

**MINUTES OF A MEETING OF HASLINGTON  
PARISH COUNCIL HELD ON MONDAY 4th  
MAY 2020 via the Internet**

**Present: Councillor G Beadle (Chairman)**

“ R Hovey  
“ M Deakin  
“ D Kerr  
“ A Casey  
“ A Peake  
“ I Goodwin  
“ Mrs D Farrall  
“ Mrs S Green  
“ Miss L Allen

**Cheshire East Councillor S Edgar**

**11 APOLOGIES**

Apologies for absence received from Councillors H Blake, Mrs J Griffith.  
Councillors Mrs Y Bushill and Miss A Heler were unable to connect via Internet.

**12 DECLARATION OF INTERESTS**

Councillor R Hovey declared an interest in Haslington & Crewe Green Branch, The Royal British Legion. Councillor I Goodwin declared an interest in Crewe Golf Club. Councillor A Peake declared interests in Haslington & Crewe Green Branch, The Royal British Legion, The Yoxall Village Hall Committee and The Red Cross Society an interest in the Yoxall Village Hall Committee. Councillor G Beadle declared an interest in The Yoxall Village Hall Committee. Councillor D Kerr declared an interest as a Member of St Matthews Church PCC. Councillor A Casey declared interests as Trustee of the U3A Sandbach, The Gutterscroft Management Committee and The Frederick Yoxall Trust for the Poor. Councillor Miss L Allen declared interests in The Yoxall Village Hall Committee, Haslington & Crewe Green Branch, The Royal British Legion, Member of the Haslington Surgery PPG, End of Life St Luke's Hospice Winterley. Councillor Mrs S Green declared an interest in Finance. Councillor Mrs D Farrall declared interests in Finance, The Gutterscroft Management Committee and The Frederick Yoxall Trust for the Poor. Councillor M Deakin declared an interest in The Yoxall Village Hall Committee.

13 MINUTES

**RESOLVED** that the Minutes of the Meeting held on 6<sup>th</sup> April 2020 be signed by the Chairman as a correct record.

14 POLICE MATTERS

Correspondence received from Crime Commissioner outlining priorities of Cheshire Police at the present time. No Report received this month.

15 ROAD SAFETY

**Pavements** – hedge requires cutting back – 30 Bradeley Road Haslington. Councillor S Edgar stated he would deal with this matter.

**Roads – Elton Lane Winterley** – complaint received about blocked drains etc. Also speed of vehicles along Alsager Road (no pavements) and danger to walkers. Potholes in Clay Lane towards Newtons Lane require attention – Councillor S Edgar agreed to deal with this matter.

**RESOLVED** that these matters be referred to appropriate authorities.

16 CHAIRMAN'S REPORT

Referred to emails received from Mr M Stafford re use of The Gutterscroft Playing Field. Signage erected by Cheshire East Council re closure. Only the play equipment is closed. Signage to be looked at again. Chairman will reply to Mr M Stafford.

Mr J Green has flattened and re-seeded the football area at The Gutterscroft Playing Field.

Remembrance Sunday 2020 – Councillor Miss L Allen stated that the Haslington & Crewe Green Branch The Royal British Legion wish arrangements to stay the same as in previous years. Councillor A Peake stated he had spoken to the Vicar who is willing to conduct both Services. Chairman has contacted Company re road closure matters – application to Cheshire East Council must be completed in July 2020.

Dealt with Planning Application re caravans – Clay Lane Haslington – objection forwarded to Cheshire East Council.



## **17 VICE-CHAIRMAN'S REPORT**

Resident of Batterbee Court had spoken to him re cutting down of trees at Dove Cottage, The Gutterscroft.

Haslington Circular Walk - have dropped off the remaining copies of the Haslington Circular Walk leaflet with Councillor H Blake who is arranging distribution around Winterley and Haslington. No further copies are likely to be printed.

## **18 CHESHIRE EAST COUNCILLOR REPORT**

Reported that a Cabinet Meeting will be held tomorrow via Zoom. Referred to the closure of Haslington Post Office. Fly tipping is a problem at the present time. Involved with delivering of prescriptions etc. Contacted the Planning Department re Application for caravans at Clay Lane. Dove Cottage – there is no restriction on building other than distancing. Public right of way – Haslington Hal – closure due to coronavirus. As there is an alternative route, Footpaths Officer agrees with closure at the present time. Planning Application for the A500 widening which will affect part of the Haslington Ward. 2 bridges will be demolished and then rebuilt. He requested that the Parish Council make comments on the bridge stressing that they must be dealt with individually to alleviate traffic problems. Chairman of Planning will deal with this matter on behalf of the Parish Council.

## **19 CLERK'S REPORT**

Numerous correspondence has been received and dealt with. No urgent matters for discussion.

## **20 PLANNING MATTERS**

Neighbour Plan – no further information received from Mr A Thomson. Chairman agreed to consult Mr Thomson to discuss matters further.

## **21 WINTERLEY WARD**

People breaking the distancing/stay at home rules at the Pool. Also youngsters congregating on the Village Green.

**22 OAKHANGER WARD**

Bus shelter/bus stop – still not provided on Butterton Lane. Cheshire East Councillor S Edgar to follow up.

**23 Best Kept Gardens Competition 2020.** Councillor Blake suggested that the Parish Council either cancel this event or have a photographic competition instead. Councillors considered this matter and it was

**RESOLVED that the Event be held this year and if necessary due to coronavirus pandemic it could be cancelled nearer the Presentation Event held in either September/October this year; Clerk to contact Councillor Blake requesting further information for next meeting.**

**24** Councillor Miss L Allen stated that the Neighbours Network does not need grant aid at the present time. Councillor A Peake referred to The Red Cross free support line which is manned 7 days a week 10-6pm each day.

**25 VE DAY – 8<sup>th</sup> MAY 2020**

Councillor Miss L Allen informed Members that she along with one Member of the Haslington & Crewe Green Branch, The Royal British Legion will place a wreath on The War Memorial at 2.30pm. The flag will be raised on The Village Green.

**26 FINANCE**

During the month the following accounts were made – Cheques Nod 303879 to 303882. -

**RESOLVED that the action taken be approved.**

The following accounts have been received for payment – Cheques Nod 303883 to 303887.

**RESOLVED that the above accounts be paid.**

**End of Year Accounts** – Chairman of Finance referred to various matters and it was noted that the Documents etc are ready for the Internal Auditor.

27      **DATE OF NEXT MEETING – 1st June 2020.**

**ANNUAL INTERNAL AUDIT REPORT FOR YEAR ENDING MARCH 2020  
HASLINGTON PC**

My appointment as Internal Auditor was ratified by the Parish Council during the year and I have been happy to provide the required service and to respond to any ad hoc queries as they arose

Detailed below is the scope of the audit work and the reviews undertaken during the year.

My remit was to give an assurance on the operation of financial systems and controls, and accuracy of the financial statements.

**SUMMARY/SCOPE OF INTERNAL AUDIT PERFORMED**

2 spot visits per annum (optional dependent on risk) to check/review periodic bank reconciliations and monitoring of expenditure against budget.

Review of Standing Orders / Financial Regulations.

Review of financial systems of control and safeguards against fraud (limited testing).

Review of insurance provision, Tax, VAT, Asset Register, and other financial documents/matters relating to Council business.

Full detailed review of year end accounts and supporting evidence.

Analytical Review.

Completion/Review of standard audit documentation and returns.

Provision of ad hoc assistance and support as requested

Assistance in responding to External Audit questions.

Provision of annual Internal Audit report for 2019/20



**HASLINGTON PARISH COUNCIL-ANALYTICAL REVIEW YEAR ENDING-31/3/2020**

**AUDITCOMMISSION ADDITIONAL ADVICE TO ASSIST COMPLETION -STATES THAT ONLY SIGNIFICANT VARIANCES (10% or £100) REQUIRE DETAILED EXPLANATION**

**BALANCES BFWD**-increase of approx. £42.2k was brought about by the significant delays in large scheme projected expenditure for last year. This mainly being the delays due to weather in play project scheme expenditure/completion (paid £37k within 2019/20)

**PRECEPT**-increase of £1.4k to reflect the projected spend in the budget for the year including slippage on schemes from previous year ( refer to last years analytical review)

**OTHER RECEIPTS**-increase in receipts of £1.2k.as a result of a grant of £1150 paid by Cheshire East

**STAFFING COSTS**-unchanged

**OTHER PAYMENTS**- increased by £47.4k funded by increased bfwd balance and this years budget/projected spends The payments mainly compromise of £37k due to slippage in progress of refurbishment of the playground and numerous smaller payments and associated costs

**BALANCES CFWD**-reduction in bal of approx.£3 k is due to the movement in other balance mentioned above

**TOTAL FIXED ASSETS** -increased balances of £43.6k during 2019/20 to reflect the deferred play project scheme and costs as shown by the increased in other payments

Education Valuation and Support Services  
CLC/SC has PC AR MAY20



## ISSUES ARISING IN 2020

All issues raised last year have been addressed and there were no further matters to be raised this year

## CONCLUSION

*Subject to the above and based upon the work I have undertaken I have concluded that the Council has in place effective and robust systems of financial control.*

*There is also effective budgetary control and monitoring procedures.*

*I have therefore concluded that the council is well run, effective, and provides a good service to the local community.*

Education valuation and Support Services  
CLC/SC has PC Report may20



# SUMMARY

**1 INCOME & EXPENDITURE (Acc. No.177)**  
31.03.20.

Income	£156,747.94
Expenditure	£91,010.09

✓ Agreed to R+P/B. Stoker Accounts  
✓ Agreed to R+P/B. Stoker Accounts

**1 BALANCE** £65,737.85 T

**2 BANK STATEMENT**  
31.03.20.

**Community Directplus**  
Account No. 61029703 00  
Account No. 61031678 00

£65,995.18
£143.85

✓ Agreed to B. Stoker

**2 BALANCE (Gross)** £66,139.03 T

**3 OUTSTANDING CHEQUES**

Cheques outstanding from current accounts for 2019/20

303833	£50.00	Wp	
303857	£264.00	Wp	
303867	£70.40	Wp	
303873	£16.78	Wp	

✓ Agreed/credited to B. Stoker  
" "  
" "

Total	£401.18 T
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None shown on B/S.

**3 BALANCE (Nett)** £65,737.85 T

Grants/Donations/Insurance Claims relative to 2019/20 Budget Figures

# Annual Governance and Accountability Return 2019/20 Part 3

HASLINGTON PARISH COUNCIL 2019/20

## To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2020
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at <b>31 March 2020</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	N/A	

\* *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)



# Annual Internal Audit Report 2019/20

HASLINGTON PARISH COUNCIL 2019/20

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.	✓	updated 2020 April	
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

12-19/5/2020

Name of person who carried out the internal audit

EDUCATION VALUATION AND BUSINESS SUPPORT SERVICES.

Signature of person who carried out the internal audit



Date

20/5/20

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

HASLINGTON PARISH COUNCIL 2019/20

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
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

and recorded as minute reference:

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

Chairman

Clerk

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



## Section 2 – Accounting Statements 2019/20 for

HASLINGTON PARISH COUNCIL 2019/20

	Year ending		Notes and guidance	
	31 March 2019 £	31 March 2020 £		
1. Balances brought forward	26,098	68,346	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	83,000	84,397	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	2,796	1,005	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	1,724	1,724	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	42,324	89,786	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	68,346	65,738	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	68,346	65,738	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	415,578	459,252	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	—	—	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)	N/A	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
			✓	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

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

as recorded in minute reference:

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



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

In respect of

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

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

### 2 External auditor report 2019/20

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2019/20

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

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