

Minutes of Hovingham with Scackleton Parish Council
Parish Council Meeting held at 2.00pm on Wednesday 13th May 2020

Present - Following Government Guidance a Physical Meeting could not be safely held – Councillors were contacted by email prior to 13th May – All decisions were unanimously supported by all those taking part

Councillor P. Chapman, Councillor Dr N. Robson, Councillor R. Wainwright, Councillor M. Wilson., Councillor F. Colenso **Clerk.** Mrs S. Wainwright

Election of Chairman.

Councillor P. Chapman will remain Chairman until a physical meeting can be safely held

Election of Vice Chairman.

Councillor M. Wilson will remain Vice-Chairman until a physical meeting can be safely held

Minutes of the Annual Parish Council Meeting held on 8th May 2019

It was agreed that the minutes of the Annual Parish Council Meeting held on 8th May 2019, and the Parish Council Meetings held on 8th January and 25th March 2020 will be submitted for approval at the first physical meeting that can be safely held.

Appointment of representatives to external organisations (these will remain in place until a physical meeting can be safely held)

Presentation of Annual Accounts.

The internally audited accounts for 2019/20 were presented to all.

Copies had been circulated to all Councillors and are attached to these minutes.

a) **CERTIFICATE OF EXEMPTION:** To certify Hovingham with Scackleton Parish Council as exempt from external audit for fiscal year 2019/20 **RESOLVED** that Hovingham with Scackleton Parish Council is exempt from external audit for the year 2019/20 as its annual turn-over does not exceed £25,000.

b) **ANNUAL INTERNAL AUDIT REPORT 2019/20** To note the Annual Internal Audit Report for 2019/20 included at page 4 of the Annual Governance and Accountability Return 2019/20 **RESOLVED** that Annual Internal Audit Report for 2019/20 included at page 4 of the Annual Governance and Accountability Return 2019/20 be noted.

c) **ANNUAL GOVERNANCE STATEMENT:** To approve Section 1 Annual Governance Statement 2019/20 for Hovingham with Scackleton Parish Council on page 5 of the Annual Governance and Accountability Return 2019/20 **RESOLVED** that Hovingham with Scackleton Parish Council approve Section 1 Annual Governance Statement 2019/20 for Hovingham with Scackleton Parish Council on page 5 of the Annual Governance and Accountability Return 2019/20.

d) **ACCOUNTING STATEMENTS 2019/20:** To approve Section 2 Accounting Statements 2019/20 for Hovingham with Scackleton Parish Council on page 6 of the Annual Governance and Accountability Return 2019/20 **RESOLVED** that Hovingham with Scackleton Parish Council approve Section 2 – Accounting Statements 2019/20 for Hovingham with Scackleton Parish Council on page 6 of the Annual Governance and Accountability Return 2019/20

e) **PUBLICATION OF DOCUMENTS:** To approve the publication of documents required by Accounts and Audit Regulations 2015 the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. **RESOLVED** that in accordance with the Accounts and Audits Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and Transparency Code for Smaller Authorities, Hovingham with Scackleton Parish Council will publish the following documents on a public website:

- Certificate of Exemption
- Annual Internal Audit Report 2019/20
- Section 1 Annual Governance Statement 2019/20
- Section 2 Accounting Statements 2019/20 page 6
- Analysis of variances.
- Bank Reconciliation to 31st March 2020.

- Notice for the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Signatures required for cheques.

Current signatories are Mrs S. Wainwright, Councillor M. Wilson and Councillor F. Colenso.

Appointment of an Internal Auditor.

Councillor P. Chapman proposed and it was agreed to ask Mrs J. Vowles to inspect the 2020/21 accounts. Agreed the clerk purchase a gift voucher for Marks and Spencer as a token of appreciation for auditing the accounts.

Appointment of a Responsible Financial Officer. Mrs S. Wainwright will remain as Responsible Financial Officer.

Date of Next Meeting

8th July 2020 at St. George's Church, Scackleotn at 7pm if it is safe to do so

Proposed Dates for meetings 2020

Hovingham Village Hall Community Room. All meetings commence at 7pm.

9th September 2020

11th November 2020

The meeting closed on conclusion of business at 2:10pm.

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.

Hovingham with Scackleton Parish Council

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 **£7,873**

Total annual gross expenditure for the authority 2019/20:

ENTER AMOUNT **£5,981**

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

Signed by Mrs S. Wainwright

13/05/2020

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

13/05/2020

Signed by Chairman

Date

Signed by Cllr P. Chapman

13/05/2020

as recorded in minute reference:

Certificate of Exemption

Email of Authority

parishclerk@hovingham.org.uk

Telephone number

(01653) 628364

*Published web address

www.hovingham.org.uk/2019annualreturn

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

Hovingham with Scackleton Parish Council

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.	YES		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		
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.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	YES		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
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.	YES		
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")	YES		
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.	YES		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	YES		

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

Date(s) internal audit undertaken

29/04/2020 YY DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

Mrs Jan Vowles INTERNAL AUDITOR

Signature of person who carried out the internal audit

Signed by Mrs J. Vowles

Date

29/04/2020 Y

*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:

Hovingham with Scackleton Parish Council

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

*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:

13/05/2020

and recorded as minute reference:

Annual Governance Statement

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

Chairman Signed by Cllr P. Chapman

Clerk Signed by Mrs S. Wainwright

Section 2 – Accounting Statements 2019/20 for

Hovingham with Scackleton Parish Council

	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	£10,596	£13,484	<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	£6,017	£6,017	<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	£1,803	£1,856	<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	£0	£0	<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	£4,932	£5,981	<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	£13,484	£15,376	<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	£13,484	£15,376	<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	£59,736	£64,983	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	£0	£0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	YES		<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

Signed by Mrs S. Wainwright

Date 13/05/2020

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

13/05/2020

as recorded in minute reference:

Accounting Statements

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

Signed by Cllr P. Chapman