

ROCKHAMPTON PARISH COUNCIL

ANNUAL REPORT 2019 - 2020

Approved at the Annual Parish Council meeting on 6th July 2020 – Minute reference 20/029.8

To Comply with the Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 – Transparency Obligations for Parish Councils with an Annual Turnover not exceeding £25,000 (England Only) and SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020

Contents

LIST OF COUNCILLORS AND MEMBERS RESPONSIBILITIES.....	3
COUNCILLOR ATTENDANCE BETWEEN APRIL 2019 & MARCH 2020.....	4
DETAILS OF EXPENDITURE OVER £100	5
PARISH COUNCIL BUDGET FOR 2019/20	6
ESTIMATED INCOME/EXPENDITURE FOR YEAR ENDING 31.3.2020	6
ANNUAL INTERNAL AUDIT	7
SECTION 1 - ANNUAL GOVERNANCE STATEMENT 2019/20 DRAFT	8
SECTION 2 – ACCOUNTING STATEMENTS 2019/20 DRAFT	9
EXPLANATION OF VARIANCES BETWEEN 2018/19 AND 2019/20	10
BANK RECONCILIATION	11
COMMUNITY INFRASTRUCTURE LEVY	12
SECTION 137 PAYMENTS MADE IN 2019/20.....	13
FREEDOM OF INFORMATION ACT 2000	13
DETAILS OF ANY PUBLIC BUILDINGS THAT THE PARISH COUNCIL MAINTAINS	14

LIST OF COUNCILLORS AND MEMBERS RESPONSIBILITIES

The following gives details of the councillors on the Parish Council and any responsibilities they may have.

Name of Councillor	Responsibilities
Mr Tom Cullimore	Chairman
Mrs Tina Mitchel-Skinner	Vice Chairman
Mr Mike Goode	Parish Councillor - from May 2019
Mr Henry Price	Parish Councillor - Co-opted May 2019
Mr Anthony England	Parish Councillor - Co-opted May 2019

Details of individual Councillors Register of Interests are held by the Clerk and can also be obtained from South Gloucestershire Council's [Local Councils' Register of Interest](#) web page.

The Parish can have a maximum of five councillor seats. Following an un-contested election in May 2019 the Council had two vacant seats. At the Annual Parish Council Meeting following the election Councillors Price and England were co-opted onto the Council.

COUNCILLOR ATTENDANCE BETWEEN APRIL 2019 & MARCH 2020

Name of Councillor	Open Meetings attending	% attendance
Mr Tom Cullimore	4 out of 4	100%
Mrs Tina Mitchel-Skinner	4 out of 4	100%
Mr Mike Goode	3 out of 4	75%
Mr Henry Price	4 out of 4	100%
Mr Anthony England	4 out of 4	100%

The Council undertook its obligation of holding a minimum of four meetings in May 2019, (Annual Parish Council meeting), August 2019, November 2019, and February 2020.

Agendas and Minutes for these meetings can be found on the Parish Council [website](#)

DETAILS OF EXPENDITURE OVER £100

The following gives details of any payments over £100.

Month	Payee	Purpose	Cheque No	Minute ref	Amount	VAT	Cheque value
May	E V Lewis	Clerk's Salary (1 st quarter)	496	15.3,13/05/19	353.09	N/A	353.09
May	Cllr T Cullimore	Spring Clean Equipment	495	15.3,13/05/19	139.69	N/A	139.69
May	BHIB	Insurance renewal	499	15.3,13/05/19	185.75	N/A	185.75
August	E V Lewis	Clerk's Salary (2 nd quarter)	502	9.3,05/08/19	353.09	N/A	353.09
October	J Payne Carpentry Services	New Notice Board	507	16.0,13/05/19	1040.00	N/A	1040.00
November	J Carpenter	Clerk's Salary (3 rd quarter)	509	9.4,25/11/19	310.84	N/A	310.84
December	South Gloucestershire Council	Uncontested election – May 2019	510	20/010.2	175.00	N/A	175.00
January	J Carpenter	Clerk's Salary -Jan 2020	511	20/010.2	103.68	N/A	103.68
January	PF Web Designs	Maintenance & Domain charges	513	20/010.2	115.00	N/A	115.00
February	E V Lewis	Salary back pay from April 2018 to September 2019	518	20/020.1.1	114.93	N/A	114.93
February	J Carpenter	Clerk's Salary for February and admin costs	521	*	140.51	N/A	140.51
March	J Carpenter	Clerk's Salary for March	522	*	103.48	N/A	103.48

* To be formally approved at the next meeting of the Parish Council

PARISH COUNCIL BUDGET FOR 2019/20

ESTIMATED INCOME/EXPENDITURE FOR YEAR ENDING 31.3.2020

Mandatory Costs

Statutory Insurance	£ 200.00
Clerks Salary	£ 1412.00
Clerks Expenses	£ 80.00
Village Hall Hire	£ 60.00
Website Maintenance	£ 70.00

£ 1822.00

Discretionary Costs

4-Ward Mag Donation	£ 40.00
5 Alive Mag Donation	£ 40.00
ALCA	£ 31.00
Citizens Advice Bureau	£ 40.00
Miscellaneous Maintenance	£ 200.00

£ 351.00

Estimated Expenditure against Precept:

£ 2173.00

Other Assigned Expenditure

Development of Adopted Land	£750.00
-----------------------------	---------

£ 750.00

Total Estimated Expenditure for 2019/20

£2923.00

Available funding:

Precept for 2018/19 (Including LCTR Support grant)	£2281.00
Remaining Grant received from LCI Fund	£ 567.89

Total:

£2848.89

This Budget and Precept Request was approved at the Full Council Meeting on 26th November 2018.

ANNUAL INTERNAL AUDIT

The following gives details of the Internal Audit and explanations for any negative comments, if necessary – refer to Page 4 of the Annual Governance and Accountability Return 2017/18 Part 2.

Annual Internal Audit Report 2019/20

ROCKHAMPTON 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. The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. The 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 received 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 PwO/E 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 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. 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 (tick) any other risk areas on separate sheets if needed.

Date(s) internal audit undertaken

01/06/2020

Name of person who carried out the internal audit

Daphne Dunning

Signature of person who carried out the internal audit



Date

01/06/2020

*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 DRAFT

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ROCKHAMPTON 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	No	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.
			✓		

*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:

06/07/2020

and recorded as minute reference:

20/20.8

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

Chairman

Clerk

SECTION 2 – ACCOUNTING STATEMENTS 2019/20 DRAFT

The following gives details of the Statement of Accounts along with any supporting documentation - Section 2 of the External Audit Annual Return including bank reconciliation, explanations of any significant variances and ear marked funds allocation.

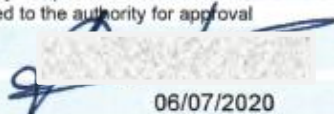
Section 2 – Accounting Statements 2019/20 for

ROCKHAMPTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	4135	4951	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	2781	2803	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	43	93	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	1412	1717	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	596	2135	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	4951	3995	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	4951	3995	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	3000	3000	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			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  06/07/2020

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

06/07/2020

as recorded in minute reference:

20/20.8

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



EXPLANATION OF VARIANCES BETWEEN 2018/19 AND 2019/20

The following gives details of the Internal Audit and explanations for any negative comments, if necessary –Section 4 of the External Audit Annual Return.

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:									
<ul style="list-style-type: none"> • variances of more than 15% between totals for individual boxes (except variances of less than £200); • 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). 									
		2018/19	2019/20	Variance	Variance	Explanation	figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)	
		£	£	£	%	Required?			
1 Balances Brought Forward		4,135	4,951				Explanation of % variance from PY opening balance not required - Balance brought forward agrees		
2 Precept or Rates and Levies		2,781	2,803	22	0.79%	NO			
3 Total Other Receipts		43	93	50	116.28%	YES	Explanation not required, difference less than £200		
4 Staff Costs		1,412	1,717	305	21.60%	YES		Increase in staff salary and back pay from April 2018	
5 Loan Interest/Capital Repayment		0	0	0	0.00%	NO			
6 All Other Payments		596	2,135	1,539	258.22%	YES		Website subscriptions (160) New notice board (1040) Election (175) & Maintenance (70)	
7 Balances Carried Forward		4,951	3,995			NO	VARIANCE EXPLANATION NOT REQUIRED		
8 Total Cash and Short Term Investments		0	0				VARIANCE EXPLANATION NOT REQUIRED		
9 Total Fixed Assets plus Other Long Term Investments and Assets		3,000	3,000	0	0.00%	NO			
10 Total Borrowings		0	0	0	0.00%	NO			
		Rounding errors of up to £2 are tolerable							
		Variances of £200 or less are tolerable							
		BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)							

COUNCIL RESERVES AT 31st MARCH 2020

	£
Earmarked reserves:	
Election costs contingency	1225
Amenity Land	2250
General reserve	520
Total reserves	3995

BANK RECONCILIATION

Name of smaller authority:	Rockhampton Parish Council			
County area (local councils and parish meetings only):	South Gloucestershire			
Financial year ending 31 March 2020				
Prepared by (Name and Role):	James Carpenter - Clerk & RFO			
Date:	30/04/2020			
			£	£
Balance per bank statements as at 31/3/xx:				
NatWest Current Account (03213692)			2,572.4	
NatWest Business Reserve (25241168)			1,422.7	
				3,995.1
Petty cash float (if applicable)				0.00
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)				
None			0.00	
				0.00
Add: any un-banked cash as at 31/3/xx				
None			0.00	
				0.00
Net balances as at 31/3/20 (Box 8)				3,995.1

COMMUNITY INFRASTRUCTURE LEVY

ROCKHAMPTON PARISH COUNCIL COMMUNITY INFRASTRUCTURE LEVY STATEMENT 2019/20

Details	Note No*	£
CIL Receipts for reported year		0.00
Cash	1	0.00
Total CIL receipts for reported year		0.00
Details of any notices received in accordance with regulations 59E, including-		
The total value of CIL receipts subject to the aforementioned notices during the reported year	2	0.00
The total value of CIL receipts subject to the aforementioned notices in any year that has not been paid to the relevant changing authority by the end of the reported year.	2	567.89
Total value of CIL receipts subject to aforementioned notices for reported year		567.89
Total CIL receipts for reported year retained at end of year	3	0.00
CIL receipts from previous years retained	3	0.00
Total amount of CIL receipts retained for the reported year		0.00
Expenditure on infrastructure	4	567.89
Total expenditure for the reported year		
Summary of CIL expenditure during the reported year including:		
Total amount of CIL to which an infrastructure payment relates (please list each payment individually)	5	567.89
The item of infrastructure to which the above payment relates		
Used towards the purchase and installation of one free standing wooden notice board located at Newton.		567.89

Approved at meeting held on 6th July 2020

Signed..... Chairman

Signed..... Clerk & RFO

Minute ref..... 20/20.9

SECTION 137 PAYMENTS MADE IN 2019/20.

The following payments were approved and made in accordance with its powers under section 137 of the Local Government Act 1972, which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure detailed below.

Date	Minute Ref	Paid To	Amount
03/02/2020	20/010.4	4 Ward Magazine	£40.00
03/02/2020	20/010.4	Citizens Advice	£40.00
03/02/2020	20/010.4	5 Alive Benefice Magazine	£40.00

For 2019/20 the maximum amount allowed was £ 8.12 for every registered elector. On 1st April 2019, the estimated total number of electors on the electoral register was 150.

FREEDOM OF INFORMATION ACT 2000

During the period ending 31st March 2020 the Parish Council did not receive any requests for information in relation to Council business.

DETAILS OF ANY PUBLIC BUILDINGS THAT THE PARISH COUNCIL MAINTAINS

No	DESCRIPTION	DATE ACQUIRED	ESTIMATED VALUE	INSURED
1	Old Notice board	???	£200	Y
2	New Notice Board (@ Wheel)	2009	£1000	Y
3	Queens Jubilee Bench	1977	£1000	Y
4	Millennium Bench	2000	£1000	Y
5	BT Telephone Box	2011	£2000	N*
6	Laptop	2017	£415	Y
7	Epson Printer	2017	£50	Y
8	Car Park adjacent to the Village Hall & Church	1998	Purchase price Circa £2,500	Y
9	New Notice Board (@ Newton)	2019	£1,040	Y
10	Amenity Land located to the north and west side of the Village Hall amounting to 0.26 hectares on license from South Gloucestershire Council	2008	No value to council as on licence from Sth Glos Council	Y

* The replacement value quoted for replacement is not envisaged. Repairs can be carried out within normal council budget.