

Monday 8th June 2020 – 8.30am virtual meeting

This meeting is open to members of the public.

If you wish to participate you must contact the Clerk at Parish Office via clerk@hamblepc.org.uk to confirm any points you would like to raise and/or receive the link to the meeting no later than 10am on Monday 8th June 2020.

1. Welcome
 - a. Apologies for absence
 - b. Declaration of interest and approved dispensations
 - c. Approve minutes
2. Public Session
3. Presentation by WetWheels Hamble and consideration of grant application
4. Delegated decisions
 - a. Car Parking Charges deferred for 2020/21
 - b. Magazine production costs
 - c. Insurance for 2020-2023
5. Recommendations from Committees
 - Asset Management Committee**
 - a. Election of Chair
 - b. Next meeting to be scheduled for 7th July 2020
 - c. Electronic Permits:
 - Approval of draft PID subject to minor amendment
 - Authorisation for the Deputy Clerk to continue research and preparatory work
 - Setting aside a budget of £2,500
 - d. Asset Register for 2019/20
 - e. Project List
6. End of Year Accounts and Audit
7. Annual Governance and Audit Statement
8. Payments and Financial information for the month 2/2020
9. Exempt:
 - a. Property transaction
 - b. Vehicle report

Dated: 03.06.2020

Signed: Amanda Jobling, Clerk, Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE. 023 8045 3422.

UPCOMING PARISH COUNCIL MEETINGS

Full Council –13th July 2020 – virtual meeting

Planning Committee –22nd June 2020 – virtual meeting

OTHER UPCOMING PUBLIC MEETINGS

Eastleigh Borough Council Local Area Committee Meetings – 11th June 2020

Minutes of the Parish Council Meeting 7pm on 11th May 2020 held virtually due to coronavirus restrictions.

Those Present: Councillors: S. Hand (Chair), M. Cross, J. Dajka, T. Dann, S. Hayward, J Nesbit-Bell, S. Schofield, A. Thompson and I Underdown.
The Clerk and Deputy Clerk

Members of the Public: None

The minute reference for each item is 11.05.2020 and the item number

1a. Apologies for Absence

Cllr Rolfe sent her apologies

1b. Declarations of interest and approved dispensations

Councillor Cross – Planning

1c. To approve the Minutes of the previous Council Meeting.

IT WAS RESOLVED TO approve the Minutes of 9th March 2020. The Chair will sign the Minutes at a later date.

2. Public Participation

No members of the public joined the virtual meeting.

3. Coronavirus

The Clerk's Report and letter from Eastleigh Borough Council were noted.

IT WAS RESOLVED TO:

- a. Publicly thank and acknowledge all key works and volunteers who have contributed to work through the crisis helping others.
- b. Set up a Working Group to put in place measures to help the community recovery from the Coronavirus pandemic and liaise with the Eastleigh Borough Council Recovery Committee. The members of the Working Group will be Councillors: S Hand, M Cross, J Nesbit-Bell supported by the Clerk.
- c. Approve the publication of the vacancy arising from the resignation of Tony Ryan.

4. Delegated Decisions made since the last meeting.

IT WAS RESOLVED TO note and approve the decisions taken under delegated authority.

5. Applications to the Council for Grants under Section 137 of the Local Government Act 1972:

IT WAS RESOLVED TO:

- a. Award a grant of £850 to the Citizens Advice Bureau for the provision of outreach services at the Mercury Library and Community Hub with a particular focus on assisting people effected by the Corona virus pandemic.
- b. Representatives of Wetwheels will be invited to attend a future meeting to outline the project and the benefit a grant will bring to local residents. The Clerk was asked to ringfence £500 of the grant budget.

6. Changes to Working Practice and Reporting

The report was notes and **IT WAS RESOLVED TO:**

- a. Adopt the measures to mange the Council Priorities through a project-based approach as outlined in the report.
- b. Cease the work of the Resources Working Group and transfer these functions to the Operations Working Group.
- c. Agree the areas of focus for the Planning Committee when considering planning applications for the forthcoming year.

7. Schedule of meetings for 2020 to 2021, Membership of Committees and changes to Terms of Reference.

IT WAS RESOLVED TO approve the schedule of meetings for publication, the membership and changes to Committees and Working Groups set out in the report.

8. The Statement by Councillor K House, Leader of Eastleigh Borough Council in response to the Planning Inspectors letter on the outcome of the Local Plan Examination was noted.

The Planning Committee was asked to establish the impact of the statement for Hamble.

9. Delegated decisions on planning applications since the last meeting on 24th February 2020:

- a. F/20/87669 – Co-operative Group Food Ltd, High Street, Hamble
- b. Letter to Mr A Grandfield, Eastleigh Borough Council regarding Policy.OS156

The Council noted all of the above.

10. Draft Credit Management Policy

IT WAS RESOLVED TO adopt the Credit Management Policy.

11. Finance and Payments

IT WAS RESOLVED TO:

Accept the Petty Cash reconciliation as £10.75

Accept the business bank current account reconciliation as £49,554.14

Accept the detailed list of income and expenditure for March (sent to members only)

Accept the Premium Account Reconciliation as £141,769.12

Accept the loan to Eastleigh Borough Council reconciliation as £119,539.83

Authorise the list of payments (sent to members just before the meeting)

12. Exempt Business

IT WAS RESOLVED TO exclude the public and press in view of the confidential nature of the business to be discussed

Report to: Council
Delegated Decisions for noting
8th June 2020

Introduction

Under Standing Orders, decisions can be made by the Clerk in consultation with the Chair of the Council or the relevant Committee when needed.

A number of decisions were taken following the governments Coronavirus regulations. These included the following:

1. To not implement the increased parking fees for the Foreshore Car Park.
Council agreed in January to increase parking charges at the Foreshore Car Park. The increases were not in line with Eastleigh Borough Councils Charges and as a result had to be consulted upon. Eastleigh Borough Council included the increases in their consultation.
An objection was received about the scale of increases and as a result, the decision , had to be made by the Area Committee. The committee due to look at the issue but the meeting was cancelled due to lock down. The increases where therefore not agreed for April as intended.

Eastleigh Borough Council have an Area Meeting on 11th June 2020 and asked whether the we wanted the item to be considered at the meeting. Having consulted the Chair and the Operations Working Group it was agreed not to pursue the increases. The decision was made to help boost the number of visitors to the village and support the local economy. The impact of the decision is hard to assess given the lack of enforcement and absences of visitors during lockdown. It is still unknown what support will be provided by Eastleigh Borough Council. A projection of lost income will be provided to the next meeting.

2. Magazine/newsletter costs – the decision to produce a newsletter for residents was an additional cost to the council of £224.00. The cost was agreed with the Chair of the Communications Working Group. The cost of design work and delivery was covered by volunteers and pro bono work. The Communications Working Group will look at the feedback from residents on the newsletter and whether to produce another. Recommendations will come back to council.
3. Insurance renewal – Our insurance policy expired at the end of May. Last year we had extended the three year policy for a further year. This year it was not possible to

extend again. Zurich were asked to provide a renewal quote based on our updated asset list. The cost has increased from £5939.34 last year to £6098.01 per year for 3 years.

In normal circumstances the policy would have been subject to market testing. Financial Regulations would require this. The extent of the work to market test could not be supported in the current situation and in any event when it was tested three years ago the extent of cover with Zurich was better than with other insurers. The market for this type of insurance is limited. Understanding that financial regulations had been waived due to the specialist nature of the service, the Chair of the Council agreed the approach and cost of the cover.

Resolves to:

To approve the decisions taken under delegated authority

Minutes of the Asset Management Committee Meeting
Tuesday 2nd June 2020 at 08.30am
Held virtually due to coronavirus restrictions.

Those Present: Councillors: S. Schofield, (Chair - part), S Cohen, M. Cross, J. Dajka, S Hand, A. Thompson (Chair- part) and I Underdown, Deputy Clerk, Head Groundsman

Members of the Public: One joined the virtual meeting.

The minute reference for each item is 02.06.2020 + the agenda item number

1a. Apologies for Absence

The Clerk, Cllr Cross joined the meeting at 8:46

1b. Declarations of interest and approved dispensations

Cllr Underdown: Dinghy storage park

1c. To approve the Minutes of the previous Council Meeting.

IT WAS RESOLVED TO approve the Minutes of 3 March 2020. The Chair will sign the Minutes at a later date.

2. Public Participation

The member of the public made representations regarding a wider vision for the foreshore and referred to earlier discussions. These were noted and will be taken forward as an agenda item for Council.

3. Election of Chair

Cllr Thompson was nominated as Chair and duly elected by all members. Cllr Schofield resigned the Chair and Cllr Thompson took over as Chair for the rest of the meeting

Cllr Thompson thanked Cllr Schofield for her hard work and support for the Council's Officers.

Cllr Cross joined the meeting

4. Schedule of Meetings

IT WAS RESOLVED TO hold the next meeting of the committee on 7 July 2020.

5. Officers Report

(a) Electronic Permits

The report was noted and **IT WAS RESOLVED TO:**

- (i) Adopt the draft PID with minor amendments
- (ii) authorise the Deputy Clerk to continue research and preparatory work taking into account concerns that all parishioners would continue having access to the permits; and
- (iii) set aside a budget of £2,500

(b) Updated Asset List

The Asset List was noted and approved and **IT WAS RESOLVED THAT** it be presented to Council.

6. Project and Works List

The Project and Works list were noted. It was also noted that due to the current pandemic priorities would have to change and some projects will have to be deferred and delayed. The Head Groundsman reported on the vandalism at the foreshore and the most - effective means of obtaining spare bench slats was discussed.

7. Exempt Business

IT WAS RESOLVED TO exclude the public and press in view of the confidential nature of the business to be discussed.

(a) Insurance claim update

The Deputy Clerk reported on the current situation regarding a claim against the Council.

(b) Vehicle Report

The Head Groundsman reported on the current situation with regard to the replacement of the truck. This was noted.

The Meeting closed at 09:15

Report to: Council
End of Year Accounts and annual internal audit
8th June 2020

Introduction

1. We are required by law to close our accounts and have our accounts audited prior to them being published for public scrutiny by residents and by government appointed auditors.
2. The Council's accounts were finally closed on Friday 29th May which is later than normal but was a reflection of us doing much of the accounts work ourselves since terminating the contract for accountancy support with J Humphries (they will continue to provide payroll functions).
3. Although the software providers did do a final check, the Deputy Clerk had completed all the tasks and remedied issues and supplied the relevant information for the audit that was carried out on the 4th June 2020. This is a significant step forward and lessons learnt from the exercise have resulted in further improvements to the management of the accounts in the coming year.
4. The late closure of the accounts means there is a backlog of work for this financial year which is now being worked on.
5. In terms of the internal audit there were no significant issues raised and the report is attached along with the management response.
6. The next item on the agenda is the Annual Governance and Audit Statement. Each year the Council has to complete this when the accounts are closed and the audit completed. The information on the form is sent to external auditors with supporting documentation, following a period in which members of the public can request access to all of the year's financial information. The Notice making residents aware of the accounts will be posted before the 1st July 2020.

Resolved to:

Note the completion of the end of year accounts for 2019/20

Note the Audit report dated 4th June and approve the management response to it

Do the Numbers Limited

37 Upper Brownhill Road
Southampton, SO16 5NG

023 8077 2341

4th June 2020

Amanda Jobling, Clerk
Hamble Le Rice Parish Council
Memorial Hall, 2 High Street
Hamble-le-Rice
Southampton, SO31 4JE

Dear Amanda,

Subject: Review of matters arising from Internal Audit for 31 March 2020

Following my visits today and earlier in the year. The review was completed during COVID lockdown and appropriate allowance has been made for such. Overall I found the records to be in significantly improved and that the visits went well.

Control area	Issue	Recommended Action
Year end reports	At the start of the final audit, the year end file prepared by officers contained almost all of the required reports, a great improvement on prior years.	The reports should be run regularly and checks continued that control accounts balance. At the year end the Box 7/8 reconciliation, year to date payroll and updated asset register should also be included.
Bank balances report	The council is using a spreadsheet report for bank reconciliations, rather than the system, rising the risk of transcription errors.	Within the Rialtas system is the Annual Return Cashbook Summary report which always shows the current balances.
Fixed asset register	The asset register used by the council is more of an inventory and appears to include assets which have been replaced.	Over the coming months, each section of the register should be checked against the physical assets by officers and or members and the register brought fully up to date.
Transparency code	The asset register and the location and dimensions of all land and buildings are not on the website	The transparency code requirements are on page 30 here
Parking income	Councils are required to account for and correctly apply the surplus on their parking account.	The council can continue to use the funds on the maintenance of the foreshore (see s.55 here)

Please find enclosed my invoice for the agreed fee. If either you or your councillors have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

Item 6 End of Year 2019/20 Audit Report and Management Response

Control Issue Recommended Action Management Response

Year end reports	At the start of the final audit, the year end file prepared by officers contained almost all of the required reports, a great improvement on prior years.	The reports should be run regularly and checks continued that control accounts balance. At the year end the Box 7/8 reconciliation, year to date payroll and updated asset register should also be included.	Noted
Bank balances report	The council is using a spreadsheet report for bank reconciliations, rather than the system, rising the risk of transcription errors.	Within the Rialtas system is the Annual Return Cashbook Summary report which always shows the current balances.	Copies of the accounts will be provided alongside the summary.
Fixed asset register	The asset register used by the council is more of an inventory and appears to include assets which have been replaced.	Over the coming months, each section of the register should be checked against the physical assets by officers and or members and the register brought fully up to date.	The Asset Register was reviewed in the last two months and is up to date.
Transparency code	The asset register and the location and dimensions of all land and buildings are not on the website	The transparency code requirements are on page 30 here	A summary version will use for publication purposes
Parking income	Councils are required to account for and correctly apply the surplus on their parking account.	The council can continue to use the funds on the maintenance of the foreshore (see s.55 here – attached to report)	Surpluses are ear marked for future maintenance of both the car park and other public green spaces as required. We will include a statement to this effect in our budget article to residents next year

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *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 and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that 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 period 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 it **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 have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
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', has an explanation been published?		
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?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***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

Annual Internal Audit Report 2019/20

HAMBLE LE RICE 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.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

06/02/2020

04/06/2020

DD/MM/YY

Name of person who carried out the internal audit

Eleanor S Greene

INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

04/06/2020

*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:

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

*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:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

HAMBLE LE RICE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	344,452	285,387	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	228,828	235,987	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	116,736	125,778	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	201,113	203,214	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	203,516	137,244	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	285,387	306,694	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	275,408	310,874	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	1,342,039	1,359,642	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	0	0	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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

HAMBLE LE RICE PARISH COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

