HIGHTOWN PARISH COUNCIL

To: The Chairman and Members of Hightown Parish Council.

You are hereby summoned to attend an Ordinary Meeting of the Council which will be held by telephone conference accessed by calling 020 3051 3255 and entering room number 210301 on Monday 21st September 2020 at 7.00pm for the following purposes:

AGENDA

1. **Apologies for Absence.**

2. **Minutes.**
   Members are asked to consider and approve the Minutes of the Ordinary Meeting held on 6th July 2020.

3. **Declarations of interest. -** Members are requested to give notice of any interest relating to any item on the agenda.

4. **To adjourn the meeting to receive public comments on agenda items only.**

5. **Casual Vacancy.**

6. **Annual Governance and Accountability Returns 2019/20.**
   Members are asked to:
   1. Receive the Internal Audit Report 2019/20;
   2. Approve Section 1 – Annual Governance Statement 2019/20;
   3. Approve the notes in respect of the 'No' statements on the Annual Governance Statement 2019/20;
   4. Approve Section 2 – Accounting Statements 2019/20.

7. **Alt Centre Broadband.**
   Members are asked to approve the transfer of the broadband provision at the Alt Centre to a new provider on a 24 month contract at a cost of £24 per month including unlimited broadband and calls and to put in place a direct debit in respect of payment of the same.

8. **Alt Centre Security.**
   Members are asked to approve the cost of £875.00 plus VAT in respect of security services provided by Sefton ARC at the Alt Centre and to further approve two invoices for £40 plus VAT each in respect of security visits to reset the intruder alarm.

9. **ICO Registration.**
Members are asked to approve the payment of £40 in respect of the registration with the ICO and to put in place a direct debit to cover this payment in future years.

10. **Call charges in respect of remote meetings.**
Members are asked to approve:
    1. The cost of the call conference service provided by Babl at a cost of £15 plus VAT per month to be paid by direct debit; and
    2. The reimbursement of call charges to Members in respect of their attendance at remote meetings.

11. **To receive reports of meetings.**
(For information purposes only - No decisions may be made under this item.)

12. **Correspondence.**
Members are asked to consider any correspondence which may have been received and respond.

13. **Planning Applications.**
Members are asked to consider the planning applications set out in the schedule of planning applications circulated and also available on Sefton Council's website.

14. **Accounts paid and for payment.**
Members are asked to agree the payments set out in the schedule of payments circulated

15. **Exclusion of the Press and Public.**
Members are asked to consider excluding the press and public from the remainder of the meeting due to the confidential nature of the matters to be discussed.

16. **To review staff hours and payment.**

J Farrar

Miss J Farrar
Clerk to Hightown Parish Council

Item 2

HIGHTOWN PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF

HIGHTOWN PARISH COUNCIL

HELD ON 6TH JULY 2020 BY TELEPHONE CONFERENCE ACCESSED BY CALLING 020 3051 3255 AND ENTERING ROOM NUMBER 210301

Present: **Cllrs: Brennan (in the chair), Jarrett, Munro and Shacklady.**

2020/018. **Apologies for Absence.**
RESOLVED that the absence of any Members from Council Meetings is authorised and approved for the period until 17th May 2021 pursuant to section 85 of the Local Government Act 1972.

2020/019. **Minutes of the Ordinary Meeting held on 6th July 2020**
RESOLVED that the Minutes of the Ordinary Meeting held on 6th July 2020 be approved as a correct record.

2020/020. **Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.
Cllr Brennan declared a non-pecuniary interest in item 20 as a member of Hightown Connections.

2020/021. **To adjourn the meeting to receive public comments.**
None

2020/022. **Casual Vacancy.**
RESOLVED:
1. That the application of Philip Dillon be accepted in respect of the outstanding casual vacancy;
2. That the resignation of Cllr Longfellow be noted.

2020/023. **Informal Surgeries.**
RESOLVED that informal surgeries would take place at the Alt Centre by appointment only between 11am and 12 noon on Saturday 15th August 2020, Saturday 17th October 2020 and Saturday 19th December 2020.

2020/024. **Grant Awarding Policy.**
RESOLVED that the Grant Awarding Policy and Application Form be approved as drafted.

2020/025. **Grant for Hightown Festival 2020.**

RESOLVED that this item be withdrawn in view of the cancellation of the festival.

2020/026. **Repairs to Railway Footbridge.**

RESOLVED:

1. That the content of the letter from Sefton regarding the repairs to the footbridge be noted;
2. That enquiries are made of Sefton as to the reasons for installing higher solid sides to the bridge.

2020/027. **To receive reports of meetings.**

Cllr Brennan reported on a meeting with Altcar Camp advising that helicopters would be in the area this week.

2020/028. **Correspondence.**

The clerk reported on correspondence received from residents regarding emptying the bin outside the Alt Centre, an overgrown hedge at the corner of the driveway to the sailing club on Thornbeck Avenue which is overhanging the pavement each of these issues have been reported to Sefton MBC and residents encouraged to also make their own reports directly to Sefton.

A variety of issues arising on Blundell Road with cyclists on pavements, parking problems and bins and a request is to be made to Sefton Ward Cllrs to request that this area is reviewed with a view to addressing these concerns.

2020/029. **Planning Applications.**

RESOLVED that the applications be noted.

2020/030. **Grant for Memorial Book.**

RESOLVED that the grant approved by the Parish Council in March 2019 in respect of the preparation of a memorial book be paid directly to Mr C Harris.

2020/031. **Accounts paid and for payment.**

RESOLVED that the amounts listed on the schedule circulated be approved.

2020/032. **To Appoint an Internal Auditor.**

RESOLVED that Batten Hughes be appointed as internal auditor for the financial year 2019/20 and their fee of £144 (in VAT) be approved.

2020/033. **Exclusion of press and public.**

RESOLVED that the press and public be excluded from the remainder of the meeting due to the confidential nature of the matters to be discussed.

2020/034. **Agreement with Sefton MBC.**

RESOLVED:

1. That the option of amending the lease for the Alt Centre with Sefton MBC to permit other organisations to rent space within the Centre be pursued;
2. That the option of extending the lease on the Alt Centre be left in abeyance until there is more clarity in respect of the ending of restrictions relating to coronavirus;

3. That the contribution towards the legal costs of Sefton MBC be approved in the sum of £150.

2020/035. **Agreement with Award Solutions.**
RESOLVED that the current arrangements in place with Award Solutions in respect of their use of the Alt Centre be continued.

In view of his personal interest in the following item Cllr Brennan relinquished the Chair to Cllr Jarrett and took no part in the discussion and voting thereon.

2020/036. **Agreement with Hightown Connections.**
RESOLVED that the current arrangements in place with Hightown Connections in respect of their use of the Alt Centre be discontinued.

J Farrar

Miss J Farrar
Clerk to Hightown Parish Council

Item 6

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 **Section1, 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

HIGHTOWN 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.	✓		

	Yes	No	Not applicable
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

10/09/20

Name of person who carried out the internal audit

ADRIAN HUGHES

Signature of person who carried out the internal audit

Adrian Hughes

Date 10/09/20

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

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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

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

	Yes	No	N/A	
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.			✓	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

and recorded as minute reference:

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

Chairman

Clerk

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

WWW. HIGHTOWNPARISHCOUNCIL . UK

Section 2 – Accounting Statements 2019/20 for

HIGHTOWN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	*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.*
1. Balances brought forward	15560	17301	*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	5460	5460	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	24530	2969	*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	1000	4255	*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	NIL	NIL	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	27249	18232	*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	17301	3243	*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	17301	3243	*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	NIL	NIL	*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	NIL	NIL	*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

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

Section 3 – External Auditor Report and Certificate 2019/20

In respect of HIGHTOWN 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

External Auditor Signature

Date

*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)

HIGHTOWN PARISH COUNCIL

Clerk to the Council:

HIGHTOWN PARISH COUNCIL
Alt Community Centre
23 Lower Alt Road
Hightown
L38 0BA

Explanations in respect of 'No' responses in Section 1 – Annual Governance Statement 2019/20

In respect of statement number 1 a 'No' response has been entered for the following reasons:

- The annual return was not completed by the required date because of disruption caused to the Parish Council's meeting schedule as a result of the coronavirus pandemic. This is a unique situation that is unlikely to be repeated in subsequent years, however, in the event that similar events should arise the Council has now put in place arrangements to hold remote meetings that will avoid any delay in approving future returns.

- A formal budget was not in place prior to the start of the relevant year. A qualified and experienced clerk is now in post and budgets have now been prepared and published for subsequent years which will be maintained in accordance with the financial regulations in place.

- Several receipts for payments made during the year were either not obtained or cannot be found.

In respect of statement number 2 a 'No' response has been entered for the following reasons:

- No Standing Orders or Financial Regulations could be located prior to the new clerk taking up post. These documents have now been put in place and will be regularly reviewed and updated.

Phone: 07421 354877 Email: clerk@hightownparishcouncil.uk Website: www.hightownparishcouncil.uk

Explanation of variances – pro forma

Name of smaller authority:

County area (local councils and parish meetings only):

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	15,560	17,301				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	5,460	5,460	0	0.00%	NO		
3 Total Other Receipts	24,530	2,969	-21,561	87.90%	YES		In 2018/19 the following receipts were received that were not received in 2019/20: A grant from Sefton MBC for £6350, a lottery grant in the sum of £9970, rental ffor the community centre in the sum of £4,000 to cover 2 years rental and fundraising was carried out raised £2956.
4 Staff Costs	1,000	4,255	3,255	325.50%	YES		The Parish Council employed an experienced clerk from 8th August 2019 paid on the NJC scale for 5 hours a week plus additional hours as needed.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	27,249	18,232	-9,017	33.09%	YES		Repairs to the community centre were carried out in 2018/19 at a total cost of £11275.
7 Balances Carried Forward	17,301	3,243			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	17,301	3,243				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	0	0	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

HIGHTOWN PARISH COUNCIL

CASH FLOW STATEMENT AS AT 31/03/2020

Surplus carried forward from 31/03/2019 | 17301.24

Summary of income 01/04/2019 to 31/03/2020

	Actual	Budget
Precept	5460.00	
Alt Centre Rental	0.00	
VAT repayment	0.00	
Bank interest	19.76	
Festival Income	1875.90	
Other	1073.13	
TOTAL:	**8428.79**	**0.00**

Summary of expenditure 01/04/2019 to 31/03/2020

VAT	**372.68**	
General administration	**11344.28**	
Repairs	**2453.99**	
Alt Centre	**4699.80**	
Meeting room hire	**105.00**	
Subscriptions	**40.00**	
Equipment	**0.00**	
Community Engagement Initiatives	**2902.14**	
Grants & Donations	**68.50**	
Open Spaces	**500.77**	
Election Expenses	**0.00**	
Members Expenses	**0.00**	
TOTAL:	**22487.16**	**0.00**

SUMMARY

Cash in hand C/F	17301.24
(Add) Income	8428.79
	25730.03
(Deduct) Expenditure	-22487.16
TOTAL:	**3242.87**

BANK ACCOUNTS

Current Account	853.64
Savings Account	3315.31
TOTAL	4168.95
Unpresented cheques	-926.08
	3242.87

Temporary investments	0

J Farrar
Clerk to the Council & RFO

23/06/2020

Item 7

HIGHTOWN PARISH COUNCIL

Date or Meeting: 21st September 2020
Agenda Item Number: 7
Subject: Alt Centre Broadband

Background and purpose:

A broadband contract has been in place at the Alt Centre with Matrix at a cost of £54.60 plus VAT. The current contract has now expired and quotes have been obtained to continue with fibre broadband as follows:

Matrix	£54.60 plus VAT (Ongoing contract)
Base Communications	£35.95 per month plus VAT (36 or 48 month contract) or £33.25 plus Vat (60 month contract)
Talk Talk Business	£24.00 per month plus VAT (24 month contract) Inc unlimited calls to landlines and mobile numbers

The Talk Talk package is recommended on the basis of cost.

It is also recommended that an inclusive call package is obtained due to the very poor mobile signal at the Alt Centre.

Enquiries have been made with Award Solutions IT advisor who has confirmed that the Talk Talk service is adequate for their needs.

Actions:

1. Members to approve the transfer of the broadband contract to Talk Talk Business at a cost of £24.00 plus VAT per month for a period of 24 months to include unlimited fibre broadband, calls to landlines and mobiles.

JF

Item 13

21st September 2020

Planning Applications

- Non-material amendment to planning permission DC/2019/02072 granted on 17/12/2019 for the width of the balcony to be reduced by 300mm to allow installation of lantern roof window over the kitchen and velux window in the roof over ground floor bathroom Open for comment icon

  29 Mark Road Hightown Liverpool L38 0BG

  Ref. No: DC/2020/01632 | Validated: Wed 19 Aug 2020 | Status: Awaiting decision

- Erection of a two storey extension to the side, single storey extension to the rear, porch and alterations to the front of the dwellinghouse including railings to the existing front boundary wall, following the demolition of existing conservatory at the rear. Open for comment icon

  17 Oakfield Road Hightown Liverpool L38 9GQ

  Ref. No: DC/2020/01607 | Validated: Tue 18 Aug 2020 | Status: Registered

- Erection of a first floor extension to the side of the dwellinghouse Open for comment icon

  11A The Roundway Hightown Liverpool L38 9EJ

  Ref. No: DC/2020/01359 | Validated: Mon 03 Aug 2020 | Status: Registered

- Erection of a single storey extension to the front of the dwellinghouse.

  1 Lower Alt Road Hightown Liverpool L38 0BA

  Ref. No: DC/2020/01197 | Validated: Tue 07 Jul 2020 | Status: Decided