



Chairman: Cllr Alison Sisson

Clerk: Sarah Kyle
Hill House
Walton
Brampton
CA8 2DY

Tel: 01228 231124
Email: clerk@hethersgill.org.uk

www.hethersgill.org.uk

12 May 2020

A virtual meeting of Hethersgill Parish Council will be held on:

[Tuesday 19th May 2020 at 7.30pm](#)

The meeting is accessible by clicking the link [here](#) or by logging into www.zoom.us and using Meeting ID [844 7374 5853](#) with the password [044355](#).

The meeting can also be accessed using a telephone by dialling one of the following numbers (0131 460 1196 or 0203 051 2874 or 0203 481 5237 or 0203 481 5240).

Please aim to arrive at the meeting by 7.20pm in case of connectivity problems. The meeting will be recorded in accordance with our policy on filming.

Yours faithfully

Sarah Kyle
Clerk and Responsible Financial Officer

Agenda

- 1. Welcome from the Chairman**
- 2. Apologies for absence:** to receive apologies and approve reasons for absence
- 3. Declarations of Interest and Request for Dispensations:** a) The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest and to b) receive declarations by members of interests in respect of items on this agenda
- 4. Minutes of the meeting of the Parish Council held on 21 January 2020**
To approve the accuracy of the minutes. Minutes to be physically signed at the next in-person meeting - [attached](#)
- 5. Public Participation**
In accordance with Standing Order 3e the Chairman will, at her discretion:
 - a) invite members of the public to address the meeting in relation to the business to be transacted at this meeting and
 - b) receive reports from City and County Councillors
- 6. Administrative Matters**
 - 6.1 To adopt an addendum to the Standing Orders to enable virtual meetings as [attached](#)
 - 6.2 To approve the policy on pandemic working arrangements as [attached](#)

6.3 Due to the cancellation of the previous meeting due to COVID-19, to retrospectively approve audit documentation from 2019/20 (as previously circulated alongside the March 2020 agenda) and to retrospectively approve the appointment of Mrs P Cronin as internal auditor for 2019/20

7. Planning Matters: To ratify planning responses made prior to the meeting and note decisions notices received, all as listed in Appendix A – [attached](#)

8. Finance Matters

8.1 To ratify payment of invoices and to note the bank reconciliation as listed in Appendix B – [attached](#)

8.2 To note the receipt of the precept from Carlisle City Council of £7,000

8.3 To consider a donation request from Hethersgill Social Committee towards future social events

9. Annual Governance and Accountability Return 2019/20

9.1 To consider accepting the end of year internal auditors report for the financial year 2019/20 – [attached](#)

9.2 To resolve that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to authorise the Chairman to sign and the RFO to submit a Certificate of Exemption to the External Auditor following confirmation that gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2020 - [attached](#)

9.3 To approve the Annual Governance Statement 2019/20 and authorise the Chairman to sign the Annual return – [attached](#)

9.4 To approve Accounting Statements 2019/20 and authorise the Chairman to sign the annual return – [attached](#)

10. Clerk's Report: To note the update from the Clerk as detailed in Appendix C – [attached](#)

11. Councillor Matters: To bring to the attention of the Clerk any new issues on behalf of residents

12. Date of Next Meeting: To confirm that the date of the next meeting will be confirmed by electronic summons

HETHERSGILL PARISH COUNCIL

Minutes of a Meeting held on Tuesday 21st January 2020 in the Parish Hall, Hethersgill at 7.30pm

Present Cllrs A Sisson (Chair), A Gash, M Irving, A Oswin and C Williams.

In Attendance City Cllr V Tarbitt. The Clerk, S Kyle.

ACTION

939/20 Apologies for Absence

Apologies were received and accepted from Cllrs S Barrett, F Heaton and A Smith. City Cllr D Shepherd and County/City Cllr J Mallinson also sent apologies along with one member of the public.

940/20 Minutes of a Meeting of the Parish Council held on 19th November 2019

Resolved that the Chairman be authorised to sign the minutes of the last Parish Council meeting as a true record.

941/20 Request for Dispensations

No requests were received.

942/20 Declarations of Interest

No declarations of interest were made. It was noted that a donation request from the Social Committee will be considered at the March meeting.

943/20 Public Participation

No members of the public were in attendance.

City Cllr Tarbitt noted ongoing works in Carlisle with the Central Plaza demolition and the proposed Sands Centre redevelopment. She also noted the City Council budget consultation and works affecting the bridge at Longtown. She reiterated that she can be contacted in between meetings should any matters require attention.

City Cllr Tarbitt left the meeting at 7.42pm.

944/20 Administrative Matters

944.1 Broadband

No update was provided.

944.2 New Householder Pack

A meeting to discuss progress will be held on Tuesday 28th January at 7.30pm. Anyone with an interest in creating the pack is welcome to attend. Cllrs with any information for the pack are requested to send it to the Clerk for collation as soon as possible.

ALL

944.3 VE Day Commemorations 8th May 2020

A positive meeting to progress arrangements had been held and minutes circulated to all Cllrs. Thanks were offered to Cllr Irving for producing the minutes and given to Cllr Williams for the submission of a grant application to the Hallburn Wind Farm fund. A further meeting will be held, likely in the last week of February once grant monies are known, to progress plans.

944.4 Website

Improvements to the website will be looked at soon by Cllr Irving; the Clerk to resend contact details for the website developer. It was agreed that the information from the new householder pack will also improve the website, once completed.

**MI
SK**

Signed (Chairman).....

17 March 2020

944.5 The Gill

It was noted that an edition of The Gill had been circulated to households in December with spare copies available for collection in the Parish Hall. The next edition is due to be circulated in mid-April; any articles for inclusion should be forwarded to the Clerk by the end of March.

ALL**944.6 Vacancy**

It was noted that two candidates had expressed an interest to fill the remaining vacancy. They had been invited to attend a meeting and to submit a letter of interest prior to the March meeting. **Resolved** that the official notification of vacancy posters are to be displayed with a copy to be sent to Carlisle City Council.

SK**944.7 Hallburn Wind Farm Grant Scheme**

Cllr Williams noted that the panel will discuss applications in mid-February; an update will be provided at the next meeting. It was also noted that concerns had been raised by Grantscape, the grant administrators, due to the lack of progress with the Parish Hall application.

Resolved that the Clerk will forward information to the Hall Secretary regarding the outstanding grant.

SK**945/20 Planning Matters**

19/0782 Lodge Hill, Hethersgill, Carlisle, CA6 6HW - Erection of Agricultural Building for Cattle

Resolved to note that permission has been granted.

946/20 Highways Matters

It was noted that the road continues to be covered in mud adjacent to Sykehead and The Glebe. **Resolved** that Cllrs will monitor the above roads and report back to the March meeting with the ongoing state of them. It was agreed that if the problems persist, a letter could be sent to the farmers at Sykehead requesting assistance with cleaning.

947/20 Finance Matters**947.1 Statement of Accounts to 31st December 2019**

Resolved to receive and note the statement of accounts to date which had been circulated alongside the agenda. Cllr Gash signed the bank reconciliation following the meeting.

The balance at bank at 31 December was £7,908.53.

947.2 Payments

Resolved to approve authorise two councillors to sign to approve payments as follows:

- Sarah Kyle, January salary, £223.08
- Sarah Kyle, February salary, £223.08
- HMRC, Jan/Feb PAYE, £111.60
- Sarah Kyle, reimbursements (stamps for the Gill), £103.70
- Bluezon, printing for the Gill, £96.00

947.3 Donation Requests

A donation request from St. Mary's Church had been received towards churchyard maintenance. It was however noted that updated guidance regarding payments towards the church, including open churchyards, had been recently issued from NALC and that it had been clarified that Parish Council's had no legal powers to make such payments. Cllrs expressed disappointment at the development and it was agreed that the matter should be investigated in case any support could be offered.

Resolved to write to the PCC treasurer outlining the updated guidance, with regret. Cllr Sisson will also speak to the Treasurer personally.

**SK
AS**

Signed (Chairman).....

17 March 2020

948/20 Councillor Matters

It was noted that the war memorial in the churchyard has been added to the List of Buildings of Special Architectural or Historic Interest.

949/20 Schedule of Correspondence, notices and publications

A schedule of notices and publications received since the last meeting and not otherwise on the agenda were received and noted.

950/20 Date of Next Meeting

Resolved that the next meeting of the Parish Council be held on Tuesday 17th March 2020 in the Parish Hall, Hethersgill at 7.30pm.

There being no further business the Chairman closed the meeting at 8.30pm.

Signed (Chairman).....
17 March 2020



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Addendum Protocol added to Standing Orders on 19 May 2020

Attendance

1. To attend any virtual, electronic or digital meeting, a Member must be able at that time:
 - a. to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
 - b. to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
 - c. to be so heard and, where practicable, be seen by any other members of the public attending the meeting

Protocol for the Meeting

2. Members should connect to the Meeting shortly before the allotted commencement time and check that their connection is operational.
3. Each vote will be a roll call vote or by a show of hands, while the minutes will record the decision of the meeting.

Members with a Disclosable Pecuniary Interest in a Matter

4. Any Member with a Disclosable Pecuniary Interest in any particular matter must disconnect from the Meeting for that particular item. The Meeting will pause for up to five minutes for the said Member to reconnect once the matter has been dealt with.

Confidential or Exempt Items or Issues

5. **When confidential, or “exempt” issues are under consideration. The Chair and Members should ensure that there are no members of the public at remote locations able to hear or see the proceedings during such meetings. Any Remote Member should confirm, prior to participating in any confidential and/or exempt item of business, that they are in a secure private location and that no one else is able to hear the proceedings from the device being used by that Remote Member and that no recording is being made. Any member in remote attendance who failed to disclose that there were in fact persons present who were not so entitled will be in breach of their Code of Conduct responsibilities.**

Connection Problems

6. If, during the course of a Meeting, it becomes apparent that a Member is no longer in attendance, the Meeting will be paused for a period of up to five minutes to re-establish their attendance.
7. After the five-minute period, if it has not been possible to re-establish the attendance of the particular Member:
 - a. If the Meeting remains quorate, the Meeting continues.
 - b. If the Meeting is inquorate, it will be adjourned until a suitable alternative time.

8. In circumstances when a Member re-joins part way through a re-commenced matter in a quorate Meeting and have missed part of the debate: councillors must take a view as to whether they are sufficiently informed to properly cast their vote.

Public/Other Participants

9. For those meeting which require some public or other participation, at the relevant item, the Meeting will be paused until such time as those other involved persons are able to so participate.
10. If a technical matter prevents the relevant participant from attending then the Chair will make a decision as to whether they are able to put forward the person's contribution (e.g. a question).



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19 March 2020

COVID-19 PANDEMIC WORKING ARRANGEMENTS

To allow the Council to operate on a minimum requirement basis, the following items are delegated to the Clerk for the duration of the COVID-19 pandemic.

Planning Applications

- After consultation with a minimum of 4 councillors, a summary response will be circulated to all Councillors for comment prior to submission to Carlisle City Council by the Clerk. All responses made will be noted and ratified at the next full Council meeting.

Finance

- All standard recurring payments listed as line items on the budget will be paid by the RFO at the appropriate time to prevent any late charges, such as salaries, printing costs, licences and IT services etc. All payments to be authorised by a minimum of 2 councillors by e-mail prior to payment. All payments will be formally authorised by the full Council at the next full Council meeting.
- At the end of the financial year, the RFO will prepare the end of year accounts in accordance with normal procedures and circulate to all of the Councillors. If necessary, if deadlines are not extended nationally, on the acceptance of a minimum of 4 councillors, they will be signed by the RFO/Clerk and Chairman as applicable for submission to the external and internal auditors. The accounts will be accepted by resolution at the next full Council meeting.

Responses to other Communications

- The Clerk will circulate at the earliest opportunity, any communication from any 3rd Parties which would normally be presented at a meeting for consideration by the Council. The Clerk will circulate the summary response to the full Council prior to responding to the 3rd Party. It will be ratified, where appropriate, at the next full Council meeting.

Appendix A Planning Matters

20/0050 Brow Cottage, Moss Edge, Hethersgill, Carlisle, CA6 6HJ - Change of Use Of Garden To Campsite (Retrospective)

To note that the Clerk responded under delegated powers with “no representation” and that permission has been subsequently granted

20/0276 3 Netherfield, Kirklington, Carlisle, CA6 6DU - Erection Of Front Porch

To note that the Clerk responded under delegated powers with “no representation”

20/0272 Netheronsett, Kirklington, Carlisle, CA6 6DY - Change Of Use Of Agricultural Land To Garden

To note that the Clerk responded under delegated powers with “no representation”

Appendix B

Financial Year 2019/20

PAYEE	DETAILS	AMOUNT	PAYMENT
Sarah Kyle	March Salary	£ 223.08	BACS
HMRC	March PAYE	£ 55.80	BACS
Elliott Engineers	Defib repairs	£ 93.60	BACS

Financial Year 2020/21

PAYEE	DETAILS	AMOUNT	PAYMENT
Kierweb	Website updates	£ 20.00	BACS Paid
Hethersgill Parish Hall	Rental 2019	£ 35.00	BACS Paid
Sarah kyle	April Salary	£ 223.28	BACS Paid
HMRC	April PAYE	£ 55.60	BACS Paid
		<u>£ 333.88</u>	
Stanwix Rural Parish Council	Training Course	£ 50.00	BACS
Stanwix Rural Parish Council	SLCC Donation	£ 11.00	BACS
Sarah Kyle	May salary	£ 223.08	BACS
HMRC	May salary	£ 55.80	BACS
CALC	Subscription	£ 134.69	BACS
Came & Company	Insurance	£ 218.00	BACS
		<u>£ 692.57</u>	

Bank Reconciliation 30.04.20		
Brought Forward	£	6,965.38
Total Receipts	£	7,000.00
Total Expenditure	£	333.88
Balance 30.04.20	£	13,631.50
Bank Balance 30.04.20	£	13,631.50

Certificate of Exemption – AGAR 2019/20 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2020, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

Hethersgill Parish Council

certifies that during the financial year 2019/20, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2019/20: £7,172 **PER AMOUNT £00,000**

Total annual gross expenditure for the authority 2019/20: £5,941 **PER AMOUNT £00,000**

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Email of Authority

hethersgillpc@gmail.com **EMAIL ADDRESS REQUIRED**

Telephone number

01228231124 **NUMBER**

*Published web address

www.hethersgill.org.uk **PUBLISHED WEBSITE ADDRESS**

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2019/20

Hethersgill Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

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

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

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

14/11/2019 30/04/2020 DD/MM/YYYY

PAMELA CRON INTERNAL AUDITOR

Signature of person who carried out the internal audit

Pamela Cronin

Date

30/04/2020

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

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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Hethersgill Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

*For any statement to which the response is 'no', an explanation must be published

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Section 2 – Accounting Statements 2019/20 for

Hethersgill Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	3,162	5,735	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	6,781	7,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	219	172	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	3,199	3,347	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	1,228	2,595	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	5,735	6,965	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	5,735	6,965	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	3,502	3,501	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Appendix C – Clerk’s Report

New Householder Pack

The householder pack is currently on hold. Once the pandemic is over, a reviewed launch date will be considered.

VE Day Commemorations

Thanks are noted to Catherine Edwards for playing the bagpipes for the above. At present, plans are hoped to be formulated for VJ Day, however this is entirely contingent upon the pandemic social distancing measures and will be reviewed continuously until the summer.

Website

The proposed updates to the website remain ongoing.

Co-option of New Councillor

This matter is on hold until in-person meetings are resumed.