



# Saxmundham Town Council

Minutes of the Meeting of the Saxmundham Town Council  
7.00 pm 14 June 2021 Market Hall, Saxmundham

**In Attendance - Councillors:**

Councillor Di Eastman (Vice-Chair)  
Councillor John Findlay  
Councillor John Fisher  
Councillor Charlotte Hawkins  
Councillor Nigel Hiley  
Councillor Roger Hedley Lewis  
Councillor James Sandbach  
Councillor Jeremy Smith (Chair)  
Councillor Rose Webster

**Also present:** Rosalind Barnett (Town Clerk),

**Open Forum:** A member of the public raised the issue that the number of bikes on Greater Anglia Trains had been reduced and this was impacting on her business.

1 19/21TC	<b>Apologies and Approval of Absence</b> Apologies were received from Councillor T Lock
2 20/21TC	<b>Declarations of Interest and Consideration of Requests for Dispensations</b> No interests were declared.
3 21/21TC	<b>Minutes of the Previous Town Council Meeting</b> <b>RESOLVED:</b> It was unanimously resolved to accept the minutes of the meeting held on the 24 May 2021 with the amendment that Councillor J Fisher is the representative for ESTA and Councillor Hedley Lewis be listed as a tree warden.
4 22/21TC	<b>County Councillor Report</b> The Chair invited County Councillor R Smith to give his report and congratulated him on his recent re-election. Councillor R Smith informed the Town Council that as well as being re-elected he has joined the County Council cabinet with the portfolio of Transport Strategy and Economic Development. He also raised the concern of a local resident about speeding traffic in the Town. It was agreed to arrange a meeting to discuss traffic issues in the Town. He shared the good news that the head of Public Health in Suffolk had stated that Suffolk has one of the lowest rates of COVID 19 infection in the country. He finished his report with an offer of £1,000 from the County Council Locality Grant to create a permanent memorial in Saxmundham to commemorate the Queen's Platinum Jubilee.
5 23/21TC	<b>District Councillor's Report</b> Councillor Fisher reported on the new electric bus service called Katch which provides a service between Wickham Market and Framlingham. Councillors expressed a desire that a route between Framlingham and Saxmundham be developed in the future.

Signed \_\_\_\_\_ Date \_\_\_\_\_

	District Councillor J Fisher informed councillors that the closing date on the second round of consultation on the boundary review is the 21 June 2021 10am -1pm. He also mentioned the by-election for Aldeburgh and Leiston ward on the 8 <sup>th</sup> of July.
6 24/21TC	<b>Chair's Report</b> The Chair reported that the Town Council's new website is now live and work continues on populating the business and community sections.
7 25/21TC	<b>Minutes of the Previous Committee Meetings</b> a) The Council received and noted the draft minutes of the Resources Committee held on the 24 May. b) The Council received and noted the draft minutes of the Planning and Development Control Committee held on the 19 May.
8 26/21TC	<b>Councillor Planning Day</b> a) Councillors agreed to attend a Strategy Planning Day on the 3 July 2021 at the Market Hall. Items for discussion will include asset acquisition, CIL priorities and Neighbourhood Plan. It was noted that it is good practice to review the aims and objectives of the Council annually to inform the Council's work programme.
9 27/21TC	<b>Financial Matters</b> a) The payments and receipts up to the 31 <sup>st</sup> of May 2021 were ratified. ( <b>Appendix A</b> ) The Clerk explained that she would be referring the PHS contract to the Resources Committee for further consideration. b) The Council received the income and expenditure report for the Town Council and Market Hall up to the 31 <sup>st</sup> of May 2021. c) The Council received the Bank Reconciliations for the Town Council and Market Hall up to the 31 <sup>st</sup> of May 2021. ( <b>Appendix B</b> )
10 28/21TC	<b>Christmas Lights</b> a) The Council considered the report on the costs and arrangements for the Christmas Lights contract. The Clerk reported that three companies had quoted, and the existing provider had provided full details as specified and was the best value submission received. Councillors asked whether the lights could be extended slightly this year and asked the Clerk to explore additions with Target Animation and bring any further costs to the July meeting. <b>RESOLVED: It was agreed to offer the Christmas Lights Contract to Target Animation for 3 years at a cost of £7950 per year.</b> b) It was noted that the newly formed events group had agreed to take lead on the Christmas Lights Switch On Event and a budget was required. The estimated costs included staging (£1000), entertainments (£1200), promotion (£200) security (£500) and road closure (£1600). <b>RESOLVED: The Council agreed to allocate £4500 as an indicative budget for the Christmas Lights Switch on Event.</b>
11 29/21TC	<b>Events Working Group</b> This item was brought forward in the meeting to allow a member of the public to take part. The Chair of the Council and the Chair of the Events Committee gave a verbal update on the Events working group. Ideas were shared for the events programme for the

Signed \_\_\_\_\_ Date \_\_\_\_\_

	<p>celebrations of the 750<sup>th</sup> anniversary of the Market Charter. The Council recommended that the Queen's Platinum Jubilee events be separate from the 750<sup>th</sup> anniversary celebrations.</p> <p><b>RESOLVED: The Council agreed to launch the planning of the celebrations of the 750<sup>th</sup> anniversary of the Market Charter and invite organisations in the Town to take part.</b></p>
12 30/21TC	<p><b>Neighbourhood Plan</b></p> <ul style="list-style-type: none"> <li>a) The Chair reported that the appointment of the consultants had helped the Neighbourhood Plan Steering Group make good progress on the plan. They have received and are completing the policies required and are finalising the design principles for the Town Centre based on the work provided by AECOM.</li> <li>b) The Council noted the receipt of the £9900 grant from Groundwork UK.</li> </ul> <p><b>RESOLVED: The Council approved that the £9900 grant be spent as per grant application.</b></p>
13 31/21TC	<p><b>Annual Governance and Accountability Return 20/21</b></p> <ul style="list-style-type: none"> <li>a) The Council received and considered the report of the internal auditor completed 27/5/2021 by Suffolk Association of Local Councils (SALC).</li> <li>b) The Council noted that the Responsible Financial Officer will undertake the following actions in relation to recommendations within the internal audit. <ul style="list-style-type: none"> <li>• Record in the minutes that the final approved budget had been circulated to councillors.</li> <li>• Ensure that the internal audit process is reviewed in June 2021.</li> <li>• Ensure privacy statement and access statement are installed on the new website in June 2021.</li> <li>• Ensure that the Council has access to deeds and land registry records for land/property owned by the Town Council by the end of the financial year. Councillors noted that this will potentially cost the Council to get land registry copies or to register any unregistered assets.</li> </ul> </li> <li>c) The Council received and approved the final version of the budget for 2021-2022 (<b>Appendix C</b>)</li> <li>d) The Council reviewed the provision of internal audit service provided by SALC. The Clerk reported that SALC were very thorough on the Council processes and that as a returning Clerk she had found this useful and recommended that the Council stay with SALC for 2022-23.</li> <li>e) The Council noted the completion of the Internal Controls review and receipt of the report completed by Councillor Eastman on the 25/5/2021.</li> <li>f) The Council considered the Annual Governance and Accountability Return (AGAR) for 2020– 2021 and associated papers and processes for external audit</li> </ul> <p><b>RESOLVED: The Council approved the Annual Governance Statements (Appendix D)</b></p> <p><b>RESOLVED: The Council approved the internal audit report (Appendix E)</b></p> <p><b>RESOLVED: The Council approved the Accounting Statements and income Expenditure Account, significant variations, and bank reconciliation (Appendix F).</b></p> <p><b>RESOLVED: The Council approved the period for the exercise of public rights 15 of June - 26 of July</b></p> <p>g) <b>RESOLVED: The Council approved the Bank signatories for the Barclays Account - Councillors J Smith, J Fisher and J Findlay, R Barnett (Clerk and initiator of electronic payments).</b></p>

Signed \_\_\_\_\_ Date \_\_\_\_\_

	<p><b>RESOLVED:</b> The Council approved the Bank signatories for the Cambridge Building Society Account  <b>Councillors J Smith, D Eastman J Fisher and J Findlay, R Barnett (Clerk).</b></p> <p><b>RESOLVED:</b> The Council approved the appointment of the Bank Reconciliation Signatories (Not Barclays Account Signatories) - Councillor D Eastman, N Hiley (Reserve)</p> <p><b>RESOLVED:</b> The Council approved appointment of the Internal Controller - Councillor D Eastman</p>
14 32/21TC	The Council approved Councillor Hedley Lewis's request to conduct a survey of Prior's Grange Phase 2 development. It is hoped that any feedback gained will help inform future developments within the Town.
15 33/21TC	<p><b>Reports from Councillor representatives on other organisations.</b></p> <p>Councillor Eastman reported that IP17 GNS had a had a positive meeting with Trustees and Team Leaders.</p> <p>The Chair reported on recent correspondence with Dr Havard and suggested that a formal meeting be arranged to discuss the future of health services in the area including health centre proposals.</p> <p>Councillors Hiley and Sandbach reported that they are attending the Sizewell C hearings and have resubmitted the Town Council's existing position statements and points. They asked Council to note that the next round of consultations will be on specific issues such as transport or the economy.</p>
16 34/21TC	<p><b>Correspondence</b></p> <p>The Council noted the correspondence received since the last meeting. The Council asked the Clerk to suggest to Greater Anglia Railways that they use historic photographs of the Town on the train station windows.</p>
17 35/21TC	A motion to exclude the public under the Public Bodies (Admission to Meetings) Act 1960 was approved, on the grounds that publicity would be prejudicial to public interest by reasons of the confidential nature of the business being transacted.
18 36/21TC	<p>The Council discussed a written report from the Chair on the request from the Gannon Institute Charity. The existing trustees have approached the Town Council to ask it to take on responsibility for the Charity. Councillors Hiley, Hedley Lewis and Sandbach offered to become Trustees..</p> <p><b>RESOLVED to agree that in principle the Town Council is willing to take over responsibility for the Gannon Institute charity, if satisfied that the benefits to the town and residents would be commensurate with the costs, when these have been identified, and if the existing trustees wish the Council so to do;</b></p> <p><b>RESOLVED to get a survey of the Gannon Rooms carried out for the Town Council at a cost not to exceed £2000.</b></p> <p><b>RESOLVED: To authorise the Clerk and Chair of the Council to contact the Charity Commission to explore options for the trust's future governance, including the possibility of the Town Council becoming sole Managing Trustee.</b></p> <p><b>RESOLVED: to authorise the Clerk, with the concurrence of the Chair, to seek legal advice if deemed necessary, at a cost not to exceed £1500.</b></p>

The meeting closed at (9.48) p.m.

Roz Barnett

Clerk/RFO to Saxmundham Town Council

Station Approach

Saxmundham, IP17 1BW

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Appendix A

### Saxmundham Town Council

Town Council Payments and Receipts 31/05/2021

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Payee Name or Description
<b>Expenditure</b>				
04/05/2021	DD	£ 10,688.62		Public Works Loan Board - Loan Repayment
06/05/2021	DD	£ 14.40		Barclays Bank - Bank Charges
09/05/2021	DD	£ 93.46		Opus Energy - Gas
10/05/2021	DD	£ 341.23		NEST Pensions
11/05/2021	DD	£ 60.00		Anglian Water
12/05/2021	DD	£ 27.85		British Gas - Electric
13/05/2021	TRANSFER	£ 123.58		British Telecom
14/05/2021	TRANSFER	£ 31.99		British Telecom WIFI
24/05/2021	TRANSFER	£ 2,539.85		Rosalind Barnett - Phones
24/05/2021	TRANSFER	£ 934.78		Salary 1
27/05/2021	TNSFR	£ 120.00		Market Hall Refund Morgan Fire risk assessment
27/05/2021	TNSFR	£ 65.00		Market Hall Refund VC Redhead Maintenance
27/05/2021	552063	£ 60.00		Community Action Suffolk - Old website domain
27/05/2021	Grant97/20	£ 500.00		St John's Church Grant
27/05/2021	4255	£ 249.66		Red Dune Ltd. IT Support
27/05/2021	6025945	£ 47.22		Eastern Shires Purchasing -Stationery
27/05/2021	5563	£ 210.00		Herring Bone Design Ltd.- Website support
27/05/2021	INV17	£ 135.00		Judy Chesterfield - Cleaning
27/05/2021	SAX Bunt	£ 100.00		Dean Wilkins - Bunting
27/05/2021	Invoice	£ 50.00		Chris Richards - Caretaking
<b>Income</b>				
06/05/2021	Interest		£ 2.10	Receipt(s) Banked - Interest
14/05/2021	Grant NP		£ 9,900.00	Receipt(s) Banked Grant for Neighbourhood Plan
		£16,392.64	£ 9,902.10	

Market Hall payments and receipts 31 of May

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Payee Name or Description
<b>Payments May</b>				
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 dryers (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
30/05/2021	Fire Risk	£ 420.00		Morgan fire protection ltd Fire risk Assessment (Includes £120 Town House)
<b>Income May</b>				
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	

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Appendix B**

---

Date: 02/06/2021	Saxmundham Town Council	Page 1
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
			<hr/>
			238,685.54
<b>Unpresented Cheques (Minus)</b>		<u>Amount</u>	
		0.00	
			<hr/>
			0.00
			<hr/>
			238,685.54
<b>Receipts not Banked/Cleared (Plus)</b>			
		0.00	
			<hr/>
			0.00
			<hr/>
			238,685.54
			<hr/>
		<b>Balance per Cash Book is :-</b>	<b>238,685.54</b>
		<b>Difference is :-</b>	<b>0.00</b>

---

Date: 02/06/2021	Market Hall	Page 1
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
			<hr/>
			14,925.08
<b>Unpresented Cheques (Minus)</b>		<u>Amount</u>	
		0.00	
			<hr/>
			0.00
			<hr/>
			14,925.08
<b>Receipts not Banked/Cleared (Plus)</b>			
		0.00	
			<hr/>
			0.00
			<hr/>
			14,925.08
			<hr/>
		<b>Balance per Cash Book is :-</b>	<b>14,925.08</b>
		<b>Difference is :-</b>	<b>0.00</b>

---

Signed \_\_\_\_\_ Date \_\_\_\_\_

# FINAL APPROVED BUDGET

## APPENDIX C

09/07/2021

### 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
<b>100 Income</b>									
1076 Precept		£ 224,500	£ 224,500	£ -	£ 224,500	£ -	£ 224,500	£ -	£ 223,000 0% increase in Precept
1076 Precept support grant									
1090 Bank Interest	£ 6	£ -	£ -	£ -	£ -	£ 6	£ 6	£ 6	£ 3,885 Additional grant from East Suffolk (Covid-19)
1100 Market Income	£ -	£ 1,000	£ -	£ 1,000	£ -	£ 1,000	£ -	£ 1,000	
1305 Community Partnership	£ 3,024	£ -	£ -	£ -	£ -	(3,024)	£ 3,024	£ 3,024	£ 500
1150 Other Income	£ 11,204	£ 150	£ -	£ -	£ 150	£ 11,054	£ 11,204	£ 11,054	£ 1,000
<b>TOTAL</b>	<b>£ 238,734</b>	<b>£ 225,650</b>	<b>£ -</b>	<b>£ 225,650</b>	<b>£ 10,060</b>	<b>£ 238,734</b>	<b>£ 13,084</b>	<b>£ 229,385</b>	
<b>120 Salaries &amp; Staff Expenses</b>									
4000 Staff Salaries Tax/NI/Pension	£ 11,760	£ 44,500	-£ 5,000	£ 39,500	£ 27,740	£ 36,444	£ 3,056	£ 69,000	Includes allowance for pay award
4050 Clerks Expenses	£ -	£ 200		£ 200	£ 200	£ -	£ 200	£ 200	£ 200
4055 Other Staff Costs	£ 73			£ -	-73	£ 73	-£ 73	£ 73	£ 150
4060 Recruitment Costs	£ 839	£ 1,000		£ 1,000	£ 161	£ 839	£ 161	£ 161	
4065 Agency/Interim Services	£ 21,394	£ 19,500	£ 7,600	£ 27,100	£ 5,707	£ 27,800	-£ 700	£ 700	-
4095 Training	£ 50	£ 850		£ 850	£ 800	£ 200	£ 650	£ 650	£ 500
<b>TOTAL</b>	<b>£ 34,116</b>	<b>£ 66,050</b>	<b>£ 2,600</b>	<b>£ 68,650</b>	<b>£ 34,535</b>	<b>£ 65,356</b>	<b>£ 3,294</b>	<b>£ 69,850</b>	
<b>140 Councillors</b>									
4100 Chairman's Allowance	£ -	£ 200	£ -	£ 200	£ 200	£ 200	£ 200	£ -	£ 200
4105 Councillors Expenses	£ -	£ 350	£ -	£ 350	£ 350	£ 350	£ 350	£ -	£ 350
4110 Chairman's Reception	£ -	£ 250	£ -	£ 250	£ 250	£ -	£ 250	£ 250	£ 250
4120 Councillor Training	£ -	£ 1,250	£ -	£ 1,250	£ 1,250	£ 500	£ 750	£ 750	£ 1,250
<b>TOTAL</b>	<b>£ -</b>	<b>£ 2,050</b>	<b>£ -</b>	<b>£ 2,050</b>	<b>£ 2,050</b>	<b>£ 1,050</b>	<b>£ 1,000</b>	<b>£ 2,050</b>	
<b>160 Office &amp; Admin Costs</b>									
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	£ -	£ 1,700
4255 IT Support & Software	£ 4,207	£ 2,000		£ 2,000	-£ 2,207	£ 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	£ -	£ 500
4280 Supplies & Petty Cash Items	£ 137	£ 250		£ 250	£ 113	£ 250	£ -	£ 250	
4285 Consultants	£ -	£ 1,500		£ 1,500	£ 1,500	£ -	£ 1,500	£ 1,500	
<b>TOTAL</b>	<b>£ 13,606</b>	<b>£ 22,700</b>	<b>£ -</b>	<b>£ 22,700</b>	<b>£ 9,094</b>	<b>£ 18,471</b>	<b>£ 4,229</b>	<b>£ 17,520</b>	
<b>170 Loan Repayment</b>									

APPENDIX C

C

CC	ACT YTD	Original Budget 20/21	Virements	Current Budget	Variance	Exp. Out Turn	Budget Perf.	Budget 2021/2022	Notes
4300   Loan Repayment	£ 21,400	£ 21,400	£ -	£ 21,400	£ -	£ 21,400	£ -	£ 21,400	
	TOTAL	£ 21,400	£ 21,400	£ -	£ 21,400	£ -	£ 21,400	£ -	£ 21,400
<b>200 External Comms</b>									
4400 Newsletter & Publicity	£ 1,320	£ 1,400	£ -	£ 1,400	£ 80	£ 1,400	£ -	£ -	£ 5,165
4405 Website creation	£ 200	£ 2,600	£ -	£ 2,600	£ 2,400	£ 2,600	£ -	£ -	£ 1,500
Business Community								£ 500	
	TOTAL	£ 1,520	£ 4,000	£ -	£ 4,000	£ 2,480	£ 4,000	£ -	£ 7,165
<b>300 S137 Payments</b>									
4555 S137 Purchases	£ 50	£ 500	£ -	£ 500	£ 450	£ 500	£ -	£ -	£ 500
4560 Other S137 Grants	£ 400	£ 1,000	£ -	£ 1,000	£ 600	£ 1,000	£ -	£ -	£ 1,000
4565 Christmas Lights	£ -	£ 8,100	£ -	£ 8,100	£ 8,100	£ 8,100	£ -	£ -	Merged with Christmas lights & events
4599 Covid 19 & community cohesion Emergency Fund	£ 7,870	£ -	£ 11,500	£ 11,500	£ 3,630	£ 11,320	£ 180	£ 13,000	
	TOTAL	£ 8,320	£ 9,600	£ 11,500	£ 21,100	£ 12,780	£ 20,920	£ 180	£ 14,500
<b>320 Grants &amp; Events not S137</b>									
4500 Market Hall	£ 19,375	£ 20,500	£ 4,000	£ 24,500	£ 10,250	£ 24,500	£ -	£ -	
4505 Christmas lights & Event (S145 & S137)	£ -	£ 3,500	£ -	£ 3,500	£ 3,500	£ 1,500	£ 2,000	£ 11,000	Reduced as it is believed that increased marketing could increase revenue.
Town Events		£ 10,000	-£ 10,000	£ -	£ -	£ -	£ -	£ 15,000	To cover costs of events such as music festival, Mem. Field centenary and working towards 2022 charter
4510 Other Grants	£ 3,000	£ 9,000	£ -	£ 9,000	£ 9,000	£ 9,000	£ -	£ 9,000	
4550 Youth Provision	£ 18,000	£ 24,000	£ -	£ 24,000	£ 6,000	£ 18,000	£ 6,000	£ 9,000	To cover donations to organisations such as ACT and CYDS directly responsible for assisting the Youth of Saxmundham
	TOTAL	£ 40,375	£ 67,000	-£ 6,000	£ 61,000	£ 28,750	£ 53,000	£ 8,000	£ 60,000
<b>400 Neighbourhood Plan</b>									
4705 NP expenses	£ 300	£ -	£ -	£ -	-£ 300	£ 300	-£ 300	£ 300	Not required
4700 Consultants for NP	£ -	£ 2,000	£ -	£ 2,000	£ 2,000	£ 2,000	£ -	£ -	Merged to total costs
4705 Neighbourhood plan costs	£ -	£ 500	£ -	£ 500	£ 500	£ 500	£ -	£ 6,000	
	TOTAL	£ 300	£ 2,500	£ -	£ 2,500	£ 2,200	£ 2,800	-£ 300	£ 6,000
<b>500 Town Improvements &amp; Décor</b>									
4810 Saxmundham in Bloom	£ 2,641	£ 5,000	£ -	£ 5,000	£ 2,359	£ 5,000	£ -	£ 3,000	
4815 Grounds Maintenance	£ 396	£ 2,000	£ -	£ 2,000	£ 1,604	£ 2,000	£ -	£ 2,000	
4820 Play inspection	£ -	£ 350	£ -	£ 350	£ 350	£ 350	£ -	£ 400	
4825 Market expenses	£ 844	£ 1,500	£ -	£ 1,500	£ 656	£ 1,500	£ -	£ 1,500	
Friendly Benches								£ 1,000	

CC	ACT YTD	Original Budget 20/21	Virements	Current Budget	Variance	Exp. Out Turn	Budget Perf.	Budget 2021/2022	Notes
New/Refurbished Noticeboards									
Market Development								£ 1,000	
Tourist Information Point								£ 500	
								£ 500	
								£ 9,900	
<b>600 Capital &amp; Maintenance</b>									
4650 General STC Maintenance	£ 9,705	£ 14,500	£ -	£ 14,500	£ 4,795	£ 14,500	£ -	£ 15,000	No budget 2021/22
Special Virement to Asbestos Removal	£ 5,900	£ 5,900	£ 5,900	£ 5,900	£ 5,900	£ 5,900			
4670 Town House building maintenance	£ 2,226	£ 3,500	£ -	£ 3,500	£ 1,274	£ 4,000	-£ 500	£ 3,500	
Contribution to EMR for Capital & Maint	£ 3,500	£ 3,500	£ 3,500	£ -	£ 3,500	£ -	£ 3,500	£ -	
Youth Booth Maintenance									
<b>TOTAL PRECEPT &amp; GENERAL RESERVES EXP</b>	<b>£ 144,849</b>	<b>£ 225,650</b>	<b>£ 14,000</b>	<b>£ 239,650</b>	<b>£ 102,927</b>	<b>£ 223,747</b>	<b>£ 15,903</b>	<b>£ 229,385</b>	

Proposal that

Precept set at	£223,000.00
Precept Grant	£3,885.00
Other Income	£2,500.00
Total Income	<u>£229,385.00</u>
Total expenses set at	<u>£ 229,385</u>
Difference between income and expenditure	<u>£ -</u>

## 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* 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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 has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*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](http://www.saxmundham.org) (May2021)

[www.saxmundham-tc.gov.uk](http://www.saxmundham-tc.gov.uk) (April2020-May 2021)

# Annual Internal Audit Report 2020/21

Saxmundham Town Council

[www.saxmundham-tc.gov.uk](http://www.saxmundham-tc.gov.uk) • [www.saxmundham.org](http://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.	✓		Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

27/05/2021

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 2 – Accounting Statements 2020/21 for

### Saxmundham Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
<b>1. Balances brought forward</b>	<b>101,236</b>	<b>146,108</b>	<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>
<b>2. (+) Precept or Rates and Levies</b>	<b>207,497</b>	<b>224,500</b>	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3. (+) Total other receipts</b>	<b>38,726</b>	<b>44,305</b>	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4. (-) Staff costs</b>	<b>60,965</b>	<b>40,456</b>	<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>
<b>5. (-) Loan interest/capital repayments</b>	<b>21,377</b>	<b>21,377</b>	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6. (-) All other payments</b>	<b>119,009</b>	<b>179,133</b>	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7. (=) Balances carried forward</b>	<b>146,108</b>	<b>173,947</b>	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8. Total value of cash and short term investments</b>	<b>148,234</b>	<b>174,740</b>	<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>
<b>9. Total fixed assets plus long term investments and assets</b>	<b>407,464</b>	<b>425,175</b>	<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>
<b>10. Total borrowings</b>	<b>109,850</b>	<b>90,892</b>	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<p><i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i></p> <p><i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i></p>

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

## Internal Audit Report for Saxmundham Town Council for the year ending March 31<sup>st</sup> 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

- the economic and efficient use of resources
- compliance with applicable policies, procedures, laws and regulations
- the safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption
- the integrity and reliability of information, accounts and data

## Methodology

When conducting the audit, the internal auditor may:

- carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete the Annual Internal Audit Report 2020/21 of the Annual Governance and Accountability Return (AGAR)
- review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have a significant impact on operations, and determine whether the council complies
- review the operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

<b>Section 1 – proper bookkeeping</b> 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.		
<b>Evidence</b>	<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.
<b><i>Additional comments:</i></b>		

<b>Section 2 – Financial Regulation and Standing Orders</b> 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.		
<b>Evidence</b>	<i>Internal auditor commentary</i>	
Have Standing Orders been adopted, up to date and reviewed annually?	Yes	Council adopted Standing Orders in June 2020
Are Financial Regulations up to date and reviewed annually?	Yes	Council adopted Finance Regulations in June 2020 and approved minor amendments to them in October 2020 (min 065/20TC)
Has the Council properly tailored the Financial Regulations?	Yes	
Has the Council appointed a Responsible Financial Officer (RFO)? <sup>1</sup>	Yes	It forms part of the Clerk's contract
<b><i>Additional comments:</i></b>		

<sup>1</sup> Section 151 Local Government Act 1972 (d)

### Section 3 – Payment controls

The internal auditor will specifically check bank reconciliation including credit/debit cards and management approvals and evidence that internal Financial Regulations (FO) are being followed. The internal auditor will examine how regular payments are managed and specifically seek evidence that these have been brought back to the Council for verification purposes especially where the actual payment made differs from the amount previously agreed. VAT should be clearly identified including evidence that claims have been correctly managed. The internal auditor will check if the Council has a clear understanding on eligibility in relation to the General Power of Competence and that s.137 has been correctly applied and managed.

<i>Evidence</i>	<i>Internal auditor commentary</i>
Is there supporting paperwork for payments with appropriate authorisation?	Yes Payment documentation are stamped and councillors initial them to confirm sight of the documents.
Where applicable, are internet banking transactions properly recorded and approved?	Yes Online bill payment system is used, with Councillors signing a list of payments to be made
Is VAT correctly identified, recorded and claimed within time limits?	Yes Q1 = £6,092.94 banked 07/07/20 Q2 = £5,486.41 banked 09/10/20 Q3 = £5,546.80 banked 12/02/21 Q4 = £6,833.72 banked 14/04/22
Has the Council adopted the General Power of Competence (GPOC) and is there evidence this is being applied correctly? <sup>2</sup>	N/A The Council is not eligible to use this power
Are payments under s.137 <sup>3</sup> separately recorded, minuted and is there evidence of direct benefit to electorate?	Yes SLGA1972 s137 was used for a Remembrance Day wreath. S138b can be used for Remembrance Day only, s137 for wreaths on other occasions.
Where applicable, are payments of interest and principal sums in respect of loans paid in accordance with agreements?	Yes PW504085 £190,000 was drawn down as approved by resolution on 23/5/15. This was for the purchase of the Police Station for community use, the Town Council now occupies this building. £90,891.73 remained outstanding at 31/3/21
<b>Additional comments:</b>	

<sup>2</sup> Localism Act

<sup>3</sup> Section 137 of the Local Government Act 1972 ("the 1972 Act") enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. The basic power is for a local council to spend money (subject to the statutory limit – of £8.12 per elector) on purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitants.

#### 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 14/7/20TC.a) The document <i>Assessment of management of risks</i> was seen.
<i>Is there evidence that risks are being identified and managed?</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.
<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 The council reviewed the insurances at the meeting held 08/03/2021 (min 14/7/20TC.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 reviewed*</i>	Yes 1 <sup>st</sup> 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 year<sup>5</sup></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.
<b>Additional comments:</b>	

<sup>4</sup> Accounts and Audit Regulations  
<sup>5</sup> Governance and Accountability Guide

<b>Section 5 – Budgetary controls</b>	
The internal auditor will seek verification that budgets are properly prepared, agreed and monitored. In particular they will look for evidence of good practice in that the key stages of the budgetary process have been followed	
<b>Evidence</b>	<b>Internal auditor commentary</b>
<i>Verify that budget has been properly prepared and agreed</i>	<p><i>Part met</i></p> <p>The 2020/21 budget of £225,650 was approved on 13/01/2020 (min 5627.05). The minutes demonstrate preparation and forethought went into the calculations.</p> <p>For 2021/22 the council discussed a budget action plan in September 2020, asking for proposals for projects for consideration (min 04/2/20TC) demonstrating good practice.</p> <p>A meeting to consider a 3-year action plan for the council was considered at the meeting held 09/11/2020 (min 08/3/20TC) further demonstrating good practice.</p> <p>The draft budget was considered at the meeting held 14/12/2020, but no figures were included in the minutes.</p> <p>The meeting held 18/01/2021 approved a budget (min 114/20TC.a) but the amount was not reported in the minutes, nor were the referenced appendices present. It is therefore not possible to verify what budget was approved.</p> <p><b>Recommendation:</b> the actual budget approved should be written in the minutes, to avoid any doubt or challenge over what was approved.</p>
<i>Verify that the precept amount has been agreed in full Council and clearly minuted</i>	<p><i>Yes</i></p> <p>The minutes of the meeting held 13/01/20 state the precept for 2020/21 of £224,500 was approved after having been “discussed thoroughly”. The implications for Band D council tax was not minuted.</p> <p>The meeting held 18/01/2021 approved a precept of £222, 999.56 (min 114/20TC.b)</p>
<i>Regular reporting of expenditure and variances from budget</i>	<p><i>Yes</i></p> <p>Each meeting of the council receives a finance report including verification from a councillor as to performance.</p>
<i>Reserves held – general and earmarked<sup>6</sup></i>	<p><i>Yes</i></p> <p>The reserves policy was adopted 13/07/2020 (min 22/20TC). Reserves were further reviewed on 08/02/2021 (min 131/20TC)</p>
<b>Additional comments:</b>	

<sup>6</sup> In accordance with proper practices, the generally accepted minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months of Net Revenue Expenditure

### 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>	<b>Yes</b>
<i>Is income reported to full council?</i>	<b>Yes</b> Within the finance reports including reporting precept
<i>Does the precept recorded agree to the Council Tax Authority's notification?</i>	<b>Yes</b> £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?</i>	<b>Yes</b> CIL reserve currently stands at £47,695.95
<i>Is CIL income reported to the council?</i>	<b>Yes</b> Via the report to the Resources Committee
<i>Does unspent CIL income form part of earmarked reserves?</i>	<b>Yes</b>
<i>Has an annual report been produced?</i>	<b>Yes</b>
<i>Has it been published on the authority's website?</i>	<b>Yes</b> The report to March 2021 was found on the website.
<b>Additional comments:</b>	

<b>Section 7 – petty cash</b> The Internal Auditor will seek evidence that the Council has followed its own policies, procedures and verification processes and that these are up to date.		
<b>Evidence</b>	Internal auditor commentary	
<i>Is petty cash in operation?</i>	No	The previous (locum) Clerk closed the petty cash system and returned funds to the main bank account.
<i>If appropriate, is there an adequate control system in place?</i>	N/A	
<b>Additional comments:</b>		

<b>Section 8 – Payroll controls</b> 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 <sup>st</sup> April 2011, 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.	
<b>Evidence</b>	<b>Internal auditor commentary</b>
<b>Do all employees have contracts of employment?</b>	2 Resources committee approved use of model contract for the Assistant Clerk 26/10/20 (min 63/20R) e.g resources committee 01/09/2020 (min 45/20R)
<b>Has the Council approved salary paid?</b>	Yes
<b>Minimum wage paid?</b>	N/A
<b>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?</b>	Yes Resources Committee reviews this
<b>Do salary payments include deductions for PAYE/NIC? Is PAYE/NIC paid promptly to HMRC?</b>	Yes
<b>Is there evidence that the Council is aware of its pension responsibilities? Are pension payments in operation?<sup>8</sup></b>	Yes Payments to NEST are made monthly
<b>Are there any other payments (eg: expenses) and are these reasonable and approved by the Council?</b>	Yes
<b>Additional comments:</b>	

### Section 9 – Asset control

The Internal Audit will be seeking to establish if there is a list of assets in accordance with proper practices including the date of acquisition, location and value. This extends to checking policies (with evidence of review) and that the Council has applied the documented approach in practice. The Internal Auditor will check not only valuation processes but the existence of reserve budgets for depreciation and adequacy of insurance. A clear audit trail should be available when items are purchased including minutes to evidence approval.

Evidence	Internal auditor commentary	
<i>Does the Council maintain a register of material assets it owns and manage this in accordance with proper practices?</i> <sup>9</sup>	Yes	The asset Register has been reviewed by the new clerk and approved for recommendation to Council by the resources committee 24/05/2021
<i>Are the value of the assets included? (note value for insurance purposes may differ)</i>	Yes	
<i>Are records of deeds, articles, land registry title number available?</i>	No	This is work in progress for the Clerk
<i>Is the asset register up to date and reviewed annually?</i>	Yes	
<i>Cross checking of insurance cover</i>	Yes	The insurance cover is at or slightly above the insurance value on the asset register
<b>Additional comments:</b>		

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
<i>Is bank reconciliation regularly completed and reconciled with the cash book and cover every account?</i>	Yes
<i>Do bank balances agree with bank statements?</i>	Yes
<i>Is there regular reporting of bank balances at Council meetings?</i>	Yes

Section 11 – year end procedures	
Evidence	<i>Internal auditor commentary</i>
<i>Are appropriate accounting procedures used?</i>	Yes      Income and expenditure basis
<i>Financial trail from records to presented accounts</i>	Yes      In the process of being completed at the point of audit
<i>Has the appropriate end of year AGAR<sup>10</sup> documents been completed?</i>	N/A
<i>Did the Council meet the exemption criteria and correctly declared itself exempt?</i>	N/A
<i>During the period in question did the small authority demonstrate that it correctly provided for the exercise of public right as required by the Accounts and Audit Regulations 2015?</i>	Yes      The notice that was physically displayed was found. The notice was also on the website
<i>Have the publication requirements been met in accordance with the Regulations?<sup>11</sup></i>	Yes      The AGAR and external auditor's report were found on the website
<b>Additional comments:</b>	

<sup>10</sup> Annual Governance & Accountability Return (AGAR)

<sup>11</sup> Accounts and Audit Regulations 2015

<b>Evidence</b>		<i>Internal auditor commentary</i>
<i>Has the previous internal audit report been considered by the Council?</i>	Yes	This was considered at the meeting held 01/06/2020 (min 09/20TC.b)
<i>Has appropriate action been taken regarding the recommendations raised?</i>	Yes	<b>That Standing Orders be reviewed and adopted in the year 2020/21 and reviewed annually.</b> This has been done. <b>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.</b> Demonstrated 08/02/2021 (min 124/20TC) The insurances must be approved by the Full Council as adequate At the meeting held 08/03/2021
	Yes	<b>The review of internal controls must be carried out before approving the 2019/20 Annual Governance Statement.</b> 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) <b>Review of the asset register to bring it in line with proper practice.</b> At the resources committee meeting held 24/05/2021
	Yes	<b>Policies should be reviewed and adopted by the current Council.</b> 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)
<i>Has the Council confirmed the appointment of an internal auditor?</i>	Yes	The appointment of the internal auditor for 2021/22 was made at the meeting held 24/05/2021
<b>Additional comments:</b>		

Section 13 – external audit for the period under review	
The internal auditor will revisit the external audit so that previous weaknesses and recommendations can be taken into account.	
Evidence	Internal auditor commentary
Has the previous external audit report been considered by the Council? <sup>12</sup>	Yes The external audit was noted at the meeting held 12/10/2021 (min 064/20TC.c. It was further noted that it had been displayed on the notice board and website.
Has appropriate action been taken regarding the comments raised?	Yes The matters raised in relation to the asset register has been dealt with. Other matters were incidental errors in completion which can easily be avoided in future.
<b>Additional comments:</b>	

<sup>12</sup> Regulation 20 Accounts and Audit Regulations 2015 – following completion of an audit the Council should note that it is the Council as a whole (ie. All members) and not a committee that should receive and consider the audit letter (including Annual Return and Certificate) from the local auditor as soon as reasonably practicable and the minutes should reflect that these have been received.

#### 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
<i>Was the annual meeting held in accordance with legislation?</i> <sup>13</sup> (note to auditor- emergency Regulations as a result of the COVID-19 pandemic) <sup>f14</sup>	Yes The meeting (styled as the 'AGM') was held 01/06/2020 by videoconference.
<i>Is there evidence that Minutes are administered in accordance with legislation?</i> <sup>15</sup> <i>Is there a list of members' interests held?</i>	Yes A link is on the new website to the register held by the district. <b>Recommendation:</b> Councillors should review their registers annually to ensure they are correct and up to date.
<i>Does the Council have any Trustee responsibilities and if so are these clearly identified in a Trust Document?</i> <i>Has the Transparency Code been correctly applied and information published in accordance with current legislation?</i>	Yes The Market Hall, Saxmundham, Charity No 235072. Seen on the website
<i>Has the Council registered with the Information Commissioner's Office (ICO)?</i> <sup>16</sup>	Yes ZA084593 renewed by direct debit 9/10/20
<i>Is the Council compliant with the General Data Protection Regulation requirements?</i>	No The council is working on a new website, which is not yet fully functional, but has an (inactive) link to a privacy statement
<i>Has the Council published a website accessibility statement on their website in line with Regulations?</i> <sup>17</sup>	No The council is working on a new website, which is not yet fully functional, but has an (inactive) link to an access statement

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

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

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

<sup>16</sup> Data Protection Act 2018

<sup>17</sup> Website Accessibility Regulations 2018

<b>Is there evidence that electronic files are backed up?</b>	<input checked="" type="checkbox"/> Yes	Cloud backup system is in place
<b>Do terms of reference exist for all committees and is there evidence these are regularly reviewed?</b>	<input checked="" type="checkbox"/> Yes	The meeting held 01/06/2020 reviewed these (min 05/20TC)
<b>Additional comments:</b>		



Signed:

Date of Internal Audit Visit: 27/05/2021 Date of Internal Audit Report: 27/05/2021

On behalf of Suffolk Association of Local Councils

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

31st March 2020

31st March 2021

<b>Operating Income</b>	
0	Income 238,148
0	CIL 30,656
<b>0</b>	<b>Total Income 268,805</b>
 <b>Running Costs</b>	
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
<b>0</b>	<b>Total Expenditure 240,965</b>
 <b>General Fund Analysis</b>	
0	Opening Balance 90,032
0	Plus : Income for Year 268,805
<b>0</b>	<b>358,837</b>
0	Less : Expenditure for Year 240,965
<b>0</b>	<b>117,871</b>
0	Transfers TO / FROM Reserves 16,156
<b>0</b>	<b>Closing Balance 101,715</b>

*Barnett 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**

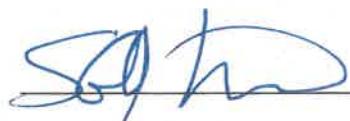
173,947

**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 : 14/6/2021

Signed :  
Responsible  
Financial  
Officer



Date : 8/6/2021

### Explanation of variances – pro forma

Name of smaller authority:  
County area local councils and  
Borough/municipal or town councils

**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 20/21: variances of £10,000 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).

Explanation						Explanation from smaller authority (must include narrative and supporting figures)
	2020	2021	Variance £	Variance £	%	Automatic responses trigger below based on figures input. DO NOT OVERTWRITE THESE BOXES
1 Balances Brought Forward	£ 115,235	£ 116,916				Explanation of 1% variance from PY opening balance not required - Balance brought forward agreed.
2 Precept or Rates and Levies	£ 317,467	£ 321,556	17,003	8.19%	NO	
3 Total Other Receipts	£ 25,770	£ 24,305	5,579	14.41%	NO	
4 Staff Costs	£ 61,948	£ 61,486	-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	£ 25,377	£ 25,377	0	0.00%	NO	
6 All Other Payments	£ 115,062	£ 115,153	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 £2500 for the removal of asbestos, £1275 on new security fencing and £1,1214 replacement windows. New laptops were required for the staff to allow remote working which cost £895.
7 Balances Carried Forward	£ 146,168	£ 173,947				The Council also spent an additional £2368 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, £24000 towards a new community arts facility in the Town and £27000 was spent on the upgrade of the Market Hall. The additional agency costs to cover the Clerk's 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.
8 Total Cash and Short Term Investments	£ 145,224	£ 171,774			NO	VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	£ 617,667	£ 615,770	-17,711	4.35%	NO	VARIANCE EXPLANATION NOT REQUIRED
10 Total Borrowings	£ 107,831	£ 107,455	-18,986	17.28%	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