



TOWN COUNCIL 14 JUNE 2021

Roz Barnett
SAXMUNDHAM TOWN COUNCIL

Saxmundham Town Council
CIL Reserves 21/5/2021

Code	Account	Income	Expenditure	Closing Balance
	EMR - CIL 16/17	£ 1,460.00	£ 1,460.00	Path at Skatepark £ -
321	EMR - CIL 17/18	£ 1,036.00	£ 1,036.00	Neighbourhood plan £ -
322	EMR - CIL 18/19	£ 1,432.00	£ 1,432.00	Benches Memorial Field £ -
				Play Equipment, Community Arts Facility, Kitchen fromus
323	EMR - CIL 19/20	£ 35,039.65	£ 18,000.00	Centre, Market Hall Upgrade £ 17,039.65
324	EMR - CIL 20/21	£ 30,656.30	£ -	£ 30,656.30
327	EMR - CIL 21/22	£ 30,757.55	£ -	£ 30,757.55
				Total available CIL £ 78,453.50

- b) Councillors noted the report from February 2020.
RESOLVED To recommend to the Town Council that an informal planning day be organised to allow councillors to review the allocation of CIL and to consider which assets would be advantageous for the Town Council to own.
- c) CIL Annual Return. The Committee reviewed the Annual CIL Return which had to be submitted to East Suffolk District Council
RESOLVED: To approve the Annual CIL Return.

106/20R Review of Earmarked Reserves 2021-2022

- a) The Committee received the report on reserves and noted that at the end of March 2021 that the General Reserve was £101,715 and the Earmarked Reserve was £24,536.99.
- b) The Committee discussed the levels of the reserves and agreed that the current General Reserves were more than sufficient to comply with the levels set within the Council's Reserves Policy. It was therefore decided to move £10,000 to the Capital Replacement Fund.

RESOLVED: That £10,000 be moved from the General Reserve to the Capital Replacement Fund.

107/20R Asset Register

- a) The Committee reviewed the Asset Register and asked the Clerk to check whether there should be an additional bin and grit bin listed. It was agreed that the projector should be listed on the Market Hall list of assets. They noted that the revised Asset Register Total now stood at £425,175.
- b) The Clerk explained to the Committee there was too much office furniture in the Town House, and she would be seeking to relocate it locally. (N.B. The furniture had been donated and was not shown on the asset register)

108/20R Future Use of the Town House

The Clerk explained that during lockdown the Town House had become community hub, with IP17 GNS using the building. She reported that the arrangement had been beneficial to the Town Council as lone working was an issue before IP17 GNS moved in. Councillors stated that the Town Council operations should take priority but where interests were mutually beneficial, shared use could continue. The Clerk agreed to set up a meeting of key individuals to discuss the logistics of shared space.

Appendix A

Saxmundham Town Council

Payments for Approval/ Recording April 2021

A/c Code	Date	Source	Transaction Ref	Transaction Detail	Amount
4235	07/04/2021	Cashbook	DD	Bank Charges	£15.10
4000	09/04/2021	Cashbook	DD	NEST Pensions	£370.94
4205	09/04/2021	Cashbook	DD	Wave Water	£60.00
4205	09/04/2021	Cashbook	DD	Opus Energy	£126.10
4205	19/04/2021	Cashbook	DD	British Gas	£74.64
4245	19/04/2021	Cashbook	DD	Corona Corporate Solutions	£238.80
4250	19/04/2021	Cashbook	DD	Lone working devices	£155.52
4000	27/04/2021	Cashbook	TRANSFER	Salary 1	£2,539.85
4000	27/04/2021	Cashbook	TRANSFER	Salary 2	£934.98
4650	18/03/2021	Purchase Ledger	SCNO	Dog Bin on Boundary Belt	£150.00
4280	23/03/2021	Purchase Ledger	ESPO	Paper Towel Dispenser	£35.04
4810	23/03/2021	Purchase Ledger	FRED	Horticultural Planting Advice	£270.00
4650	28/03/2021	Purchase Ledger	SCNO	Play Equipment Repair	£210.00
4650	28/03/2021	Purchase Ledger	SCNO	Grass Cutting Seamans Avenue	£192.82
4800	29/03/2021	Purchase Ledger	ESDC	Club House - Rates	£910.68
4205	01/04/2021	Purchase Ledger	SCNO	Annual Refuse Town House	£385.63
4250	01/04/2021	Purchase Ledger	SALC	SALC Subscription	£1,054.79
4200	09/04/2021	Purchase Ledger	FISH	Cleaning Materials, Misc	£16.83
4255	09/04/2021	Purchase Ledger	RIAL	Year End Online Closedown	£672.00
4650	09/04/2021	Purchase Ledger	BEACON	Batteries Speed Sign	£132.00
4270	12/04/2021	Purchase Ledger	BHIB	Annual Insurance Premium	£2,158.97
4520	13/04/2021	Purchase Ledger	DWILKINS	Hanging Flags High Street	£300.00
4670	13/04/2021	Purchase Ledger	BEACON	Replacement Strip Light Office	£73.74
4255	19/04/2021	Purchase Ledger	ROZB	Zoom refund to Clerk	£14.39
4405	19/04/2021	Purchase Ledger	HERR	Website Training	£60.00
4520	19/04/2021	Purchase Ledger	ROZB	Refund Bunting Materials	£41.38
4810	19/04/2021	Purchase Ledger	ROZB	Expenses - Refund to Clerk	£32.63
4825	19/04/2021	Purchase Ledger	ROZB	Map Refund to Clerk	£30.60
4835	19/04/2021	Purchase Ledger	ROZB	Planning Refund to clerk	£322.00
4550	29/04/2021	Purchase Ledger	ESDC	Youth Booth - Rates	£225.24
4310	21/04/2021	Purchase Ledger	J Chesterfield	Cleaning	£ 24.00
4320	21/04/2021	Purchase Ledger	C Richards	Maintenance	£118.75
Additional Transfer to Market Hall			Refund VAT Quarter 3 and 4		£ 3,372.00
Additional Transfer to Market Hall			50% of Annual Grant		£ 8,000.00

Appendix B

Market Hall

Payments for Approval/Recording April 2021

for the period 01/04/2021 to 30/04/2021

105	06/04/2021	Cashbook	DD	Gas	EON	£	66.07
4205	06/04/2021	Cashbook	DD	Electricity	EON	£	85.39
4235	01/04/2021	Purchase Ledger	DD	Bank Charges	Barclays	£	9.50
4310	01/04/2021	Purchase Ledger	INVOICE	Cleaning Materials	ESPO	£	71.76
4320	01/04/2021	Purchase Ledger	INVOICE	Hinges for noticeboards	FISHERS	£	5.70
4205	01/04/2021	Purchase Ledger	INVOICE	Waste Removal	NORSE	£	56.00
4310	21/04/2021	Purchase Ledger	Invoice	Cleaning	J Chesterfield	£	124.00
4320	21/04/2021	Purchase Ledger	Invoice	Maintenance	C Richards	£	75.00
Additional Transfer		Refund VAT Quarter 3 and 4				£	3,372.00
Additional Transfer		50% of Annual Grant				£	8,000.00

**Minutes of the Meeting of the Planning & Development Control Committee
6.00 PM 28th April 2021 in the Market Hall**

Councillors: Cllr. J. Fisher (Chair) Cllr. C. Hawkins Cllr. N. Hiley

Also Present: J. Morcom (Assistant Town Clerk (ATC))

16/21PD Apologies for absence
None have been received.

17/21PD Pecuniary/Non-Pecuniary Interests
None declared at this point.

18/21PD Minutes of the Previous Meeting held 28th April 2021
It was unanimously **RESOLVED** to approve the minutes of the meeting held 22nd February 2021. The minutes were signed.

19/21PD Open Forum
No members of the public had joined the meeting.

20/21PD Planning Applications
DC/21/2075/VOC: 28 High Street. Change of opening hours to Monday to Thursday 8.30 – 21.00, Friday and Saturday 8.30 – 22.00 and Sundays 11.00 to 17.00.
It was unanimously **RESOLVED** that the Town Council had no objections to the application.

DC/21/1722/LBC: 11a Albion St. Listed building consent to paint the exterior of a brick built outbuilding.
It was unanimously **RESOLVED** that the Town Council had no objections to the application.

DC/21/2088/FUL: 38 Heron Rd. Porch extension to the front of building.
It was unanimously **RESOLVED** that the Town Council had no objections to the application.

DC/21/2136/FUL: 10 Manor Gardens. Replacement of side extension to form open plan kitchen, alteration of first floor bedroom ensuite, changes to fenestration, and proposed single garage.
It was unanimously **RESOLVED** that the Town Council had no objections to the application.

21/21PD Recent Planning Decisions. – none to report.

The next meeting of the Planning and Development Control Committee will be at 6pm on Wednesday 2nd June 2021.

The meeting closed at 6.30 p.m.

Jennifer Morcom, Assistant Clerk to Saxmundham Town Council
The Town House, Station Approach
Saxmundham, IP17 1BW

Market Hall payments and receipts 31 of May

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Payee Name or Description
Payments May				
23/04/2021	8854455	£ 153.06		Wave Water
04/05/2021	DD	£ 213.94		EON Gas
05/05/2021	A100188965	£ 2,064.53		PHS Annual charge (Includes Town House £748.38)
06/05/2021	DD	£ 8.10		Barclays Bank charges
11/05/2021	DD	£ 59.21		EON electric
14/05/2021	421&428	£ 95.00		V.C. REDHEAD Hand driers (Includes £65 Town House)
14/05/2021	33116	£ 53.10		East Anglia Leisure lighting clips for hanging
14/05/2021	5563	£ 30.00		Herringbone Design Ltd website update
14/05/2021	138121	£ 156.00		Cavendish laboratories -legionella testing
14/05/2021	6025946	£ 204.18		ESPO - Cleaning supplies
21/05/2021	May 21	£ 129.00		J Chesterfield Cleaning
				Morgan fire protection ltd Fire risk Assessment (Includes £120 Town House)
30/05/2021	Fire Risk	£ 420.00		
Income May				
06/05/2021	Interest		£ 0.53	Barclays Loyalty reward
10/05/2021	Rent-TestC		£ 1,000.00	Rental Covid Centre April
14/05/2021	RentElec		£ 300.00	Rental Elections
18/05/2021	RentESTA		£ 30.00	Rental ESTA
25/05/2021	Refund		£ 65.00	Refund from Town Council for VC Redhead Invoice
25/05/2021	Refund		£ 120.00	Refund from Town Council for Morgan Fire Invoice
		£ 3,586.12	£ 1,515.53	

Detailed Income & Expenditure by Account 08/05/2021

Month No: 2

Account Code Report

	Actual Current Mth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4555 S137 Purchases	0	0	500	500		500	0.0%
4560 Other S137 Grants	0	0	1,000	1,000		1,000	0.0%
4599 Covid 19 Emergency Fund	0	0	13,000	13,000		13,000	0.0%
4605 Notice Board	0	(348)	0	348		348	0.0%
4650 General STC Maintenance	50	354	15,000	14,646		14,646	2.4%
4670 OPS building maintenance	350	411	3,500	3,089		3,089	11.8%
4675 Youth Booth Maintenance	0	0	2,500	2,500		2,500	0.0%
4705 NP Other Costs	0	0	6,000	6,000		6,000	0.0%
4800 Youth Booth	0	911	0	(911)		(911)	0.0%
4810 Saxmundham Bloom	0	33	3,000	2,967		2,967	1.1%
4815 Grounds Maintenance	0	0	2,000	2,000		2,000	0.0%
4820 Play inspection	0	0	400	400		400	0.0%
4825 Market rubbish	0	26	1,500	1,475		1,475	1.7%
4830 Street Furniture	0	0	2,000	2,000		2,000	0.0%
4835 Markets and Tourism	0	268	1,000	732		732	26.8%
Total Overhead	16,930	35,510	229,384	193,874	0	193,874	15.5%
Total Income	9,902	159,071	229,384	70,313			69.3%
Total Expenditure	16,930	35,510	229,384	193,874	0	193,874	15.5%
Net Income over Expenditure	(7,028)	123,561	0	(123,561)			
plus Transfer from EMR	0	0					
less Transfer to EMR	0	30,758					
Movement to/(from) Gen Reserve	(7,028)	92,803					

Agenda Item 9c – Appendix 5 – Bank Reconciliations as of the 31 May 2021

Date: 02/06/2021

Saxmundham Town Council

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Time: 17:51

Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Current Bank A/c

User: TOWNCLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/C	31/05/2021		238,685.54
			<u>238,685.54</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			238,685.54
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			238,685.54
		Balance per Cash Book is :-	238,685.54
		Difference is :-	0.00

Date: 02/06/2021

Market Hall

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Time: 12:12

Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Current Bank A/c

User: TOWNCLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Acc	31/05/2021		14,925.08
			<u>14,925.08</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			14,925.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			14,925.08
		Balance per Cash Book is :-	14,925.08
		Difference is :-	0.00

2.0 Recommendation.

- 2.1 It is recommended that Saxmundham Town Council commission Target Animation to provide the Christmas lights for the next three years.

Part 2 Christmas Event

2.0 Summary.

- 1.1 The Town Council has organised a Christmas Lights Switch on for many years. There is normally a large Town Event with a road closure including, stalls, live music and a stage. The date proposed by the businesses this year is Friday 3 of December.
- 1.2 The newly formed events group are taking the lead on the project and a budget will be required for the event. Estimate of cost: staging (£1000), entertainments (£1200), promotion (£200) security (£500) and road closure (£1600).
- 1.3. Last year the Town Council paid £1025 for the Christmas trees to help the Town Centre Businesses during the pandemic.

2.0 Recommendations.

- 2.1 It is recommended that Saxmundham Town Council allocate £4500 of the Events budget towards the Christmas event.

Legal power to make decision.

Local Government Act 1972 s.144

Power to encourage visitors and provide conference and other facilities, encourage persons, by advertisement or otherwise, to visit their area for recreation, for health purposes, or to hold conferences, trade fairs and exhibitions in their area

Local Government Act 1972, s.145(1) and (2).

Power to provide entertainments and facilities for dancing in or outside of the council's area, and power to provide or contribute to entertainment, dancing, theatre, concerts, bands, orchestras, arts, and crafts etc.

Agenda Item 16 – Appendix 9 – Christmas lights and Event Report
Correspondence Log June 2021

Item Number	Correspondence received.	Action Taken	Outcome
1.	Resident alerted the Council to the road works in Street Farm Road and the establishment of two GPO storage containers.	Assistant Clerk referred to Planning	Resolved
2.	Saxmundham District Litter Pickers suggested that a working party could be put together to tidy up Fromus Square	Informed East Suffolk	Ongoing
3.	CYDS asked if they could create a small garden by the Youth Booth	Clerk referred to the Amenities Committee	Ongoing
4.	Resident offered to help put together a welcome pack for new residents	Clerk Responded	Ongoing
5.	Resident reported Horsetail infestation and complimented the Council on the new website	Clerk Responded	Ongoing
6.	Resident complained about signs blocking the paths	Clerk responded	Resolved
7.	East Suffolk Lines Community Rail Partnership asked for art ideas for the boarded-up windows.	Noted in correspondence	Ongoing
8.	Resident suggested ideas for Christmas event.	Clerk Responded	Resolved
9.	The County Councillor reported that a resident had reported speeding in Church Street.	Noted in correspondence	Ongoing
10.	Resident reported that she was pleased to see the fly tip has been removed from the footpath between Seaman Avenue and Gilbert Rd.	Noted in correspondence	Ongoing
11.	Art Station expressed an interest in setting up a Makers Market in the Market Hall	Clerk Responded	Ongoing

ITEM 13 APPENDIX 7

Internal Audit Report for Saxmundham Town Council for the year ending March 31st 2021

Clerk	Roz Barnett
RFO (if different)	Karen Forster was RFO from 23/03/2020 (min 19/06). From November 2020 Roz Barnett was appointed RFO from 09/11/2020.
Chairperson	Cllr J Smith
Precept	£224,500
Income	£47,304
Expenditure	£239,736
General reserves	£101,715
Earmarked reserves	£72,232
Audit type	Year End
Auditor name	Colin Poole on behalf of SALC

Introduction

The primary objective of internal audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council. To achieve this SALC adopt a predominantly systems-based approach to audit.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with reference to:

- the effectiveness of operations

Section 1 – proper bookkeeping The internal auditor will look at the methods and processes used to manage the council's accounts and in particular that it provides clear data for reporting and monitoring purposes. This includes checking information is accurate, kept up to date, referenced and verified.		
Evidence		<i>Internal auditor commentary</i>
<i>Is the ledger maintained and up to date?</i>	Yes	The Council uses income and expenditure basis for accounting.
<i>Is the cash book up to date and regularly verified?</i>	Yes	The council uses the RBS Omega accounting package. The cash book is reconciled on a monthly basis.
<i>Is the arithmetic correct?</i>	Yes	No errors were found in the sample payments tested.
Additional comments:		

Section 2 – Financial Regulation and Standing Orders The internal auditor will check the date the Council carried out its annual review of both Standing Orders and Financial Regulations and in particular check if these are based on NALC'S latest model which include legislative changes.		
Evidence		<i>Internal auditor commentary</i>
<i>Have Standing Orders been adopted, up to date and reviewed annually?</i>	Yes	Council adopted Standing Orders in June 2020
<i>Are Financial Regulations up to date and reviewed annually?</i>	Yes	Council adopted Finance Regulations in June 2020 and approved minor amendments to them in October 2020 (min 065/20TC)
<i>Has the Council properly tailored the Financial Regulations?</i>	Yes	
<i>Has the Council appointed a Responsible Financial Officer (RFO)?¹</i>	Yes	It forms part of the Clerk's contract
Additional comments:		

¹ Section 151 Local Government Act 1972 (d)

Section 4 – Risk management The internal auditor will expect to find evidence of the management of risks from identification of what those are for each individual Council through to how these will be managed and the controls in place to mitigate these and that these have been approved by the Council.			
Evidence			Internal auditor commentary
<i>Is there evidence of risk assessment documentation?</i>	Yes		The council reviewed the report on the risk register at the meeting held 08/03/2021 (min 147/20TC.a)
<i>Is there evidence that risks are being identified and managed?</i>	Yes		The document <i>Assessment of management of risks</i> was seen.
<i>Does the Council have appropriate and adequate insurance cover in place for employment, public liability and fidelity guarantee and has been reviewed on an annual basis?</i>	Yes		At the meeting 13/07/2020 the council approved distributing funds not to exceed £85,000 in bank accounts, to ensure protection of funds by the FCA. The council reviewed the insurances at the meeting held 08/03/2021 (min 147/20TC.c) EL = £10m PL = £15m FG = £0.5m, which is sufficient to cover the potential risks
<i>Evidence that internal controls are documented and regularly reviewed⁴</i>	Yes		1 st June 2020 (min 08/20TC) the Town Council accepted the internal controls review report. The resources committee considered the 2021/22 internal control statement on 26/04/2021 (min 94/20R.c)
<i>Evidence that a review of the effectiveness of internal audit has been carried out during the year⁵</i>	No		Not seen Recommendation: The internal audit, as well as being received by the council and any issues it raises are addressed, then itself needs to be reviewed as to whether it met the Council's expectations in terms of effectiveness, and the specification for the audit needs to then be updated accordingly.
Additional comments:			

⁴ Accounts and Audit Regulations

⁵ Governance and Accountability Guide

Section 6 – income controls The internal auditor will seek evidence to ensure income is correct managed – recorded, banked and reported and test mechanisms used to achieve this.		
Evidence		Internal auditor commentary
<i>Is income properly recorded and promptly banked?</i>	Yes	
<i>Is income reported to full council?</i>	Yes	Within the finance reports including reporting precept
<i>Does the precept recorded agree to the Council Tax Authority's notification?</i>	Yes	£112,250 banked 01/05/20 and £112,250 on 30/09/20
<i>If appropriate, are CIL reporting schedules in accordance with the Regulations?⁷</i>	Yes	CIL reserve currently stands at £47,695.95
<i>Is CIL income reported to the council?</i>	Yes	Via the report to the Resources Committee
<i>Does unspent CIL income form part of earmarked reserves?</i>	Yes	
<i>Has an annual report been produced?</i>	Yes	
<i>Has it been published on the authority's website?</i>	Yes	The report to March 2021 was found on the website.
Additional comments:		

⁷ Community Infrastructure Levy Regulations 2010

Section 8 – Payroll controls The Internal Auditor will check salaries are approved in accordance with PAYE, NI, Pension and that there is a clear understanding that the clerk is not self-employed. If the Clerk was recruited after 1 st April 201, evidence will be required to show compliance with the new requirements for the statement of employment, Induction, probation periods and training requirements. The Internal Auditor will also review how payroll is managed including evidence of approval of payslips.			Internal auditor commentary
Evidence			
Do all employees have contracts of employment?	2		Resources committee approved use of model contract for the Assistant Clerk 26/10/20 (min 63/20R)
Has the Council approved salary paid?	Yes		e.g resources committee 01/09/2020 (min 45/20R)
Minimum wage paid?	N/A		
Are arrangements in place for authorising of the payroll and payments to the council? Does this include a verification process for agreeing rates of pay to be applied?	Yes		Resources Committee reviews this
Do salary payments include deductions for PAYE/NIC? Is PAYE/NIC paid promptly to HMRC?	Yes		
Is there evidence that the Council is aware of its pension responsibilities? Are pension payments in operation? ⁸	Yes		Payments to NEST are made monthly
Are there any other payments (eg: expenses) and are these reasonable and approved by the Council?	Yes		
Additional comments:			

⁸ The Pension Regulator – [website click here](#)

Section 10 – bank reconciliation The internal auditor will seek to establish that the Council understands and can evidence good practice and internal control mechanisms in relation to bank reconciliation.		
Evidence		Internal auditor commentary
Is bank reconciliation regularly completed and reconciled with the cash book and cover every account?	Yes	
Do bank balances agree with bank statements?	Yes	Barclays 'In Bloom' 2825: £889.53 closed 27/04/2020 transferred to 5653 30/03/21 – Barclays STC: 5653: £114,715.54 31/12/20 – Cambridge BS 4371: 60,024.59 Banked funds as at 31/03/21: £174,740.13 30/03/21 – Barclays 'Market Hall Charity' 7433: £3,739.86 Total banked funds under council control £178,479.99 Bank statements were found initialled by Councillors.
Is there regular reporting of bank balances at Council meetings?	Yes	

Section 12 – Internal audit The internal auditor will revisit weaknesses and recommendations previously identified to see if these have been addressed. They will also check if any changes introduced require further verification to ensure effectiveness of the corrective action taken.		
Evidence		<i>Internal auditor commentary</i>
Has the previous internal audit report been considered by the Council?	Yes	This was considered at the meeting held 01/06/2020 (min 09/20TC.b)
Has appropriate action been taken regarding the recommendations raised?	Yes	That Standing Orders be reviewed and adopted in the year 2020/21 and reviewed annually. This has been done.
	Yes	When preparing the minute of the declaration of interest, the Clerk should refer to the minute reference number relevant to the item rather than the agenda item number, as these numbers do not feature in the minutes. Demonstrated 08/02/2021 (min 124/20TC)
	Yes	The insurances must be approved by the Full Council as adequate At the meeting held 08/03/2021
	Yes	The review of internal controls <u>must</u> be carried out before approving the 2019/20 Annual Governance Statement. The meeting held 01/06/2020 reviewed the internal controls and considered the impact of coronavirus on the council before signing the Annual Governance Statement, in accordance with best practice (min09/20TC.a)
	Yes	Review of the asset register to bring it in line with proper practice. At the resources committee meeting held 24/05/2021
	Yes	Policies should be reviewed and adopted by the current Council. Grants and Donations Policy was adopted 14/09/2020 (min 045/20TC) The Disciplinary, Grievance, and Equality & Diversity Policies were adopted 09/11/2020 (min 082/20TC)
Has the Council confirmed the appointment of an internal auditor?	Yes	The appointment of the internal auditor for 2021/22 was made at the meeting held 24/05/2021
Additional comments:		

Section 14 – additional information

The internal auditor will look for some additional evidence of good record keeping, compliance with data protection regulations, freedom of information and website accessibility regulations.

Evidence		Internal auditor commentary
Was the annual meeting held in accordance with legislation? ¹³ (note to auditor- emergency Regulations as a result of the COVID-19 pandemic) ¹⁴	Yes	The meeting (styled as the 'AGM') was held 01/06/2020 by videoconference.
Is there evidence that Minutes are administered in accordance with legislation? ¹⁵	Yes	
Is there a list of members' interests held?	Yes	A link is on the new website to the register held by the district. Recommendation: Councillors should review their registers annually to ensure they are correct and up to date.
Does the Council have any Trustee responsibilities and if so are these clearly identified in a Trust Document?	Yes	The Market Hall, Saxmundham, Charity No 235072.
Has the Transparency Code been correctly applied and information published in accordance with current legislation?	Yes	Seen on the website
Has the Council registered with the Information Commissioner's Office (ICO)? ¹⁶	Yes	ZA084593 renewed by direct debit 9/10/20
Is the Council compliant with the General Data Protection Regulation requirements?	No	The council is working on a new website, which is not yet fully functional, but has an (inactive) link to a privacy statement
Has the Council published a website accessibility statement on their website in line with Regulations? ¹⁷	No	The council is working on a new website, which is not yet fully functional, but has an (inactive) link to an access statement

¹³ The Local Government Act 1972 Schedule 12, paragraph 7 (2) and Schedule 15 (2)

¹⁴ The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

¹⁵ Public Bodies (Admission to Meetings) Act 1960, Local Government Act 1972 and the Localism Act 2011

¹⁶ Data Protection Act 2018

¹⁷ Website Accessibility Regulations 2018

2021/2022 BUDGET WORKING PAPERS

CC	ACT YTD	Original Budget 20/21	Virements	Current Budget	Variance	Exp. Out Turn	Budget Perf.	Budget 2021/2022	Notes
100 Income									
1076 Precept	£ 224,500	£ 224,500	£ -	£ 224,500	£ -	£ 224,500	£ -	£ 223,000	0% Increase in Precept
1076 Precept support grant								£ 3,885	Additional grant from East Suffolk (Covid-19)
1090 Bank Interest	£ 6	£ -	£ -	£ -	£ 6	£ 6	£ 6	£ 1,000	
1100 Market Income	£ -	£ 1,000	£ -	£ 1,000	£ -	£ -	£ -	£ 500	
1305 Community Partnership	£ 3,024	£ -	£ -	£ -	(£ 3,024)	£ 3,024	£ 3,024	£ -	
1150 Other Income	£ 11,204	£ 150	£ -	£ 150	£ 11,054	£ 11,204	£ 11,054	£ 1,000	
TOTAL	£ 238,734	£ 225,650	£ -	£ 225,650	£ 10,084	£ 238,734	£ 13,084	£ 229,385	
120 Salaries & Staff Expenses									
4000 Staff Salaries Tax/NI/Pension	£ 11,760	£ 44,500	£ -	£ 5,000	£ 27,740	£ 36,444	£ 3,056	£ 69,000	Includes allowance for pay award
4050 Clerks Expenses	£ -	£ 200		£ 200	£ 200	£ -	£ 200	£ 200	
4055 Other Staff Costs	£ 73			£ -	£ -73	£ 73	£ -73	£ 150	
4060 Recruitment Costs	£ 839	£ 1,000		£ 1,000	£ 161	£ 839	£ 161	£ -	
4065 Agency/Interim Services	£ 21,394	£ 19,500	£ 7,600	£ 27,100	£ 5,707	£ 27,800	£ 700	£ -	
4095 Training	£ 50	£ 850		£ 850	£ 800	£ 200	£ 650	£ 500	
TOTAL	£ 34,116	£ 66,050	£ 2,600	£ 68,650	£ 34,535	£ 65,356	£ 3,294	£ 69,850	
140 Councillors									
4100 Chairman's Allowance	£ -	£ 200	£ -	£ 200	£ 200	£ 200	£ -	£ 200	
4105 Councillors Expenses	£ -	£ 350	£ -	£ 350	£ 350	£ 350	£ -	£ 350	
4110 Chairman's Reception	£ -	£ 250	£ -	£ 250	£ 250	£ -	£ 250	£ 250	
4120 Councillor Training	£ -	£ 1,250	£ -	£ 1,250	£ 1,250	£ 500	£ 750	£ 1,250	
TOTAL	£ -	£ 2,050	£ -	£ 2,050	£ 2,050	£ 1,050	£ 1,000	£ 2,050	
160 Office & Admin Costs									
4200 Office Cleaning	£ 603	£ 3,300		£ 3,300	£ 2,697	£ 1,000	£ 2,300	£ 1,500	
4205 Office Utilities	£ 1,455	£ 2,850		£ 2,850	£ 1,395	£ 2,850	£ -	£ 2,500	
4220 Hire of hall for mtgs	£ 60	£ 1,550		£ 1,550	£ 1,490	£ 150	£ 1,400	£ 900	
4225 Advertising	£ -	£ 500		£ 500	£ 500	£ -	£ 500	£ 500	
4230 Audit Fees	£ 1,051	£ 1,300		£ 1,300	£ 249	£ 1,051	£ 249	£ 1,250	
4235 Bank Charges	£ 49	£ 350		£ 350	£ 301	£ 140	£ 210	£ 240	
4240 Postage	£ -	£ 300		£ 300	£ 300	£ 30	£ 270	£ 30	
4245 Printing & Stationery	£ 1,507	£ 1,800		£ 1,800	£ 293	£ 2,000	£ 200	£ 1,800	
4250 Subscriptions	£ 1,265	£ 1,700		£ 1,700	£ 435	£ 1,700	£ -	£ 1,700	
4255 IT support & Software	£ 4,207	£ 2,000		£ 2,000	£ -	£ 4,500	£ 2,500	£ 1,800	
4260 Telephone/Broadband	£ 739	£ 1,550		£ 1,550	£ 811	£ 1,550	£ -	£ 1,550	
4265 Equipment	£ 526	£ 1,000		£ 1,000	£ 474	£ 1,000	£ -	£ 1,000	
4270 Insurance	£ 2,007	£ 2,250		£ 2,250	£ 243	£ 2,250	£ -	£ 1,000	
4275 Election	£ -	£ 500		£ 500	£ 500	£ -	£ 500	£ -	
4280 Supplies & Petty Cash Items	£ 137	£ 250		£ 250	£ 113	£ 250	£ -	£ 250	
4285 Consultants	£ -	£ 1,500		£ 1,500	£ 1,500	£ -	£ 1,500	£ 1,500	
TOTAL	£ 13,606	£ 22,700	£ -	£ 22,700	£ 9,094	£ 18,471	£ 4,229	£ 17,520	
170 Loan Repayment									
4300 Loan Repayment	£ 21,400	£ 21,400	£ -	£ 21,400	£ -	£ 21,400	£ -	£ 21,400	
TOTAL	£ 21,400	£ 21,400	£ -	£ 21,400	£ -	£ 21,400	£ -	£ 21,400	

income is correctly received, recorded and banked	/	
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	YES	<u>rlf</u>
Contracts of employment for staff	YES	<u>rlf</u>
Contract annually reviewed	YES	<u>rlf</u>
Updating records to record changes in relevant legislation	YES	CONTRACTED OUT THROUGH SALC <u>rlf</u>
PAYE/NIC properly operated by the Council as an employer		
VAT correctly accounted for VAT payments identified, recorded, and reclaimed in the cashbook	YES	CLERK WILL ALERT YOU TO UNDERCLAIM. <u>rlf</u>
Regular financial reporting to Parish Council	YES	<u>rlf</u>
Regular budget monitoring statements as reported to Parish Council	YES	<u>rlf</u>
Compliance with Local Transparency Code Of 2014:	YES	<u>rlf</u>
Verifying that the Council is compliant with the General Data Protection Regulation requirements		
Are the following in place:		
• Audit / Impact Assessment	YES	<u>rlf</u>
• Privacy Notices	YES	<u>rlf</u>
• Procedures for dealing with Subject Access Requests	YES	<u>rlf</u>
• Procedure for dealing with Data breaches	YES	<u>rlf</u>
• Data Retention & Disposal Policies	YES	<u>rlf</u>
Minutes properly numbered and paginated with a master copy kept in for safe-keeping	YES	<u>rlf</u>
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	YES	<u>rlf</u>
Adoption of Codes of Conduct for Members	YES	<u>rlf</u>
Declaration of Acceptance of Office	YES	<u>rlf</u>

Date of review of system of Internal Controls.....25/5/21.....

Review of system of Internal Controls carried out by:

Name.....DIANA MARY EASTMAN.....Signature.....

Report submitted to Council (date).....

(minute reference)

Next review of system of Internal Controls due.....

Additional comments by reviewer:

Annual Governance and Accountability Return 2020/21 Part 3

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 2020/21

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** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must 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 on the authority website/webpage **before 1 July 2021**.
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 2021**. 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 2021
 - 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 2020/21

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 the authority website/webpage:

Before 1 July 2021 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 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 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 (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. 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 before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- 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 authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR 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 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage 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 2021**.

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 the dates set for the period for the exercise of public rights, 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 31 March 2021 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? NB: do not send trust accounting statements unless requested.	✓	

***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

Annual Internal Audit Report 2020/21

Saxmundham Town Council

www.saxmundham-tc.gov.uk & www.saxmundham.org

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 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	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.			NOT APPLICABLE
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 bank account reconciliations were properly carried out during the year.	✓		
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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			NOT APPLICABLE
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (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

27/05/2021

Name of person who carried out the internal audit

COLIN POOLE ON BEHALF OF SALC

Signature of person who carried out the internal audit



Date

27/05/2021

*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 2020/21

We acknowledge as the members of:

Saxmundham Town 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 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

*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:

14/06/2021

and recorded as minute reference:

31/21TC

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

Chairman

Clerk

www.saxmundham.org (May2021)

www.saxmundham-tc.gov.uk (April2020-May 2021)

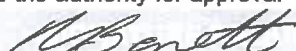
Section 2 – Accounting Statements 2020/21 for

Saxmundham Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	101,236	146,108	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	207,497	224,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	38,726	44,305	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	60,965	40,456	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	21,377	21,377	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	119,009	179,133	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	146,108	173,947	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	148,234	174,740	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	407,464	425,175	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	109,850	90,892	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 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

11/06/2021

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

14/06/2021

as recorded in minute reference:

31/21TC

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

Section 3 – External Auditor's Report and Certificate 2020/21

In respect of

Saxmundham Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2020/21

(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 2020/21

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 2021.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Saxmundham Town Council**Income and Expenditure Account for Year Ended 31st March 2021**

31st March 2020		31st March 2021
	Operating Income	
0	Income	238,148
0	CIL	30,656
<u>0</u>	Total Income	<u>268,805</u>
	Running Costs	
0	Salaries & Staff Expenses	70,463
0	Office & Admin Costs	19,780
0	Loan Repayment	21,377
0	External Comms	4,140
0	S137 Payments	9,500
0	Grants & Events not S137	62,295
0	Grants	1,489
0	Town Improvements & Décor	10,562
0	Capital & Maintenance	23,358
0	CIL	18,000
<u>0</u>	Total Expenditure	<u>240,965</u>
	General Fund Analysis	
0	Opening Balance	90,032
0	Plus : Income for Year	268,805
<u>0</u>		<u>358,837</u>
0	Less : Expenditure for Year	240,965
<u>0</u>		<u>117,871</u>
0	Transfers TO / FROM Reserves	16,156
<u>0</u>	Closing Balance	<u>101,715</u>

Barrett 8/6/2021

07/06/2021

Saxmundham Town Council

17:37

Balance Sheet as at 31st March 2021

31st March 2020

31st March 2021

Current Assets

0	VAT Control A/c	6,834
0	Current Bank A/c	114,716
0	Cambridge Building Society	60,025

0 181,574

0 Total Assets

181,574

Current Liabilities

0	Market Hall VAT Control A/c	3,373
0	YE Creditors	1,229
0	Receipts In Advance	3,024

0 7,627

0 Total Assets Less Current Liabilities

173,947

Represented By

0	General Reserves	101,715
0	EMR - Capital Replacement Fund	24,536
0	EMR - CIL 19/20	17,040
0	EMR - CIL 20/21	30,656

0 173,947

The above statement represents fairly the financial position of the authority as at 31st March 2021 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : 8/6/2021

Explanation of variances – pro forma

Name of smaller authority: **Southampton Town Council**
County area (local councils and parish/township etc.): **Southampton**

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);
- New from 2020/21: variances of £100,000 or more require explanation regardless of the % variation year on year;
- 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).

	2020 £	2021 £	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	105,236	146,108				Explanation of % variance from PY opening balance not required - Balance brought forward agreed	
2 Precept or Rates and Levies	287,497	224,506	17,003	8.19%	NO		
3 Total Other Receipts	38,726	44,506	5,579	14.41%	NO		
4 Staff Costs	60,544	46,466	-20,509	33.64%	YES		The Clerk resigned at the end of March 2020 and due to the pandemic it was difficult to recruit. The Council used an agency Clerk between April- November to cover. Despite interviewing and appointing in August the new Clerk started mid-November so only a quarter of the Clerk's salary costs were incurred.
5 Loan Interest/Capital Repayment	21,377	21,377	0	0.00%	NO		
6 All Other Payments	119,609	173,947	60,124	50.52%	YES		During the shut down the Town Council took the opportunity to refurbish the Town Council Offices and spent an additional £5900 for the removal of asbestos, £1275 on new security fencing and £11,214 replacement windows. New laptops were required for the staff to allow remote working which cost £955. The Council also spent an additional £3288 on outdoor furniture in their open spaces due to the pandemic. The Council also created a Covid-19 emergency fund of £11500 to fund services for the vulnerable within the Town. In addition £18,000 of CIL income was spent on the following partnership projects in the community: £3000 Children's play area, £4000 kitchen upgrade at the Fromas centre, £4000 towards a new community arts facility in the Town and £7000 was spent on the upgrade of the Market Hall. The additional agency costs to cover the Clerk vacancy was £28,628 however £20,509 staff underspend was set against this expenditure leaving an additional £8119. The total extra cost of these items was £60,231
7 Balances Carried Forward	146,108	173,947			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	146,214	174,376				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	407,184	405,376	17,711	4.35%	NO		
10 Total Borrowings	108,856	96,656	-18,958	17.26%	YES		The Council is choosing to pay of the Public works loan at £21,377 per year.

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Saxmundham Town Council**

County Area (local councils and parish meetings only): **Suffolk**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on Tuesday the 15th of June

and ending on Monday the 26th of July

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2021 (i.e. Thursday 1 July – Wednesday 14 July).

We have suggested the following dates: Monday 14 June – Friday 23 July 2021. The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021.)

Signed:



Role:

Town Clerk and Responsible Financial Officer for Saxmundham Town Council.

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

Bank Signatories and Controllers 2021/22

Barclays Account

- Councillors J Smith, J Fisher and J Findlay,
R Barnett (Clerk and initiator of electronic payments).

Cambridge Account

- Councillors J Smith, D Eastman J Fisher and J Findlay,
R Barnett (Clerk).

Bank Reconciliation Signatories (Not Barclays Account Signatories)

- Councillor D Eastman

Internal Controller

- Councillor D Eastman