the location of the community defibrillator at the village hall, in response to community requests to do so.

Included in our budget each year is £200 to support community projects. This year we agreed to provide support for the progression of climate change education and how we can be aware of, and contribute to, change. However, due to the Covid crisis, this is currently on hold but do look out for information on this once we are able to resume such projects. We were also going to contribute to VE Day celebrations, but of course that was no longer needed.

During the past year, BOPC have been monitoring the progress of the plans for the new A46 dual carriageway. We shall have to wait to see how the crisis will impact on such plans but we will remain involved where we can.

Finally, I would like to say a massive thank you to our Clerk, Kate Barker. Kate's professionalism and support, including much work in her own time through the Covid crisis, ensures we are effective as a council. BOPC is seeking to reflect the importance of Kate's role by reviewing the terms of contract to ensure it accurately reflects all of the tasks undertaken, and without which we would not be able to operate effectively.

Carolyn Carson

Chair Person BOPC

13th May 2020

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 April 2020 to 30 April 2020

Money In	£5,896.57	Balance on 01 April 2020	£537.65
Money Out	£886.83	Balance on 30 April 2020	£5,547.39

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Apr 20	BURTON OVERY PARIS 309497 07249083	TFR	500.00		1,037.65
03 Apr 20	LRALC LIMITED 300000000588371220	FPO		152.33	885.32
06 Apr 20	HARBOROUGH DISTRIC 100000000584159002 D0016107	FPO		104.29	781.03
08 Apr 20	HDC	BGC	5,132.50		5,913.53
22 Apr 20	KATE BARKER 100000000589242528 APRIL	FPO		211.27	5,702.26
22 Apr 20	KATE BARKER 400000000595421195	FPO		124.87	5,577.39
28 Apr 20	KATE BARKER	SO		264.07	5,313.32
28 Apr 20	PNET3122091-1 PNET3122091- 1	DD		30.00	5,283.32
29 Apr 20	BARKER KATHLEEN CLERK SALARY REFUN	FPI	264.07		5,547.39

Transaction types

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

ENTER NAME OF AUTHORITY

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:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2019/20:

ENTER 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

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Email of Authority

AUTHORITY EMAIL ADDRESS REQUIRED

Telephone number

TELEPHONE NUMBER

*Published web address

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

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 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
M. (For local councils only) 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

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

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:

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 2020, 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.			<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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	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			<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			<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			<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			<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			<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			<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			<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			<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			<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			<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 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

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Assertion	Procedure	Evidence
Assertion 1	Budget & precept setting timely & transparent.	Nov – Jan each year.
	Bank reconciliation quarterly.	Quarterly
	Payments recorded accurately & promptly, checked at meetings	Monthly minutes
	Payments exceeding budget agreed.	As needed
	Budget Reports	Quarterly
	AGAR successfully completed	Annual
Assertion 2	Standing Orders & Financial Regulations followed & reviewed annually.	June 19 & August 2019
	Risk Assessment reviewed annually	November 2019
	Compliant with employment legislation	No notices or fines
	Proper practices ensure all VAT is recovered	VAT refund claim made annually
	Maintains assets, reviewed annually	April 2019 & updated Oct 2019
	Annual review of effectiveness of internal control system	During AGAR approval process
Assertion 3	Acts within powers	Ongoing
	Annual review of compliance with statutory regulations & applicable proper practices.	Ongoing
Assertion 4	Information published annually as required during audit process.	Website / noticeboard
Assertion 5	Risks identified, assessed and addressed. Reviewed annually.	November 2019
Assertion 6	Internal Audit completed	Annually
Assertion 7	No 'Reports' received. Issue raised in 'Other Matters' addressed	Minutes
Assertion 8	No significant events (litigation, liabilities) with a financial impact identified. Ongoing commitments with financial implications addressed in the budget setting process.	None Annually

Bank reconciliation – 2019/20

Name of smaller authority:

County area (local councils and parish meetings only):

Financial year ending 31 March 2020

Prepared by (Name and Role):

Date: 05.05.20

		£	£
Balance per bank statements as at 31/3/20:			
	Treasurers	537.7	
	Bus Inst Access	<u>5,101.0</u>	
			5,638.7
Petty cash float (if applicable)	N/A		-
Less: any un-presented cheques as at 31/3/20 (enter these as negative numbers)		<u> </u>	-
Add: any un-banked cash as at 31/3/20			<u> </u>
			-
Net balances as at 31/3/20 (Box 8)			<u><u>5,638.7</u></u>

Explanation of variances

Burton Overy Parish Council
Leicestershire

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

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

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	5,301	7,133				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	8,000	9,600	1,600	20.00%	YES		+ £900 to fund annual payment to LCC for LED retrofitting of street lamps, + £400 for election expenses, + £125 for councillor webmail addresses and increases of £30 broadband, £50 dog waste collection, £20 insurance, £25 subscriptions and £50 website provision and support
3 Total Other Receipts	2,301	1,006	-1,295	56.28%	YES		-£640 receipts and donations, - £649 VAT refund, - £6 mug sales
4 Staff Costs	2,860	3,169	309	10.80%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	5,609	8,931	3,322	59.23%	YES		+£309 and £208 Clerk's annual leave and home working allowance previously unpaid, +£749 replacement laptop, +£2282 street lights LED retrofit and maintenance, - £275 asset maintenance
7 Balances Carried Forward	7,133	5,639			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	7,133	5,639				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	16,854	16,893	39	0.23%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)