

Acklington Parish Council

Chairman: Jeff Newton

Clerk: Elaine Brown
58 Westmorland Avenue
Newbiggin by the Sea
Northumberland
NE64 6RN
Tel: 07588659600

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 , I hereby summon you to attend a Meeting of **ACKLINGTON PARISH COUNCIL** to be held online on Tuesday 7th July 2020 at 7pm.

Elaine Brown PSLCC, CiLCA
Parish Clerk & Responsible Financial Officer

To join the meeting:
Either click on this link
<https://zoom.us/j/94921926369>

or use the Zoom App on your smartphone or desktop and input:
Meeting ID: 949 2192 6369
Password: 637199

Or you can phone dial into the meeting audio using one of these phone numbers:
+44 203 901 7895 United Kingdom
+44 208 080 6591 United Kingdom
+44 208 080 6592 United Kingdom
+44 330 088 5830 United Kingdom

BUSINESS TO BE TRANSACTED

C013/20 Apologies for absence

C014/20 -To record any Declarations of interest in items on the Agenda and the granting of any dispensations

C015/20 Minutes of previous meeting

To agree as a correct record the minutes of the Annual Meeting of the Council held 5th March 2020

C016/20 Clerks Report

To receive for information a report from the Clerk on actions taken since the previous meeting

C017/20 Standing Item – Report from County Councillor

C018/20 Annual Governance and Accountability Return for 2019/20

i. To consider and agree any actions arising from the report of the internal auditor

ii. approve the Annual Governance Statement 2019/20

iii. To approve the draft annual accounts for 2019/20

iv. To approve the Accounting Statement and Explanation of Variances

v. To confirm and approve the Certification of Exemption

vi. 5. To agree the notice of public rights as commencing on Monday 17 July–
Friday 28 August 2019.

C019/20 Finance:

a) Financial Summary at 30th June 2020 Treasurers Account £1093.09, Business Bank Instant £13666.27

b) To note receipt of bank reconciliation at 30th June 2020

c) To authorise payments

19/05/2020	555	Widescope	Hard drive	£71.99
07/07/2020	556	Clerk	Wages/expenses	£213.91
07/07/2020	557	HMRC	PAYE	£44.20
07/07/2020	558	Cancelled Cheque		0.00
07/07/2020	559	J A Ainsworth	Internal Audit	£80.00

d) To note receipts

11/05/2020	Lloyds Bank	Interest	£0.47
09/06/2020	Lloyds Bank	Interest	£0.42

C020/20 Planning:

- a. To report on any planning decisions:
- b. Planning matters pending:
- c To consider any planning matters:

C021/20 To adopt revised Safeguarding Policy

C022/20 To consider the purchase of a post mounted litter bin for 101/007 – Cllr Malone

C022/20 Acklington Village Hall Trustee Arrangements

C023/20 Consultation for Street Naming adjacent Acklington Village Hall

C024/20 Concerns of play areas being used as an exercise area and car park – Cllr Mezza

Next meeting: Ordinary Meeting of the Parish Council TUESDAY 1st September 2020 at
7.00 pm

The minutes of the Annual Meeting of Acklington Parish Council held 7.00pm 5th May 2020 via Zoom.

PRESENT: Cllrs J Newton (Chair) L Craig, E Critchlow, N Gair, S Ingleby, S Malone, T Mezza, S Thorpe and the Parish Clerk Miss E Brown.

Also, present County Councillor J Watson

C001/20: ELECTION OF CHAIRMAN – It was proposed and seconded by Cllr Newton be elected as Chair for the year 2020-21. No other nominations were forth coming, and Cllr Newton was elected unanimously. Due to social distancing restrictions the acceptance of office would be signed, at a later date.

C002/20: ELECTION OF VICE CHAIRMAN – It was proposed and seconded that Cllr Critchlow be elected as Vice Chair of the Council for the year 2019-20. No other nominations were forth coming, and Cllr Critchlow was elected unanimously.

C003/20 - Apologies for Absence – Cllrs D Barras and G Orr. The apologies were accepted.

C004/20 - Declarations of interest in items on the Agenda and the granting of any dispensations – None.

C005/20- Minutes of previous meeting

It was agreed that the minutes of the meeting held on 3 March 2020 were a correct record and they would be signed by the Chairman at a later date.

C006/20 - Matters arising from previous minutes

- a. **North Stead and Sisters Windfarm Grant Application** – The application had been confirmed as successful pending the submission of a revised Safeguarding Policy to meet best practice and a 2nd quotation for the noticeboards. The 2nd quotation had been provided and the Clerk had sought advice on the required amendments to the safeguarding policy. The Clerk was thanked for her work on securing the funding.

RESOLVED to:

- i) Delegate the Clerk with the Chairman to agree the necessary amendments to the Safeguarding policy and submit to Community Foundation.
- ii) Write to the landowners at the sites of the existing noticeboards with details of the plans and dimensions for new noticeboards to establish permission for access and replacement, if permission was not provided the Clerk would ask NCC if it was possible to install on the footpaths.
- iii) Subsequent to installation and the removal of lockdown and social distancing a photocall would be arranged inviting the contributors to the defibrillator, and a representative of the Community Foundation.

- b. **Neighbourhood Plan Working Group** - It was RESOLVED that all progress be postponed until after the relaxation of national lockdown and social distancing measure.

- c. **Annual Parish Meeting** - The Parish meeting is cancelled as it would contravene government legislation on group gatherings.
- d. **Acklington Village Hall Trustee Arrangements** – The Clerk would review the draft documents and bring a report back to the next meeting of the Council regarding the request to become custodian trustee.
- e. **Development adjacent to Village Hall** – A resident had been in communication to the Chair and the Clerk regarding non-adherence to working hours. The resident had been requested to report such concerns direct to Northumberland County Council Planning Enforcement as the Parish Council did not have the powers to deal with this.

C007/20 - Standing item – Report by County Councillor

County Councillor Watson informed that there had been no progress on the installation of the vehicle activated speed sign at North Broomhill.

County Councillor Watson has received reports about access to Druridge Bay County Park with concerns expressed that signage appeared to be prohibiting entry for pedestrians when only vehicle entry was currently prohibited.

C008/20 - Schedule of Meetings - Acklington Parish Council generally meet on the First Tuesday of the Month(bi-monthly).

RESOLVED that Meetings commence at 7.00pm and are held in Acklington Village Hall and take place on the following dates:

2020 dates

July 7th, Sept 8th, Nov 3rd

2021 dates

January 5th, March 2nd, May 4th

C009/20 - Accounts update

- a. **PKF Littlejohn requirements for audit** - PKF Littlejohns (PKFL) have provided guidance on the completing of the Annual Governance and Accountability Return or the Exemption Certificate which applies in our case as the authority has income of less than £25,000.

The deadline for submitting the Exemption Certificate to PKFL has been extended this year to 31 August 2020. In their email PKFL set a final date of 31 July, as this gives a little leeway to seek an extension of time. The longstop of 31 August 2020 is set in legislation and cannot be waived by PKFL.

- b. **Summary of Accounts** – This was presented for information. This will soon be sent to the nominated external auditor. We must hold a formal and quorate meeting to approve the draft AGAR and, if appropriate, pass a resolution that the Council had a turnover below £25,000 in FY 2019/2020 and qualifies for exemption from a review by PKFL. This can be done by electronic means if the situation does not change to make it possible to meet physically.

- c. **Allocation of balances** - At 31st March 2020 there was a working balance £386.56 that remains unallocated.

RESOLVED that this balance be divided equally between the budgets for the Neighbourhood Plan and the Footpath Warden Scheme.

C010/20 - Finance:

a) Financial Summary at 29th April 2020; Treasurers Account £4680.27, Business Account £10664.52.

b) Payments were agreed as follows

Date	Cheque	Payee	Reason	Amount
20/04/2020	551	NALC	Subs/Website	£205.91
20/04/2020	552	NCC	Grass cutting	£95.92
05/05/2020	553	Clerk	Wages/Expenses	£173.72
05/05/2020	554	HMRC	PAYE	£39.72

c) Receipts were noted for information

09/03/2020	Lloyds Bank	Interest	£0.41
26/03/2020	HMRC	VAT refund	£656.23
08/04/2020	NCC	Precept	£3750.00
29/04/20	E Brown	Office 365 refund	£20.00

C011/20. Information Items:

Cllr Newton informed that work on refurbishing and reinstalling the planters had halted as a result of the Covid-19 restrictions.

Cllr Malone informed that the work of the Footpath Wardens had been halted as a result of the Covid-19 restrictions although volunteers continued to walk the footpaths for their daily exercise adhering to social distancing measures.

Cllr Malone informed that there had been 19 instances of requests for help via the Covid-19 Acklington Community Line thanking all those volunteering to help in the crisis.

C012/20. Next meeting: Ordinary Meeting of the Parish Council TUESDAY 7th July 2020 at 7.00 pm

ACKLINGTON PARISH COUNCIL
Financial Position @ 30/06/2020

	Budget	Total	
BALANCE B/F @ 1 April 2020		11,575.20	
INCOME:			
VAT Refunds	50	-	
Precept	7,500	3,750.00	
Interest received	6	1.34	
Miscellaneous	5	20.00	
Donations			
	<u>7,561</u>	<u>3,771.34</u>	
EXPENDITURE:			
Clerks Fees	1,050	198.24	
Clerks Expenses	230	60.11	
Insurance	280	-	
Audit Fees	100	-	
Subscriptions/Training	300	130.91	
Miscellaneous	100	15.00	
Donations	1,400	75.00	
Recoverable VAT	50	27.99	
Landscaping/Grass Cutting	1,550	79.93	
Street Furniture	200	-	
Play Area	1,600	-	
Election Costs	0		
Community Defibrillator	500		
Footpath Warden Scheme	200		
Neighbourhood Plan			
	<u>7,560</u>	<u>587.18</u>	
BALANCE C/F		14,759.36	
Balances per Bank Accounts:			
BANK RECONCILIATION			
Current Account		1,093.09	
High Interest Account		13,666.27	
		14,759.36	
			Unpresented cheques
			Nil
Earmarked Funds			
B/F	11,757.20	including transfer from balances	
Transfers	3,350.00		
Expenditure to date	-		
		<u>14,925.20</u>	
Working Balance		<u>165.84</u>	shows as negative until full precept is banked.

Schedule 2
Financial Summary at 30/06/20

Fund	At 01.04.20	Grants & Other Donations Income	Transfers	Expenditure	Balance
Childrens Play Area	7,504.01		1,600.00		9,104.01
Street Furniture	1,301.36		200.00		1,501.36
Ground Maintenance	1,108.27		1,550.00		2,658.27
Play Area (insurance cover)	675.00				675.00
Election Costs	600.00				600.00
Neighbourhood Plan	193.28				193.28
Footpath Warden Scheme	193.28				193.28
Total Earmarked funds	11,575.20		3,350.00		14,925.20
Working Balance	-	-			- 165.84
General fund	11,575.20	-	3,350.00	-	14,759.36
Debtors					
Creditors					
BANK BALANCE	11,054.20	-	3,350.00	-	14,759.36
Balances from 2019/20	£386.56				
Transferred to					
Neighbourhood Plan	£193.28				
Footpath Warden Scheme	£193.28				

- 165.84 shows as negative until full precept is banked

Acklington Parish Council
NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

Local Audit and Accountability Act 2014 Sections 25, 26 and 27

The Accounts and Audit Regulations 2015 (SI 2015/234)

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

NOTICE

1. Date of announcement ~~17 July 2020~~ **30 June 2020**

2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.

Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2020, these documents will be available on reasonable notice by application to:

Miss Elaine Brown - Parish Clerk & Responsible Financial Officer
Email: acklingtonpc@gmail.com

commencing on **Monday 20 July 2020**

and ending on **Friday 28 August 2020**

3. **Local government electors and their representatives also have:**

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
15 Westferry Circus
Canary Wharf
London E14 4HD
(sba@pkf-littlejohn.com)

5. This announcement is made by Miss E Brown, Parish Clerk & Responsible Financial Officer

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2019/20, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2020. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than 30 June 2020. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- **You should inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)	✗	✗

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

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.

ACKLINGTON 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:

7736

Total annual gross expenditure for the authority 2019/20:

7215

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



30/06/2020

Signed by Chairman

Date

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

as recorded in minute reference:

Email of Authority

Telephone number

acklingtonpc@gmail.com

07588659600

*Published web address

<https://northumberlandparishes.uk/acklington>

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

ACKLINGTON 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. (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).

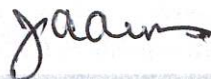
Date(s) internal audit undertaken

25/06/2020 26/06/2020 (AT HOME)

Name of person who carried out the internal audit

JOHN A. AINSWORTH.

Signature of person who carried out the internal audit



Date

26/06/2020.

*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

We acknowledge as the members of:

ACKLINGTON 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.	✓			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:

and recorded as minute reference:

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

Chairman

Clerk

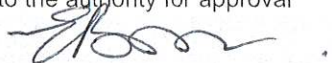


Section 2 – Accounting Statements 2019/20 for

ACKLINGTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	8540	11054	<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	6200	6500	<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	421	1236	<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	1006	996	<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	—	—	<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	3101	6219	<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	11054	11575	<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	11054	11575	<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	29388	29388	<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	—	—	<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. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		X	

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

30/06/2020

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

as recorded in minute reference:

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

Explanation of variances -- pro forma

Name of smaller authority: **Chichester District Council**
 County area (local councils and boroughs): **West Sussex**

Insert figures from Section 2 of the AGAR in all blue highlighted boxes
 Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:
 - variances of more than 15% between totals for individual boxes (except variances of less than £200);
 - 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 Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	8,540	11,054					
2 Precept or Rates and Levies	6,209	6,500	300	4.84%	NO		
3 Total Other Receipts	421	1,238	815	193.59%	YES		Increase in VAT claims £656.23
4 Staff Costs	1,006	996	-10	0.99%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	3,104	6,279	3,118	100.55%	YES		Play area repairs £784, payment of donations allocated within budget £1325, plater repairs £522, new footpath warden scheme £500
7 Balances Carried Forward	11,054	11,575			NO		
8 Total Cash and Short Term Investments	11,054	11,575					
9 Total Fixed Assets plus Other Long Term Investments and	29,388	29,388	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

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
Play area	7504		
Street Furniture	1301		
Ground Maintenance	1108		
Insurance cover	675		
Election costs	600		
		<u>11188</u>	
General reserve	387	<u>387</u>	
Total reserves (must agree to Box 7)			<u><u>11575</u></u>

ACKLINGTON PARISH COUNCIL
Financial Position @ 31/03/2020

	Budget	Total
BALANCE B/F @ 1 April 2019		11,054.22

INCOME:

VAT Refunds	50	1,025.43
Precept	6,200	6,500.00
Interest received	5	5.98
Miscellaneous	5	5.00
Donations		200.00
	<u>6,260</u>	<u>7,736.41</u>

EXPENDITURE:

Clerks Fees	950	996.16
Clerks Expenses	230	250.39
Insurance	280	257.60
Audit Fees	50	57.00
Subscriptions/Training	300	136.82
Miscellaneous	100	40.00
Donations	1,325	1,465.00
Recoverable VAT	50	656.23
Landscaping/Grass Cutting	1,500	1,633.41
Street Furniture	200	859.42
Play Area	1,600	863.40
Election Costs	0	
	<u>6,585</u>	<u>7,215.43</u>

BALANCE C/F **11,575.20**

Balances per Bank Accounts:

Current Account	910.27
High Interest Account	10,664.93

11,575.20

Unpresented cheques

Earmarked Funds

B/F	11,054.22	including transfer from balances
Transfers	3,300.00	
Expenditure to date	<u>3,165.58</u>	

11,188.64

Working Balance **386.56**

**Schedule 2
Financial Summary at 31/03/2020**

Fund	At 01.04.19	Grants & Other Donations Income	Transfers	Expenditure	Balance
Childrens Play Area	6,767.41		1,600.00	863.40	7,504.01
Street Furniture	1,815.36		200.00	714.00	1,301.36
Ground Maintenance	1,196.45		1,500.00	1,588.18	1,108.27
Play Area (insurance cover)	675.00				675.00
Election Costs	600.00				600.00
Total Earmarked funds	11,054.22		3,300.00	3,165.58	11,188.64
Working Balance	-	-			386.56
General fund	11,054.22	-	3,300.00	3,165.58	11,575.20
Debtors					
Creditors					
BANK BALANCE	11,054.22	-	3,300.00	3,165.58	11,575.20

Balances at 31st March 2019	£1,136.77
Transferred to:	
Play area	£600
Ground maintenance	£300
Street furniture	£236.77

Ref No	Description /Location	Date Acquired	Purchase Cost	Value	Custodian	Disposal/Discharge
001	Photocopier, Acklington Village Hall	Jun-06	£599		£599 Acklington Parish Council	
002	Seat at Guyzance Village	Jul-09	£220		£220 Acklington Parish Council	
003	Seat by Millennium Walk	Sep-09	£300		£300 Acklington Parish Council	
004	Seat by Inglenook, Acklington	Jan-11	£230		£0 Acklington Parish Council	Jul-13
005	Tubs by Inglenook, Acklington	Jul-11	£50		£50 Acklington Parish Council	
006	Net Tunnel, Play Area	Jun-11	£2,200		£2,200 Acklington Parish Council	
007	Large Swing	Jun-11	£1,100		£1,100 Acklington Parish Council	
008	Slide	Jun-11	£3,800		£3,800 Acklington Parish Council	
009	Cantilever Swing	Jun-11	£3,190		£3,190 Acklington Parish Council	
010	Climbing Frame	Jun-11	£2,400		£2,400 Acklington Parish Council	
011	Underground Tunnel	Jun-11	£2,100		£2,100 Acklington Parish Council	
012	Roundabout	Jun-11	£3,500		£3,500 Acklington Parish Council	
013	Zip Wire	Jun-11	£4,100		£4,100 Acklington Parish Council	
014	Play area seats	May-12	£200		£200 Acklington Parish Council	
015	Land at St Omer Road	Sep-12	£0		£0 Acklington Parish Council	
016	Seat by Inglenook, Acklington	Jul-13	£251		£251 Acklington Parish Council	
017	Seat by crossroads	Jul-13	£251		£251 Acklington Parish Council	
018	Bus shelter - Acklington Rd	May-15	£3,336		£3,336 Acklington Parish Council	
019	Seat	Sep-15	£300		£300 Acklington Parish Council	
020	Seat - Acklington Rd	Mar-16	£300		£300 Acklington Parish Council	
021	Goal Posts	Mar-16	£480		£480 Acklington Parish Council	
022	Seat - Play area	Nov-17	£270		£270 Acklington Parish Council	
023	Laptop/printer	Nov-17	£283		£283 Acklington Parish Council	
024	Bin east side of village/ crossroads	Jan-18	£79		£0 Acklington Parish Council	Damaged/disposed Oct 19
025	Bin - opposite church	Jul-18	£79		£79 Acklington Parish Council	
026	Bin - crossroads	Oct-19	£79		£79 Acklington Parish Council	

£29,388

TOTAL VALUE

ACKLINGTON PARISH COUNCIL
PROTECTION OF CHILDREN & VULNERABLE ADULTS POLICY

The Designated Safeguarding Officer as of 1st April 2020 is The Parish Clerk of Acklington
Parish Council

Address: Acklington Parish Council, 58 Westmorland Avenue, Newbiggin by the Sea,
Northumberland NE64 6RN

Email: acklingtonpc@gmail.com Tel: 07588659600

The designated Safeguarding Officer is to attend training in July 2020

Introduction

The purpose of this policy is to identify procedures, roles and responsibilities for ensuring that staff, volunteers and trustees working for Acklington Parish Council deal with safeguarding in relation to the protection of children & vulnerable adults appropriately and promptly.

Context

For the purpose of this procedure a child is a person under the age of 18 and a vulnerable adult is a person aged 18 years or over, who is less able to protect themselves than others and some have difficulty making their wishes and feelings known.

Definition of abuse

Abuse is a violation of an individual's human and civil rights by any other person or persons.

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or it may occur when a vulnerable person is persuaded to enter into financial or sexual transactions to which they have not consented. Abuse can occur in any relationship and it may result in significant harm to, or exploitation of, the person subjected to it.

The main types of abuse are:

- **Physical abuse**- including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- **Sexual abuse**- including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.
- **Psychological abuse**- including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

- **Financial or material abuse-** including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect and acts of omission-** including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Discriminatory abuse-** including racist, sexist, that based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment.

The role of staff, volunteers and councillors

All staff, volunteers and trustees working on behalf of Acklington Parish Council have a duty to promote the welfare and safety of children and vulnerable adults.

Staff, volunteers and trustees may receive disclosures of abuse and observe children and vulnerable adults who are at risk. The policy will enable staff/volunteers to make informed and confident responses to specific protection issues.

Training in safeguarding will be provided to staff, volunteers and councillors once every 3 years.

Procedure in the event of a disclosure

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information.

This should include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the child or adult who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

Any concern to be reported as soon as possible to the named Safeguarding officer, who will advise and liaise as necessary.

Promises of confidentiality should not be given as this may conflict with the need to ensure the safety and welfare of the individual.

Any incidents should be reported to Northumberland County Council as soon as possible through the Onecall number.

Onecall number 01670 536 400

In an emergency, i.e. if someone's safety is under immediate threat, dial 999 and then report to safeguarding officer.

The Designated Safeguarding Officer as of 1st April 2020 is the Parish Clerk of Acklington Parish Council contactable by 07588659600

It is important to remember that it is not the responsibility of the person who encounters a case of alleged abuse to make a decision as to whether the abuse has occurred.

Confidentiality

Child and vulnerable adult protection raises issues of confidentiality, which should be clearly understood.

Staff, volunteers and trustees have a professional responsibility to share relevant information about the protection of children & vulnerable adults with other professionals, particularly investigative agencies and social services.

All personal information regarding a child or vulnerable adult will be kept confidential. All written records will be kept in a secure area for a specific time as identified in data protection guidelines.

Where possible, consent should be obtained before sharing personal information. The safety and welfare of the individual is the priority therefore in some circumstances obtaining consent may not be possible.

Role of Designated Safeguarding Officer

The role of the Designated Safeguarding Officer is to deal with all instances involving child and adult protection that arises within Acklington Parish Council and they will respond to all protection concerns and enquiries. The designated safeguarding officer is the Parish Clerk and any concerns or suspicions should be reported to them in the first instance. In their absence or if the allegation involves the Designated Safeguarding Officer concerns should be reported to the Chairman or Vice Chairman.

Parish Clerk – Elaine Brown

Chairman – Jeff Newton

Vice Chairman – Eddie Critchlow

Policy adopted (Enter date) - To be reviewed at each AGM

This policy was adopted on xxxxxx and will be reviewed on xxxxxx