

MINUTES OF A MEETING OF TADLEY TOWN COUNCIL HELD ON ZOOM AT 7.30PM ON 8 JUNE 2020

Present: Cllrs Atkinson, Bower, Burdett, Flahive, Flake, Hankinson, Knight, Leeks, Lovegrove, Mullan, Page (Chairman) and Slimin

In Attendance: Clerk

1. APOLOGIES

Received and accepted from Cllr Spence.

2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

Cllr Page declared an interest in one of the Good Citizen's nominations.

3. MINUTES

1/21FC It was

RESOLVED (12/0/0) to receive and confirm the accuracy of the minutes of the meeting held 2 March 2020.

4. OPEN FORUM

There was no requirement for an open forum.

5. ACCOUNTS

2/21FC It was

RESOLVED (12/0/0) to receive and sign a statement of receipts & payments for the months of March, April and May 2020.

3/21FC It was

RESOLVED (12/0/0) to acknowledge responsibility for the preparation of the accounts and to approve the Annual Governance Statement in Section 1 of the Annual Return.

4/21FC It was

RESOLVED (12/0/0) to approve the Accounting Statements in Section 2 of the Annual Return.

5/21FC It was

RESOLVED (12/0/0) to approve the 2019/20 Accounts.

The Internal Auditor's report and subsequent proposed action plan was received.

6/21FC It was

RESOLVED (12/0/0) to note the report and take action as detailed in the attached.

6. BISHOPSWOOD STREAM

A quotation for flood prevention maintenance for £1500 was received from M&C Landscapes.

7/21FC It was

RESOLVED (12/0/0) to accept the quotation.

7. GOOD CITIZEN AWARD

Three nominations were received.

8/21FC It was
RESOLVED (12/0/0) to award three good citizen awards.

The meeting closed at 7.41pm.

Signed:

Dated: 6 July 2020

Tadley Town Council
Unreconciled Bank Transactions Report

Bank: Bank Account Current (1200)

Account Balance: £4,360.12

Reconciled Balance: £5,500.00

Date	Name	Reference	Type	Payment	Receipt
20/04/2020		PAYE March	Other Payment	1,139.88	0.00
TOTAL				£1,139.88	£0.00
				BALANCE	-£1,139.88

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	11654.09
Bank Statement Balance	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1139.88
	TRUE BANK BALANCE	16014.21
Sage Accounts	PREMIUM ACCOUNT	11654.09
Sage Accounts	CURRENT ACCOUNT	4360.12
	TOTAL ON BALANCE SHEET	16014.21

From: 01/03/2020
To: 31/03/2020

Tadley Town Council
Receipts and Payments Day Book Report

01 Apr 2020
12:07

Receipt/Payment: Payments, Account: Bank Account Current (1200), Type: Other Payment

Trx No	Type	Date	Name	Ref	Net	VAT	Total
1233	Other Payment	02/03/2020		Refund Ash Brook	2.00	0.00	2.00
1105	Other Payment	03/03/2020		Land Registry	3.00	0.00	3.00
1122	Other Payment	03/03/2020		80/20FC TADS	500.00	0.00	500.00
1123	Other Payment	03/03/2020		79/20FC Seeability	2,000.00	0.00	2,000.00
1121	Other Payment	04/03/2020		77/20FC Hants & IOW Wild	400.00	0.00	400.00
1226	Other Payment	04/03/2020		75/20FC Tadley CA	4,500.00	0.00	4,500.00
1124	Other Payment	05/03/2020		PWLB	8,457.00	0.00	8,457.00
1132	Other Payment	06/03/2020		Refund Ash Brook	2.00	0.00	2.00
1135	Other Payment	07/03/2020		You Decide refreshments	269.51	0.00	269.51
1154	Other Payment	11/03/2020		S Haines	300.00	0.00	300.00
1198	Other Payment	11/03/2020		76/20FC Berks MSTC	550.00	0.00	550.00
1035	Other Payment	19/03/2020		PAYE February	1,139.88	0.00	1,139.88
1227	Other Payment	23/03/2020		75/20FC Tadley CA	4,500.00	0.00	4,500.00
1200	Other Payment	24/03/2020		78/20FC TEDC	2,000.00	0.00	2,000.00
1191	Other Payment	26/03/2020		82/20FC Tadley Band	1,200.00	0.00	1,200.00
1157	Other Payment	27/03/2020		Wages March	3,634.09	0.00	3,634.09
1158	Other Payment	27/03/2020		Pension March	1,355.56	0.00	1,355.56
1192	Other Payment	28/03/2020		81/20FC Tadley Scout Grou	2,500.00	0.00	2,500.00
1234	Other Payment	31/03/2020		Refund Co-operative Group	407.00	0.00	407.00
						TOTAL	£33,720.04

Tadley Town Council Purchase Day Book Report

Trx No	Type	Date	Name	Invoice Number	Ref	Details	Net	VAT	Total
1099	Purchase Invoice	02/03/2020	Personalised Print	19076			283.00	0.00	283.00
1101	Purchase Invoice	02/03/2020	Inty Cascade	188406			80.86	16.17	97.03
1103	Purchase Invoice	02/03/2020	M&C Landscapes	SO			459.17	91.83	551.00
1106	Purchase Invoice	02/03/2020	Triangle Cleaning Services	4650			64.00	12.80	76.80
1196	Purchase Invoice	02/03/2020	Basingstoke & Deane Borough Council	52183872			309.00	0.00	309.00
1107	Purchase Invoice	03/03/2020	UK Fuels Ltd	4766503			82.10	16.41	98.51
1110	Purchase Invoice	03/03/2020	Helping Hand Company	368395			99.00	19.80	118.80
1114	Purchase Invoice	03/03/2020	Kings DIY	3644			9.15	1.83	10.98
1118	Purchase Invoice	05/03/2020	IBS Business Solutions	1028269			5.60	1.12	6.72
1125	Purchase Invoice	05/03/2020	Lloyds Bank	301667706			5.00	0.00	5.00
1128	Purchase Invoice	06/03/2020	Allens of Tadley	21086			92.48	18.50	110.98
1133	Purchase Invoice	06/03/2020	Mainstream Digital	958060			2.67	0.53	3.20
1136	Purchase Invoice	09/03/2020	Vitaplay	2426	6/20RL		651.67	130.33	782.00
1142	Purchase Invoice	09/03/2020	Helping Hand Company	369101			299.10	59.82	358.92
1203	Purchase Invoice	10/03/2020	Siemens Financial Services	A9265648			319.08	63.82	382.90
1152	Purchase Invoice	11/03/2020	Castle Water	2600620			5.63	0.00	5.63
1160	Purchase Invoice	11/03/2020	UK Fuels Ltd	4846135			54.35	10.87	65.22
1213	Purchase Invoice	11/03/2020	Castle Water	2599626			21.07	0.00	21.07
1163	Purchase Invoice	13/03/2020	Helping Hand Company	369504			104.00	20.80	124.80
1166	Purchase Invoice	13/03/2020	SGW Payroll	384315			32.40	6.48	38.88
1168	Purchase Invoice	16/03/2020	EE	V01732971646			32.00	6.40	38.40
1205	Purchase Invoice	17/03/2020	Chesmetal Work	170320			725.00	0.00	725.00
1171	Purchase Invoice	21/03/2020	NBM Engraving	41017			35.00	7.00	42.00
1173	Purchase Invoice	22/03/2020	Aldermaston Signs LLP	10696			150.00	30.00	180.00
1175	Purchase Invoice	23/03/2020	SAGE	466538			22.00	4.40	26.40
1178	Purchase Invoice	23/03/2020	Elmdale Maintenance	91549			9.69	1.94	11.63
1189	Purchase Invoice	27/03/2020	Triangle Cleaning Services	4685			48.00	9.60	57.60
1207	Purchase Invoice	27/03/2020	Gradwell	1316090			71.00	14.20	85.20
1215	Purchase Invoice	31/03/2020	SLCC	131311			30.00	6.00	36.00

From: 01/03/2020
To: 31/03/2020

Tadley Town Council
Purchase Day Book Report

01 Apr 2020
12:15

	TOTAL	£4,102.02	£550.65	£4,652.67
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Tadley Town Council Nominal Activity Report

Category: All, Ledger Account: All

Nominal Code	Ledger Name	Category	Opening Balance	Total Debits this period	Total Credits this period	Closing Balance
1100	Trade Debtors	Current Assets	778.00 Dr	292.00	778.00	292.00 Dr
1200	Bank Account Current	Bank	5,500.00 Dr	38,372.71	38,372.71	5,500.00 Dr
1220	Bank Account Savings	Bank	41,861.17 Dr	8,165.63	38,372.71	11,654.09 Dr
1230	Public Sector Deposit Fund	Bank	162,266.26 Dr	88.98		162,355.24 Dr
1260	Lloyds Bank Credit Card	Bank	0.00 Cr		75.89	75.89 Cr
2100	Trade Creditors	Current Liability	214.61 Cr	5,081.89	4,867.28	0.00 Cr
2110	Accruals	Current Liability	1,350.00 Cr		732.09	2,082.09 Cr
2201	VAT on Purchases	Current Liability	1,502.14 Dr	550.65	2,086.56	33.77 Cr
2202	VAT Liability	Current Liability	0.00 Cr	2,052.79		2,052.79 Dr
2210	PAYE to pay to HMRC	Current Liability	1,139.88 Cr	1,139.88	1,139.88	1,139.88 Cr
2250	Net Wages	Current Liability	0.00 Cr	3,634.09	3,634.09	0.00 Cr
2260	Pension	Current Liability	0.00 Cr	1,355.56	1,355.56	0.00 Cr
3200	Reserves	Equity	179,568.32 Cr	1,100.00	11,000.00	189,468.32 Cr
3201	IT Equipment (Councillors)	Equity	11,000.00 Cr	11,000.00		0.00 Cr
3202	Play Areas Refurbishment	Equity	36,000.00 Cr			36,000.00 Cr
3203	Contingency Fund	Equity	20,000.00 Cr			20,000.00 Cr
3204	Bus Service Subsidy	Equity	5,000.00 Cr			5,000.00 Cr
3205	Equipment, vehicles and tools	Equity	2,100.00 Cr		1,100.00	3,200.00 Cr
3207	Election Costs	Equity	15,000.00 Cr			15,000.00 Cr
4000	Precept	Sales	186,466.00 Cr			186,466.00 Cr
4001	Burials	Sales	14,188.00 Cr		658.00	14,846.00 Cr
4002	Memorials	Sales	3,961.00 Cr		385.00	4,346.00 Cr
4100	Litter Grant	Other Income	15,796.00 Cr			15,796.00 Cr

From: 01/03/2020
To: 31/03/2020

Tadley Town Council
Nominal Activity Report

09 Jun 2020
08:58

4110	Grass Cutting Grant	Other Income	9,593.00 Cr			9,593.00 Cr
4900	Other income	Other Income	4,932.62 Cr	4,500.00	6,634.94	7,067.56 Cr
4950	Bank Interest	Other Income	3,169.05 Cr		90.67	3,259.72 Cr
5010	Street Furniture	Direct Expenses	801.68 Dr			801.68 Dr
5020	Highway Signs	Direct Expenses	640.00 Dr			640.00 Dr
5030	Play Area Equipment	Direct Expenses	8,077.06 Dr			8,077.06 Dr
5040	Office Equipment	Direct Expenses	7,225.99 Dr			7,225.99 Dr
5060	Litter Equipment	Direct Expenses	124.64 Dr	398.10		522.74 Dr
5080	Memorial benches	Direct Expenses	1,856.00 Dr			1,856.00 Dr
7000	Employee Wages and Salaries	Overheads	51,238.88 Dr	4,658.08		55,896.96 Dr
7020	Employers NI	Overheads	3,796.65 Dr	345.15		4,141.80 Dr
7030	Employer's Pension	Overheads	12,389.30 Dr	1,126.30		13,515.60 Dr
7100	Rent	Overheads	11,854.00 Dr			11,854.00 Dr
7101	Giles Road Play Area Rent	Overheads	152.00 Dr			152.00 Dr
7110	Water Rates	Overheads	387.89 Dr	26.70	11.99	402.60 Dr
7120	General Rates	Overheads	1,601.62 Dr	309.00		1,910.62 Dr
7125	Cemetery Rates	Overheads	668.75 Dr			668.75 Dr
7130	Premises Insurance	Overheads	801.79 Dr			801.79 Dr
7140	Commercial Waste Collection	Overheads	330.31 Dr			330.31 Dr
7200	Electricity	Overheads	278.52 Dr	226.04		504.56 Dr
7210	Gas & Oil	Overheads	0.00 Cr	506.05		506.05 Dr
7300	Vehicle Fuel	Overheads	1,956.81 Dr	136.45		2,093.26 Dr
7310	Vehicle Repair and Servicing	Overheads	431.36 Dr	92.48		523.84 Dr
7320	Vehicle Licences	Overheads	262.50 Dr			262.50 Dr
7330	Vehicle Insurance	Overheads	554.00 Dr			554.00 Dr
7400	Travelling	Overheads	5.90 Dr			5.90 Dr

From: 01/03/2020
To: 31/03/2020

Tadley Town Council Nominal Activity Report

09 Jun 2020
08:58

7430	Chairmans Allowance	Overheads	70.99 Dr	73.99		144.98 Dr
7450	Councillors Training & Expenses	Overheads	415.50 Dr			415.50 Dr
7460	Public Works Loan	Overheads	8,544.00 Dr	8,457.00		17,001.00 Dr
7500	Printing & Distribution	Overheads	589.00 Dr	583.00		1,172.00 Dr
7510	Postage and Carriage	Overheads	0.00 Cr	1.90		1.90 Dr
7520	Office Stationery	Overheads	1,548.68 Dr	5.60		1,554.28 Dr
7530	Telephone	Overheads	1,477.64 Dr	34.67	136.45	1,375.86 Dr
7540	Internet Charges	Overheads	1,126.03 Dr	151.86		1,277.89 Dr
7550	Computer & Software	Overheads	1,710.09 Dr	22.00		1,732.09 Dr
7600	Legal Fees	Overheads	771.00 Dr			771.00 Dr
7610	Accountancy Fees	Overheads	1,350.00 Dr			1,350.00 Dr
7620	Consultancy & Professional Fees	Overheads	1,015.20 Dr	35.40	32.40	1,018.20 Dr
7630	Photocopier	Overheads	923.66 Dr	328.77		1,252.43 Dr
7640	Equipment Hire	Overheads	156.00 Dr			156.00 Dr
7700	Property Maintenance	Overheads	42.50 Dr			42.50 Dr
7701	Maintenance Consumables	Overheads	526.79 Dr	113.15		639.94 Dr
7702	Subscriptions HALC/NALC	Overheads	1,787.00 Dr			1,787.00 Dr
7703	Section 137 Grants	Overheads	25,039.00 Dr	9,150.00		34,189.00 Dr
7704	Section 137 Subscriptions	Overheads	384.00 Dr			384.00 Dr
7705	Section 137 The Green Maintenance	Overheads	1,050.00 Dr			1,050.00 Dr
7706	Section 142 Grants	Overheads	7,640.00 Dr	9,000.00	4,500.00	12,140.00 Dr
7707	You Decide	Overheads	12,207.70 Dr	269.51		12,477.21 Dr
7708	Environmental Improvements	Overheads	279.32 Dr			279.32 Dr
7710	Highways Property Maintenance	Overheads	2,010.00 Dr			2,010.00 Dr
7720	Grounds Maintenance	Overheads	7,383.32 Dr	609.17		7,992.49 Dr
7721	Play Areas Maintenance	Overheads	2,385.10 Dr	1,376.67		3,761.77 Dr

From: 01/03/2020
To: 31/03/2020

Tadley Town Council
Nominal Activity Report

09 Jun 2020
08:58

7722	Grasscutting	Overheads	5,489.00 Dr		5,489.00 Dr
7723	Gardening	Overheads	734.00 Dr		734.00 Dr
7724	Treeworks	Overheads	7,260.00 Dr		7,260.00 Dr
7725	Christmas Event	Overheads	3,384.70 Dr		3,384.70 Dr
7726	Christmas Decoration Hire	Overheads	4,216.40 Dr		4,216.40 Dr
7730	Burials Grounds Maintenance	Overheads	91.00 Dr	446.00	537.00 Dr
7731	Burials Grounds Grasscutting	Overheads	4,144.00 Dr		4,144.00 Dr
7810	Cleaning	Overheads	784.00 Dr	112.00	896.00 Dr
7900	Bank Charges and Interest	Overheads	83.03 Dr	5.00	88.03 Dr
8220	Clothing Costs	Overheads	517.28 Dr		517.28 Dr
8230	Training Costs	Overheads	515.00 Dr	30.00	545.00 Dr
9998	Opening Balances	Overheads	84,484.33 Dr		84,484.33 Dr

Tadley Town Council
Unreconciled Bank Transactions Report

Bank: Bank Account Current (1200)

Account Balance: £4,403.57

Reconciled Balance: £5,500.00

Date	Name	Reference	Type	Payment	Receipt
18/05/2020		PAYE April	Other Payment	1,096.43	0.00
TOTAL				£1,096.43	£0.00
				BALANCE	-£1,096.43

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	78087.58
Bank Statement Balance	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1096.43
	TRUE BANK BALANCE	82491.15
Sage Accounts	PREMIUM ACCOUNT	78087.58
Sage Accounts	CURRENT ACCOUNT	4403.57
	TOTAL ON BALANCE SHEET	82491.15

Tadley Town Council
Receipts and Payments Day Book Report

Receipt/Payment: Payments, Account: Bank Account Current (1200), Type: Other Payment

Trx No	Type	Date	Name	Ref	Net	VAT	Total
1257	Other Payment	02/04/2020		TDCA You Decide	200.00	0.00	200.00
1326	Other Payment	03/04/2020		TAC Gas & Elec recharge	732.00	0.00	732.00
1287	Other Payment	07/04/2020		HCC	30.00	0.00	30.00
1285	Other Payment	09/04/2020		Vistaprint	21.35	4.27	25.62
1159	Other Payment	20/04/2020		PAYE March	1,139.88	0.00	1,139.88
1302	Other Payment	28/04/2020		Pension April	933.61	0.00	933.61
1304	Other Payment	28/04/2020		Wages April	3,745.75	0.00	3,745.75
1317	Other Payment	28/04/2020		83/20FC 85/30FC	15,370.00	0.00	15,370.00
1327	Other Payment	28/04/2020		Lloyds	5.00	0.00	5.00
1321	Other Payment	29/04/2020		You Decide grants	9,450.00	0.00	9,450.00
						TOTAL	£31,631.86

Tadley Town Council
Purchase Day Book Report

Trx No	Type	Date	Name	Invoice Number	Ref	Details	Net	VAT	Total
1217	Purchase Invoice	01/04/2020	Kings DIY	3678			45.81	9.16	54.97
1228	Purchase Invoice	01/04/2020	M&C Landscapes	SO			459.17	91.83	551.00
1229	Purchase Invoice	01/04/2020	UK Fuels Ltd	01068569			56.19	11.24	67.43
1231	Purchase Invoice	01/04/2020	Basingstoke & Deane Borough Council	52184872			158.85	0.00	158.85
1232	Purchase Invoice	01/04/2020	Basingstoke & Deane Borough Council	52099628			84.83	0.00	84.83
1240	Purchase Invoice	01/04/2020	Turbary Allotment Charity	SO	Rent Q2		3,001.00	0.00	3,001.00
1243	Purchase Invoice	01/04/2020	UK Fuels Ltd	4960231			57.07	11.41	68.48
1253	Purchase Invoice	02/04/2020	Southern Electricity	3179094014			74.58	3.72	78.30
1255	Purchase Invoice	02/04/2020	Inty Cascade	194395			80.86	16.17	97.03
1260	Purchase Invoice	02/04/2020	Mainstream Digital	961937			1.76	0.35	2.11
1275	Purchase Invoice	03/04/2020	M&C Landscapes	2696			915.33	183.07	1,098.40
1279	Purchase Invoice	04/04/2020	Lloyds Bank	304256666			5.00	0.00	5.00
1282	Purchase Invoice	07/04/2020	John Lawson	59			15.00	0.00	15.00
1288	Purchase Invoice	09/04/2020	P Hiscock	29			250.00	0.00	250.00
1290	Purchase Invoice	10/04/2020	ICCM	4529/2020/21			95.00	0.00	95.00
1292	Purchase Invoice	14/04/2020	EE	V01743029814			32.92	6.58	39.50
1294	Purchase Invoice	15/04/2020	Gradwell	1319255			71.00	14.20	85.20
1295	Purchase Invoice	15/04/2020	SGW Payroll	387144			32.40	6.48	38.88
1297	Purchase Invoice	15/04/2020	UK Fuels Ltd	5018108			53.95	10.79	64.74
1306	Purchase Invoice	21/04/2020	4squareit (Tadley Computers)	737			560.00	0.00	560.00
1308	Purchase Invoice	23/04/2020	SAGE	500256			22.00	4.40	26.40
1315	Purchase Invoice	28/04/2020	HALC	3868			1,691.90	0.00	1,691.90
1318	Purchase Invoice	28/04/2020	4squareit (Tadley Computers)	739			120.00	0.00	120.00
1322	Purchase Invoice	29/04/2020	Elmdale Maintenance	91920			4.22	0.84	5.06
1330	Purchase Invoice	29/04/2020	UK Fuels Ltd	1068569			49.64	9.93	59.57
TOTAL							£7,938.48	£380.17	£8,318.65

Tadley Town Council Nominal Activity Report

Category: All, Ledger Account: All

Nominal Code	Ledger Name	Category	Opening Balance	Total Debits this period	Total Credits this period	Closing Balance
1100	Trade Debtors	Current Assets	292.00 Dr	880.00		1,172.00 Dr
1200	Bank Account Current	Bank	5,500.00 Dr	40,021.40	40,021.40	5,500.00 Dr
1220	Bank Account Savings	Bank	11,654.09 Dr	106,454.89	40,021.40	78,087.58 Dr
1230	Public Sector Deposit Fund	Bank	162,355.24 Dr			162,355.24 Dr
1260	Lloyds Bank Credit Card	Bank	75.89 Cr	75.89	59.99	59.99 Cr
2100	Trade Creditors	Current Liability	0.00 Cr	8,313.65	8,318.65	5.00 Cr
2110	Accruals	Current Liability	2,082.09 Cr			2,082.09 Cr
2201	VAT on Purchases	Current Liability	33.77 Cr	384.44		350.67 Dr
2202	VAT Liability	Current Liability	2,052.79 Dr		2,052.79	0.00 Cr
2210	PAYE to pay to HMRC	Current Liability	1,139.88 Cr	1,139.88	1,096.43	1,096.43 Cr
2250	Net Wages	Current Liability	0.00 Cr	3,745.75	3,745.75	0.00 Cr
2260	Pension	Current Liability	0.00 Cr	933.61	933.61	0.00 Cr
3200	Reserves	Equity	189,468.32 Cr			189,468.32 Cr
3202	Play Areas Refurbishment	Equity	36,000.00 Cr			36,000.00 Cr
3203	Contingency Fund	Equity	20,000.00 Cr			20,000.00 Cr
3204	Bus Service Subsidy	Equity	5,000.00 Cr			5,000.00 Cr
3205	Equipment, vehicles and tools	Equity	3,200.00 Cr			3,200.00 Cr
3207	Election Costs	Equity	15,000.00 Cr			15,000.00 Cr
4000	Precept	Sales	186,466.00 Cr		93,233.00	279,699.00 Cr
4001	Burials	Sales	14,846.00 Cr		1,324.00	16,170.00 Cr
4002	Memorials	Sales	4,346.00 Cr		521.00	4,867.00 Cr

Tadley Town Council
Nominal Activity Report

4100	Litter Grant	Other Income	15,796.00 Cr		15,796.00 Cr
4110	Grass Cutting Grant	Other Income	9,593.00 Cr	9,689.00	19,282.00 Cr
4900	Other income	Other Income	7,067.56 Cr		7,067.56 Cr
4950	Bank Interest	Other Income	3,259.72 Cr	515.10	3,774.82 Cr
5010	Street Furniture	Direct Expenses	801.68 Dr		801.68 Dr
5020	Highway Signs	Direct Expenses	640.00 Dr		640.00 Dr
5030	Play Area Equipment	Direct Expenses	8,077.06 Dr		8,077.06 Dr
5040	Office Equipment	Direct Expenses	7,225.99 Dr		7,225.99 Dr
5060	Litter Equipment	Direct Expenses	522.74 Dr		522.74 Dr
5080	Memorial benches	Direct Expenses	1,856.00 Dr		1,856.00 Dr
7000	Employee Wages and Salaries	Overheads	55,896.96 Dr	4,724.38	60,621.34 Dr
7020	Employers NI	Overheads	4,141.80 Dr	348.92	4,490.72 Dr
7030	Employer's Pension	Overheads	13,515.60 Dr	702.49	14,218.09 Dr
7100	Rent	Overheads	11,854.00 Dr	3,001.00	14,855.00 Dr
7101	Giles Road Play Area Rent	Overheads	152.00 Dr		152.00 Dr
7110	Water Rates	Overheads	402.60 Dr		402.60 Dr
7120	General Rates	Overheads	1,910.62 Dr	158.85	2,069.47 Dr
7125	Cemetery Rates	Overheads	668.75 Dr	84.83	753.58 Dr
7130	Premises Insurance	Overheads	801.79 Dr		801.79 Dr
7140	Commercial Waste Collection	Overheads	330.31 Dr		330.31 Dr
7200	Electricity	Overheads	504.56 Dr	300.58	805.14 Dr
7210	Gas & Oil	Overheads	506.05 Dr	506.00	1,012.05 Dr
7300	Vehicle Fuel	Overheads	2,093.26 Dr	216.85	2,310.11 Dr
7310	Vehicle Repair and Servicing	Overheads	523.84 Dr		523.84 Dr
7320	Vehicle Licences	Overheads	262.50 Dr		262.50 Dr
7330	Vehicle Insurance	Overheads	554.00 Dr		554.00 Dr
7400	Travelling	Overheads	5.90 Dr		5.90 Dr

Tadley Town Council
Nominal Activity Report

7430	Chairmans Allowance	Overheads	144.98 Dr		144.98 Dr
7450	Councillors Training & Expenses	Overheads	415.50 Dr	560.00	975.50 Dr
7460	Public Works Loan	Overheads	17,001.00 Dr		17,001.00 Dr
7500	Printing & Distribution	Overheads	1,172.00 Dr		1,172.00 Dr
7510	Postage and Carriage	Overheads	1.90 Dr		1.90 Dr
7520	Office Stationery	Overheads	1,554.28 Dr	21.35	1,575.63 Dr
7530	Telephone	Overheads	1,375.86 Dr	34.68	1,410.54 Dr
7540	Internet Charges	Overheads	1,277.89 Dr	271.86	1,549.75 Dr
7550	Computer & Software	Overheads	1,732.09 Dr	81.99	1,814.08 Dr
7600	Legal Fees	Overheads	771.00 Dr		771.00 Dr
7610	Accountancy Fees	Overheads	1,350.00 Dr		1,350.00 Dr
7620	Consultancy & Professional Fees	Overheads	1,018.20 Dr	32.40	1,050.60 Dr
7630	Photocopier	Overheads	1,252.43 Dr	4.22	1,256.65 Dr
7640	Equipment Hire	Overheads	156.00 Dr		156.00 Dr
7700	Property Maintenance	Overheads	42.50 Dr		42.50 Dr
7701	Maintenance Consumables	Overheads	639.94 Dr	45.81	685.75 Dr
7702	Subscriptions HALC/NALC	Overheads	1,787.00 Dr	1,691.90	3,478.90 Dr
7703	Section 137 Grants	Overheads	34,189.00 Dr	7,500.00	41,689.00 Dr
7704	Section 137 Subscriptions	Overheads	384.00 Dr		384.00 Dr
7705	Section 137 The Green Maintenance	Overheads	1,050.00 Dr	76.88	1,126.88 Dr
7706	Section 142 Grants	Overheads	12,140.00 Dr	7,870.00	20,010.00 Dr
7707	You Decide	Overheads	12,477.21 Dr	9,650.00	22,127.21 Dr
7708	Environmental Improvements	Overheads	279.32 Dr		279.32 Dr
7710	Highways Property Maintenance	Overheads	2,010.00 Dr		2,010.00 Dr
7720	Grounds Maintenance	Overheads	7,992.49 Dr	709.17	8,701.66 Dr
7721	Play Areas Maintenance	Overheads	3,761.77 Dr		3,761.77 Dr
7722	Grasscutting	Overheads	5,489.00 Dr	535.05	6,024.05 Dr

From: 01/04/2020
To: 30/04/2020

Tadley Town Council
Nominal Activity Report

01 May 2020
10:55

7723	Gardening	Overheads	734.00 Dr	30.00	764.00 Dr
7724	Treeworks	Overheads	7,260.00 Dr		7,260.00 Dr
7725	Christmas Event	Overheads	3,384.70 Dr		3,384.70 Dr
7726	Christmas Decoration Hire	Overheads	4,216.40 Dr		4,216.40 Dr
7730	Burials Grounds Maintenance	Overheads	537.00 Dr	15.00	552.00 Dr
7731	Burials Grounds Grasscutting	Overheads	4,144.00 Dr	303.40	4,447.40 Dr
7810	Cleaning	Overheads	896.00 Dr		896.00 Dr
7900	Bank Charges and Interest	Overheads	88.03 Dr	10.00	98.03 Dr
8210	Subscriptions	Overheads	0.00 Cr	95.00	95.00 Dr
8220	Clothing Costs	Overheads	517.28 Dr		517.28 Dr
8230	Training Costs	Overheads	545.00 Dr		545.00 Dr
9998	Opening Balances	Overheads	84,484.33 Dr		84,484.33 Dr

Tadley Town Council
Unreconciled Bank Transactions Report

Bank: Bank Account Current (1200)

Account Balance: £4,242.23

Reconciled Balance: £5,500.00

Date	Name	Reference	Type	Payment	Receipt
19/06/2020		PAYE May	Other Payment	1,257.77	0.00
TOTAL				£1,257.77	£0.00
				BALANCE	-£1,257.77

BANK RECONCILIATION

Bank Statement Balance	PREMIUM ACCOUNT	68074.15
Bank Statement Balance	CURRENT ACCOUNT	5500.00
Less uncleared payments		1257.77
TRUE BANK BALANCE		72316.38

Sage Accounts	PREMIUM ACCOUNT	68074.15
Sage Accounts	CURRENT ACCOUNT	4242.23
TOTAL ON BALANCE SHEET		72316.38

From: 01/05/2020

To: 31/05/2020

Tadley Town Council
Receipts and Payments Day Book Report

30 May 2020

16:57

Receipt/Payment: Payments, Account: Bank Account Current (1200), Type: Other Payment

Trx No	Type	Date	Name	Ref	Net	VAT	Total
1360	Other Payment	07/05/2020		You Decide grant	1,800.00	0.00	1,800.00
1366	Other Payment	11/05/2020		38/20FGP	12,000.00	0.00	12,000.00
1303	Other Payment	18/05/2020		PAYE April	1,096.43	0.00	1,096.43
1376	Other Payment	28/05/2020		Wages May	3,584.41	0.00	3,584.41
1377	Other Payment	28/05/2020		Pension May	933.61	0.00	933.61
						TOTAL	£19,414.45

From: 01/05/2020
To: 31/05/2020

Tadley Town Council
Purchase Day Book Report

30 May 2020
17:13

Trx No	Type	Date	Name	Invoice Number	Ref	Details	Net	VAT	Total
1336	Purchase Invoice	01/05/2020	Basingstoke & Deane Borough Council	52184872			157.00	0.00	157.00
1338	Purchase Invoice	01/05/2020	Basingstoke & Deane Borough Council	52099628			87.00	0.00	87.00
1340	Purchase Invoice	01/05/2020	M&C Landscapes	SO			459.17	91.83	551.00
1346	Purchase Invoice	02/05/2020	Inty Cascade	200495			80.86	16.17	97.03
1348	Purchase Invoice	02/05/2020	M&C Landscapes	2714			1,295.61	259.12	1,554.73
1350	Purchase Invoice	02/05/2020	SGW Payroll	387980			32.40	6.48	38.88
1354	Purchase Invoice	06/05/2020	Intratest	653			450.00	90.00	540.00
1356	Purchase Invoice	06/05/2020	UK Fuels Ltd	5109455			49.31	9.86	59.17
1358	Purchase Invoice	07/05/2020	Lloyds Bank	307305193			5.00	0.00	5.00
1396	Purchase Invoice	11/05/2020	Mainstream Digital	965799 965798			84.45	16.90	101.35
1368	Purchase Invoice	13/05/2020	4squareit (Tadley Computers)	743			60.00	0.00	60.00
1370	Purchase Invoice	14/05/2020	EE	V01752959734			32.92	6.58	39.50
1373	Purchase Invoice	15/05/2020	HALC	4051			160.00	32.00	192.00
1379	Purchase Invoice	20/05/2020	UK Fuels Ltd	1068569			55.03	11.01	66.04
1382	Purchase Invoice	20/05/2020	Wicksteed Leisure	810226			1,870.04	374.01	2,244.05
1384	Purchase Invoice	23/05/2020	SAGE	533758			22.00	4.40	26.40
1386	Purchase Invoice	24/05/2020	Hanging Garden	15583			757.00	151.40	908.40
1389	Purchase Invoice	25/05/2020	M&C Landscapes	2717			1,500.00	300.00	1,800.00
1398	Purchase Invoice	27/05/2020	Siemens Financial Services	A9265648			150.08	30.02	180.10
1401	Purchase Invoice	27/05/2020	Allens of Tadley	21630			45.00	0.00	45.00
1403	Purchase Invoice	27/05/2020	Elmdale Maintenance	92249			3.49	0.69	4.18
1405	Purchase Invoice	28/05/2020	M&C Landscapes	02718			250.00	50.00	300.00
1407	Purchase Invoice	28/05/2020	Do the Numbers Ltd	12/975			750.00	0.00	750.00
1409	Purchase Invoice	29/05/2020	Gradwell	1322586			71.00	14.20	85.20
TOTAL							£8,427.36	£1,464.67	£9,892.03

Tadley Town Council Nominal Activity Report

Category: All, Ledger Account: All

Nominal Code	Ledger Name	Category	Opening Balance	Total Debits this period	Total Credits this period	Closing Balance
1100	Trade Debtors	Current Assets	1,172.00 Dr	292.00	1,172.00	292.00 Dr
1200	Bank Account Current	Bank	5,500.00 Dr	29,366.47	29,366.47	5,500.00 Dr
1220	Bank Account Savings	Bank	78,087.58 Dr	19,153.04	29,166.47	68,074.15 Dr
1230	Public Sector Deposit Fund	Bank	162,436.99 Dr			162,436.99 Dr
1260	Lloyds Bank Credit Card	Bank	59.99 Cr	59.99		0.00 Cr
2100	Trade Creditors	Current Liability	5.00 Cr	9,892.03	9,892.03	5.00 Cr
2110	Accruals	Current Liability	2,082.09 Cr			2,082.09 Cr
2201	VAT on Purchases	Current Liability	350.67 Dr	1,464.67		1,815.34 Dr
2210	PAYE to pay to HMRC	Current Liability	1,096.43 Cr	1,096.43	1,257.77	1,257.77 Cr
2250	Net Wages	Current Liability	0.00 Cr	3,584.41	3,584.41	0.00 Cr
2260	Pension	Current Liability	0.00 Cr	933.61	933.61	0.00 Cr
3200	Reserves	Equity	189,468.32 Cr			189,468.32 Cr
3202	Play Areas Refurbishment	Equity	36,000.00 Cr			36,000.00 Cr
3203	Contingency Fund	Equity	20,000.00 Cr			20,000.00 Cr
3204	Bus Service Subsidy	Equity	5,000.00 Cr			5,000.00 Cr
3205	Equipment, vehicles and tools	Equity	3,200.00 Cr			3,200.00 Cr
3207	Election Costs	Equity	15,000.00 Cr			15,000.00 Cr
4000	Precept	Sales	279,699.00 Cr			279,699.00 Cr
4001	Burials	Sales	16,170.00 Cr		1,416.00	17,586.00 Cr
4002	Memorials	Sales	4,867.00 Cr		78.00	4,945.00 Cr
4100	Litter Grant	Other Income	15,796.00 Cr		16,777.28	32,573.28 Cr
4110	Grass Cutting Grant	Other Income	19,282.00 Cr			19,282.00 Cr
4900	Other income	Other Income	7,067.56 Cr		200.00	7,267.56 Cr

From: 01/05/2020
To: 31/05/2020

Tadley Town Council Nominal Activity Report

30 May 2020
17:14

4950	Bank Interest	Other Income	3,856.57 Cr	1.76	3,858.33 Cr
5010	Street Furniture	Direct Expenses	801.68 Dr		801.68 Dr
5020	Highway Signs	Direct Expenses	640.00 Dr		640.00 Dr
5030	Play Area Equipment	Direct Expenses	8,077.06 Dr		8,077.06 Dr
5040	Office Equipment	Direct Expenses	7,225.99 Dr		7,225.99 Dr
5060	Litter Equipment	Direct Expenses	522.74 Dr		522.74 Dr
5080	Memorial benches	Direct Expenses	1,856.00 Dr		1,856.00 Dr
7000	Employee Wages and Salaries	Overheads	60,621.34 Dr	4,724.38	65,345.72 Dr
7020	Employers NI	Overheads	4,490.72 Dr	348.92	4,839.64 Dr
7030	Employer's Pension	Overheads	14,218.09 Dr	702.49	14,920.58 Dr
7100	Rent	Overheads	14,855.00 Dr		14,855.00 Dr
7101	Giles Road Play Area Rent	Overheads	152.00 Dr		152.00 Dr
7110	Water Rates	Overheads	402.60 Dr		402.60 Dr
7120	General Rates	Overheads	2,069.47 Dr	157.00	2,226.47 Dr
7125	Cemetery Rates	Overheads	753.58 Dr	87.00	840.58 Dr
7130	Premises Insurance	Overheads	801.79 Dr		801.79 Dr
7140	Commercial Waste Collection	Overheads	330.31 Dr		330.31 Dr
7200	Electricity	Overheads	805.14 Dr		805.14 Dr
7210	Gas & Oil	Overheads	1,012.05 Dr		1,012.05 Dr
7300	Vehicle Fuel	Overheads	2,310.11 Dr	104.34	2,414.45 Dr
7310	Vehicle Repair and Servicing	Overheads	523.84 Dr	45.00	568.84 Dr
7320	Vehicle Licences	Overheads	262.50 Dr		262.50 Dr
7330	Vehicle Insurance	Overheads	554.00 Dr		554.00 Dr
7400	Travelling	Overheads	5.90 Dr		5.90 Dr
7430	Chairmans Allowance	Overheads	144.98 Dr		144.98 Dr
7450	Councillors Training & Expenses	Overheads	975.50 Dr		975.50 Dr

From: 01/05/2020
To: 31/05/2020

Tadley Town Council Nominal Activity Report

30 May 2020
17:14

7460	Public Works Loan	Overheads	17,001.00 Dr		17,001.00 Dr
7500	Printing & Distribution	Overheads	1,172.00 Dr		1,172.00 Dr
7510	Postage and Carriage	Overheads	1.90 Dr		1.90 Dr
7520	Office Stationery	Overheads	1,575.63 Dr		1,575.63 Dr
7530	Telephone	Overheads	1,410.54 Dr	117.37	1,527.91 Dr
7540	Internet Charges	Overheads	1,549.75 Dr	211.86	1,761.61 Dr
7550	Computer & Software	Overheads	1,814.08 Dr	22.00	1,836.08 Dr
7600	Legal Fees	Overheads	771.00 Dr		771.00 Dr
7610	Accountancy Fees	Overheads	1,350.00 Dr	750.00	2,100.00 Dr
7620	Consultancy & Professional Fees	Overheads	1,050.60 Dr	192.40	1,243.00 Dr
7630	Photocopier	Overheads	1,256.65 Dr	153.57	1,410.22 Dr
7640	Equipment Hire	Overheads	156.00 Dr		156.00 Dr
7700	Property Maintenance	Overheads	42.50 Dr		42.50 Dr
7701	Maintenance Consumables	Overheads	685.75 Dr		685.75 Dr
7702	Subscriptions HALC/NALC	Overheads	3,478.90 Dr		3,478.90 Dr
7703	Section 137 Grants	Overheads	41,689.00 Dr	12,000.00	53,689.00 Dr
7704	Section 137 Subscriptions	Overheads	479.00 Dr		479.00 Dr
7705	Section 137 The Green Maintenance	Overheads	1,126.88 Dr	153.76	1,280.64 Dr
7706	Section 142 Grants	Overheads	20,010.00 Dr		20,010.00 Dr
7707	You Decide	Overheads	22,127.21 Dr	1,800.00	23,927.21 Dr
7708	Environmental Improvements	Overheads	279.32 Dr		279.32 Dr
7710	Highways Property Maintenance	Overheads	2,010.00 Dr	450.00	2,460.00 Dr
7720	Grounds Maintenance	Overheads	8,701.66 Dr	2,209.17	10,910.83 Dr
7721	Play Areas Maintenance	Overheads	3,761.77 Dr	1,870.04	5,631.81 Dr
7722	Grasscutting	Overheads	6,024.05 Dr	535.05	6,559.10 Dr
7723	Gardening	Overheads	764.00 Dr	757.00	1,521.00 Dr

From: 01/05/2020
To: 31/05/2020

Tadley Town Council
Nominal Activity Report

30 May 2020
17:14

7724	Treeworks	Overheads	7,260.00 Dr		7,260.00 Dr
7725	Christmas Event	Overheads	3,384.70 Dr		3,384.70 Dr
7726	Christmas Decoration Hire	Overheads	4,216.40 Dr		4,216.40 Dr
7730	Burials Grounds Maintenance	Overheads	552.00 Dr		552.00 Dr
7731	Burials Grounds Grasscutting	Overheads	4,447.40 Dr	606.80	5,054.20 Dr
7810	Cleaning	Overheads	896.00 Dr		896.00 Dr
7900	Bank Charges and Interest	Overheads	98.03 Dr	5.00	103.03 Dr
8220	Clothing Costs	Overheads	517.28 Dr		517.28 Dr
8230	Training Costs	Overheads	545.00 Dr		545.00 Dr
9998	Opening Balances	Overheads	84,484.33 Dr		84,484.33 Dr

Annual Internal Audit Report 2019/20

ENT Tadley Town 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. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

20/2/20

27/5/20

Eleanor Greene

Signature of person who carried out the internal audit

Date

27/5/20

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

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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENT Tadley 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 2020, that:

	Agreed			Yes	No*	Yes' means that this authority:
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:

8/6/20

and recorded as minute reference:

3/21 FC

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

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.tadleytowncouncil.gov.uk AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

ENT Tadley Town Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	218,668	184,184	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	186,466	186,466	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	51,146	54,908	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	71,519	73,554	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	17,349	17,001	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	RESTATED 183,246	156,480	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	RESTATED 184,184	178,523	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	182,348	179,433	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	353,165	553,372	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	90,000	75,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

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

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

Date

8/6/20

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

8/6/20

as recorded in minute reference:

4/21 FC

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

Action Plan - Matters Arising From Audit.

CONTROL AREA	ISSUE	RECOMMENDED ACTION	ACTION TAKEN
Earmarked Reserves	The earmarked reserves of the council do not specify the location and final cost and the date of completion of each project.	The council has reviewed its reserves, but many of the categories do not meet the requirement in paragraph 5.33 JPAG Practitioners Guide. Please ensure that reserves meet the requirements on page 45 of the JPAG Practitioners Guide.	The council will review earmarked reserves in conjunction with the JPAG Practitioners Guide
General reserves	The general reserves are significantly in excess of the updated guidance.	The council should bring its reserves within the limits in paragraph 5.32 JPAG Practitioners Guide by bringing forward projects or reducing the precept.	The council will review the general reserves in conjunction with the JPAG Practitioners Guide
Budget reporting	The accounting software used by the council has no capacity for budgeting, budget comparisons or forward budgeting. The budget is therefore based on a spreadsheet.	The council should look at 'add ons' that will allow proper budget functionality to be linked to the live accounting data.	The council will look at 'add ons' that will allow proper budget functionality to be linked to the live accounting data.
Management reporting	The management accounts presented to council meetings are not directly produced from the accounting system. Members therefore have no clear record that the ledgers match the reports.	At each meeting of the F&GP committee the Sage Profit and Loss and Balance sheet should be reviewed for completeness.	Sage P&L and Balance sheet reports will be attached to the F&GP agenda in future.

5.32 General Reserve — The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). NRE (subject to any planned surplus or deficit) is effectively Precept\Levy less any Loan Repayment and/or amounts included in Precept\Levy for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent General Reserve. In all of this it is important that each authority adopt, as a General Reserve policy, the level appropriate to their size and situation and plan their Budget so as to ensure that the adopted level is maintained. Changes in activity levels/range of services provided will inevitably lead to changes in the requisite minimum level of General Reserve in order to provide working capital for those activities.

5.33 Earmarked and Other Reserves — None of the above in any way affects the level of Earmarked and/or Capital Receipts Reserves (EMR/CRRs) that a authority may or should hold. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and intended purposes, and their level should be subject to regular review and justification (at least annually), and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from Internal and/or External Auditors.