

ASTLEY VILLAGE PARISH COUNCIL

MEETING: Full Council Meeting, Wednesday, 1 July 2020 at **7.00 pm**

VENUE: Electronic meeting via Zoom

AGENDA

292.01 Apologies for Absence

Receive members' apologies.

292.02 Declarations of Interest

Members can declare interests in this agenda item, or when arise during a meeting.

292.03 Public Participation - Residents Matters

In accordance with Standing Order 70 - the Chairman may adjourn the meeting to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting. Councillors will refrain from speaking in the public participation section.

292.04 Minutes of Council Meeting

Approve and sign the circulated minutes of the meeting as a correct record.

292.05 Clerk report and Chairman report

Reports on ongoing projects and work, and updates on reports and requests from prior meetings.

292.06 Statutory Business

Consider any planning applications relevant to the village and formulate a response

292.07 Financial Matters

- i) Receive information of receipt of the precept
- ii) Approve all expenditures for payment
- iii) Receive finance reports
- iv) Receive and action the Internal Auditors report
- v) Approve final figures for year ending 31 March 2020
- vi) Approve Annual Governance statement 2019/2020 on the Annual Return
- vii) Approve Accounting Statements 2019/2020 on the Annual Return

292.08 Update on staffing position

Update will be supplied by the Chair of Personnel Committee

292.09 Environment Reports, verbal

292.10 Reports from Parish Council representatives on Other Bodies

- Chorley Liaison – LL
- Neighbourhood Working Group – RF
- Friends of Astley Park - JMcA

292.11 Matters for information

Notify the Chair of any item to be brought under this section, prior to the meeting. Only items requiring urgent attention, information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions or spend can be agreed.


Clerk

MINUTES of Astley Village Parish Council meeting held Wednesday, 4 March 2020 at Astley Village Community Centre, Hallgate, Astley Village.

Present Cllrs S Crook, J Dawson, R Fraser, C Lennox, L Lennox (Chairman),
K Robinson, J McAndrew, C Sheldon.

Clerk Mrs D Platt. Public 5

291.01 Apologies for Absence – Cllr A Almond

291.02 Declarations of Interest – none at this time.

291.03 Public Participation

RESOLVED: Council agreed to suspend standing orders.

Cty Cllr Riggott asked if the new SPIDs have been received well by residents or any feedback. Cllrs reported they thought it was slowing the traffic.

Potholes on Westway approaching the roundabout at Euxton Lane need repairing.

RESOLVED: Council agreed to restore standing orders.

291.04 Minutes of Meeting

RESOLVED: Minutes of the Council meeting of 8 January 2020 were accepted as a correct record and signed by the Chair.

291.05 Clerks Report

Members received the report.

291.06 Statutory Business

a) RESOLVED: Proposed and seconded Mrs Anne Pryce to be co-opted to the Council.

Susan Crook resigned as Councillor because she is moving away.

b) Consider planning applications

20/00056/FULHH 94 Deerfold Astley Village; Erection of boundary fencing with a maximum height 2.6m (Retrospective) – already passed.

20/00132/CB3 West Way Playing Fields West Way Astley Village.

RESOLVED: Council agreed to support this application but raised concerns about the flooding on Westway which seems to be permanently running over Westway road and this should be considered or taken care of within the scheme.

20/00095/FULHH 9 Wymundsley Astley Village; Part first flood side/part single storey front extension; single storey rear extension including balcony.

RESOLVED: Council commented they were concerned about access not being through Chancery Road and hedge but through the house, as now the houses have all been joined together.

Application at McDonalds located on Tesco car park.

RESOLVED: Council objected to this application in regards to:

- High signage which is lit up and shining through or above the tree line

- High up air conditioning units – noise and smell
- Loss of car parking besides the ones taken by Shop&Pick unit and car washing all taking spaces out of circulation
- Environment issues of cars in the 'drive-through' who's engines are running whilst waiting
- Crossing Westway, Ackhurst/Foxhole Road area is very very difficult – could a crossing be requested

291.07 Financial Matters

i) Approve expenditures for payment

RESOLVED: Council approved the payments

£	24.00	Easywebsites	Monthly rental
£	3006.00	ABC Fencing	Knee rail along Chancery
£	578.88	Everglades Nurseries	Tree/planted
£	95.57	Employee 1	Reimbursements
£	279.06	Employee 1	Salary March 2020
£	88.95	Employee 2	Salary March 2020
£	69.60	HMRC	Tax&NI March 2020
£	240.00	Friends of Astley Park	Grant

ii) Receive finance reports

Finance reports were received.

iii) Consider a grant application

Grant application received from Friends of Astley Park for items of equipment to do volunteer work.

Cllrs Robinson and McAndrew declared an interest in this item.

RESOLVED: Council agreed to grant £240 and requested a photo and article for the parish newsletter.

Councillors discussed signatories and Cllr Sheldon was nominated, if agreeable this will be agreed at the next meeting.

291.08 Purchase of knee rail fencing along Chancery Road

Clerk updated from the last meeting that three quotes were received and ABC Fencing was chosen.

RESOLVED: Council approved the Contractor ABC Fencing at a cost of £2142 plus the repairs to the existing section.

291.09 Best Kept Village Competition

Councillors did not want to enter the competition this year.

291.10 Review of the Calendar of Tasks and Policy List

RESOLVED: Council revised the Policy list.

291.11 Spring Newsletter

Looking now for June distribution but items together before the 13th May meeting.

Cllr Vacancy, new Councillor introduction, new Clerk introduction

Trees - LL; Knee Rail - LL; Wildflower Meadow - LL; LDF – CL; SPID; Friends;
Footpaths and steps; new shop advert - AA;

291.12 Environment Reports

LL 10 new trees have been planted, footpaths have been done but Judeland Wood still not finished, dumping reported of a double bed/mattress near to football fields and will report washing machine tomorrow.

KR bus stop at Long Croft Meadow glass broken. Mud on pavements near to Studfold and Deerfold from grass verges, PfP removing shrubs and trees and residents not happy. Flooding is still happening in the car park/service area behind the shops, this was reported after the last meeting and will be reported again.

CL consistency of the barriers being closed on the Hallgate car park.

CS new trees, can we make a commitment to plant more trees over the coming years – this could go in the two year plan.

LL raised the subject of the dog wash in the park, firstly there was no drainage and since then they have adjusted the layout and improving drainage but this is not working either- this is work in progress.

Contact PfP about the Ravensthorpe hedge-line which sticks out and catches people walking past.

There is also a Green Spaces meeting in Ravensthorpe on 12th March.

291.13 Reports from Parish Council representatives on Other Bodies

LL - Liaison Committee 15 January – nothing much of interest to Astley Village – next meeting later in March which Cllr Almond will be attending.

KR - Friends of Astley Park – grant received for the path and steps and Chorley has added to this with a grant. This work may be done by the end of April.

291.14 Matters for information

The Chairman declared the public meeting closed.

Future meeting dates 7pm Wednesdays. 2020 - 13 May, 1 July, 2 September, 4 November.

CLERK'S REPORT (FOR INFORMATION ONLY)**QUESTIONS/ISSUES FROM MEETINGS/ ONGOING PROJECTS**

Advertisement for a Councillor vacancy was posted on the website and noticeboards and the deadline for an election has now passed so the Council can co-opt to the vacancy.

PLANNING APPLICATIONS / DECISIONS

20/00558/FULHH 40 Judeland Astley Village Chorley PR7 1XJ - Single storey side extension. Circulated to Councillors via email 23 June 2020

CONSULTATIONS / INVITATIONS**TRAINING****Undertaken:**

GDPR training undertaken on 12/04/18

SLCC branch meetings: 19/04/18, 14/6/18, 13/9/18, 06/12/18, 07/02/19, 04/04/19, 12/09/19, 05/12/19

SLCC Regional Conference 27/06/18

Clerks meeting Chorley 05/07/18, 06/12/18, 12/03/19, 13/06/19, 11/07/19

Regional Conference, SLCC Cheshire, Northwich: 09/10/19

Regional Conference, SLCC Cheshire, Middlewich: 27/09/18

SLCC National Conference, Leicestershire: 02/10/19-03/10/19

SLCC National Conference 10/10/18-11/10/18

SLCC Webinar on Elections 20/02/19

SLCC Webinar on Agenda & Minutes 12/06/19 & 19/06/19

SLCC Training day: 28/01/2020 Website Accessibility new legislation

Training Day for new Clerks/Councillors 06/02/2020

Webinar SLCC – Website Accessibility PDF documents 19/06/20

Webinar SLCC – Website Accessibility Word documents 24/06/20

Forthcoming:

SLCC branch meetings: 10/09/2020, 03/12/2020

Clerks meeting, Chorley:

Report to the Parish Council on progress with projects in Astley Village by Cllr Laura Lennox.

Back in January and February the work on the new knee rail was completed and some grass seeding was done, although getting that routinely maintained has been challenging!

In February, 10 new trees were planted and the flower boxes were filled in April, when I managed to get some plants. A number of volunteers have been watering the boxes and trees through the drought which followed the floods.

Over the early part of the year the steps in Hare wood and Judeland wood were completed and they have been a great asset for many people taking exercise in and around the park during lockdown.

Unfortunately, the combination of the lockdown and the drought has played havoc with the plans to allow wildflower regeneration along Chancery Road. The notices identifying the areas to be left uncut have never appeared. Mowing was postponed and consequently some people did not see that the long grass was intentional. Also, the seeded wildflower meadow at the end of The Farthings was ploughed in the heavy rains of February and then left during the lockdown! I managed to obtain some seed and scatter it, so all may not be lost!

I have had three complaints about the long grass, two of them directed through other Councillors and one through the Clerk. I have also received some compliments and pleasure that we are giving nature a chance. I think the project will need refining next year but at present that seems even more uncertain. The grass will be cut at the end of August or early September.

With the Community Centre closed our Lengthsman has been unable to work. Thank you to those of you who have been litter picking.

The reopening of the cafe in the park for takeaways has caused problems with the bin overflowing in the car park. I have reported this several times. However, litter on the whole has not been too bad.

April to July 2020

Date	Creditor	Description	Cheque No	Total	Vat	Net	Budget	S137
01/04/20	Easywebsites	Monthly rental	SO	24.00	4.00	20.00	01-8	
01/04/20	Chorley Council	Room hire	EB	10.20	1.70	8.50	01-1	
16/04/20	Employee 1	Salary April20	EB	279.06		279.06	01-6	
16/04/20	Employee 2	Salary April 20	EB	94.47		94.47	01-6	
16/04/20	HMRC	Tax&NI April 20	1568	69.60		69.60	01-6	
16/04/20	ICO	Renewal of License	1569	40.00		40.00	01-1	
29/04/20	Pole Green Garden C	Plants	1571	69.83		69.83	03-3	
01/05/20	Easywebsites	Monthly rental	SO	24.00	4.00	20.00	01-8	
20/05/20	Employee 1	Salary April20	EB	278.86		278.86	01-6	
20/05/20	Employee 2	Salary April 20	EB	94.47		94.47	01-6	
20/05/20	HMRC	Tax&NI April 20	1570	69.80		69.80	01-6	
01/06/20	Easywebsites	Monthly rental	SO	24.00	4.00	20.00	01-8	
18/06/20	1st Euxton ROF Scou	Delivery of newsletter	1572	81.25		81.25	02-1	
18/06/20	Zurich Insurance	Council Policy	EB	391.19		391.19	01-3	
18/06/20	Chorley Council	Room hire	EB	10.20	1.70	8.50	01-1	
18/06/20	S Edwards	Internal Audit	1573	75.00		75.00	01-4	
18/06/20	Employee 1	Reimbursements	EB	76.76	10.58	66.18	01-1	
18/06/20	Employee 1	Salary June 2020	EB	279.06		279.06	01-6	
18/06/20	Employee 2	Salary June 2020	EB	94.47		94.47	01-6	
18/06/20	HMRC	Tax&NI June 2020	1574	69.60		69.60	01-6	
01/07/20	Easywebsites	Monthly rental	SO	24.00	4.00	20.00	01-8	
17/07/20	Employee 1	Salary July 2020	EB	278.86		278.86	01-6	
17/07/20	Employee 2	Salary July 2020	EB	94.47		94.47	01-6	
17/07/20	HMRC	Tax&NI July 2020	1575	69.80		69.80	01-6	
				2622.95	29.98	2592.97		

1 April 2020 to 31 March 2021

INCOME

Date	Invoice No	Received from	Bank	Grant	Other	Precept	Adverts	Interest		VAT
17/4/20		Chorley Council	24671.00	3877.00		20794.00				
			24671.00	3877.00	0.00	20794.00	0.00	-	-	-

Astley Village Parish Council

Budget Spends

1 April 2020 to 31 March 2021

			Ear-marked Reserve or C/F	Precept 2019/20	Transfers	Total Budget	Spend to date (ex vat)	Income	Budget Remain
01 - ADMINISTRATION	01-1	Room Hire		100		100	123		-23
	01-2	Office/Sundry		1000		1,000	0		1,000
	01-3	Insurance		400		400	391		9
	01-4	Auditors/Accounts		175		175	75		100
	01-5	Election/by-election/polls	4000	1000		5,000	0		5,000
	01-6	Employee costs (salary, training etc)		12000		12,000	1,773		10,227
	01-7	Employee Contingency	2250	0		2,250	0		2,250
	01-8	IT/Website	0	350		350	80		270
02 - COUNCIL	02-1	Newsletter/Publications		1000		1,000	81	0	919
	02-2	Village Caretaker		1000		1,000	0		1,000
	02-3	Training		150		150	0		150
	02-4	Grant fund/local projects & groups		1000		1,000	0		1,000
	02-5	General Reserve	10516	0		10,516	0		10,516
03 - PLAN	03-1	Christmas		2500		2,500	0		2,500
	03-2	Village Improvements	1961	25000		26,961	70		26,891
	03-3	SPID	2000	5000		7,000	0		7,000
		Precept in						20,794	
		Other in						3,877	
All expenditure figures exclude vat			20,727	50,675		71,402	2,593	24,671	68,809
VAT spent			£29.98				ex vat		

Astley Village Parish Council

Summary

1 April 2020 to 31 March 2021

£

Receipts and Expenditure Account

Receipts

Precepts	20794.00
Grant	3877.00
Other	0.00
Bank Interest	0.00
Advertisements	0.00
VAT on Receipts/Recovered	0.00
Total Receipts	<u>24671.00</u>

Expenditure Total

2622.95

Income & Expenditure Reconciliation

Balance Brought Forward at 1 April 2020	59912.56
Add: total receipts to date	+ 24671.00
Less: total expenditure to date	- 2622.95
Balance	<u>81960.61</u>

Bank Reconciliation

Community Account (chequeing account)	31/05/20	+	1500.00
Bus. Premium Account 1 (higher interest)	31/05/20	+	77158.10
Unify Credit Union deposit	03/03/20		5244.97
Less unrepresented cheques/ET/SO		-	1942.46
Plus uncleared credits		+	<u>81960.61</u>

Unrepresented cheques/SO/Payments	
Feb/Mar	240.00
Apr/May	133.80
Jun/Jul	1568.66
	<u>1942.46</u>

Uncleared Incomes	
	<u>0.00</u>

Item 292.07 iv)

14 Sycamore Avenue
Euxton
CHORLEY
Lancs
PR7 5EG

May 2020

Debra Platt
Parish Council Clerk
Astley Village Parish Council
9 Ambleside Avenue
Euxton
Chorley
Lancs
PR7 6NX

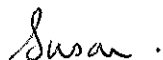
Dear Debra

I have completed the audit for Astley Village Parish Council for the year 1 April 2019 to 31 March 2020. The areas involved in the audit included:

- The system for the approval of expenditure was checked alongside the payments, which were supported by invoices and detailed in the minutes of meetings, then checked on the bank statements.
- Income was received and accounted for and checked on the bank statements.
- Transfers from bank to bank were checked.
- Bank reconciliations were carried out correctly.
- Standing Orders and Financial Regulations were adhered to.
- A good budgetary process was in operation.
- Payroll expenditure was properly supported by documentary evidence.
- Payments through the bank and reimbursements were also documented correctly.
- Year-end accounts prepared accurately, including the AGAR form.

I believe that the control objectives and procedures set up and operated by Astley Village Parish Council are to a standard adequate to meet the needs of the council.

Yours sincerely



Susan Edwards

Annual Internal Audit Report 2019/20

Item 292.07

ASTLEY VILLAGE PARISH COUNCIL
ENTER NAME OF AUTHORITY

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

Name of person who carried out the internal audit

DD/MM/YY

1 MAY 2020

DD/MM/YY

ENTER NAME OF

SUSAN EDWARDS

AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

30/05/2020

*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).

Astley Village Parish Council

Budget Spends			1 April 2019 to 31 March 2020						
			Ear-marked Reserve or C/F	Precept 2019/20	Transfers	Total Budget	Spend to date (ex vat)	Income	Budget Remain
01 - ADMINISTRATION	01-1	Room Hire		100		100	66		34
	01-2	Office/Sundry		1000		1,000	667		333
	01-3	Insurance		400		400	388		12
	01-4	Auditors/Accounts		175		175	275		-100
	01-5	Election/by-election/polls	4,000	1000		5,000	273		4,727
	01-6	Employee costs (salary, training etc)		12000		12,000	5,251		6,749
	01-7	Employee Contingency	2,250	0		2,250	0		2,250
	01-8	IT/Website		350		350	260		90
02 - COUNCIL	02-1	Newsletter/Publications		1000		1,000	882	0	118
	02-2	Village Caretaker	1,200	1000		2,200	0		2,200
	02-3	Training		150		150	0		150
	02-4	Grant fund/local projects & groups		1000		1,000	240		760
	02-5	Emergency funds	10,516			10,516	0		10,516
03 - PLAN	03-1	Christmas		2500		2,500	434		2,066
	03-2	Village Improvements/Neighbourhood Proj	1,961	23039		25,000	3,029		21,971
	03-3	Speed Indicators	7,000			7,000	6,074		926
		Precept in						20,689	
		Other in						5,719	
All expenditure figures exclude vat			26,927	43,714		70,641	17,838	26,408	52,803
VAT spent			£2,062.02				ex vat		

1 April 2019 to 31 March 2020

BUDGETS

[illegible]

2820.97

INCOME

Date	Invoice No	Received from	Bank	Grant	Other	Precept	Adverts	Interest		VAT
03/04/19		Chorley Council	24566.00	3877.00		20689.00				
13/05/19		Unify Credit Union Interest	76.35					76.35		
06/06/19		Barclays Interest	31.09					31.09		
02/09/19		Barclays Interest	32.93					32.93		
09/09/19		Sale of blower machine	30.00		30.00					
07/11/19		Barclays complaint comp	100.00					100.00		
02/12/19		Barclays Interest	30.21					30.21		
25/02/20		Chorley Council/N'hood grant	1500.00	1500.00						
02/03/20		Barclays Interest	20.36					20.36		
03/03/20		Unify Credit	21.06					21.06		
			26408.00	5377.00	30.00	20689.00	0.00	312.00	-	-

Astley Village Parish Council

Summary

1 April 2019 to 31 March 2020

£

Receipts and Expenditure Account

Receipts

Precepts	20689.00
Grant	5377.00
Other	30.00
Bank Interest	312.00
Advertisements	0.00
VAT on Receipts/Recovered	0.00
Total Receipts	<u>26408.00</u>

Expenditure Total

19922.96

Income & Expenditure Reconciliation

Balance Brought Forward at 1 April 2019	53427.52
Add: total receipts to date	+ 26408.00
Less: total expenditure to date	- 19922.96
Balance	<u>59912.56</u>

Bank Reconciliation

Community Account (chequeing account)	31/03/20	+	1500.00
Bus. Premium Account 1 (higher interest)	31/03/20	+	53407.59
Unify Credit Union deposit	03/03/20		5244.97
Less unrepresented cheques/ET/SO		-	240.00
Plus uncleared credits		+	<u>59912.56</u>

Unrepresented cheques/SO/Payments
1564 240.00
<u>240.00</u>

Uncleared Incomes
<u>0.00</u>

Section 1 – Annual Governance Statement 2019/20

Item 292.7 v.1)

We acknowledge as the members of:

ASTLEY VILLAGE PARISH COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

*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

www.avpc.org.uk

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

ASTLEY VILLAGE PARISH COUNCIL
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	38,864	53,427	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. 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	20,520	20,689	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	6,548	5,719	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	5,453	5,251	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	6,962	14,672	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	53,427	59,912	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	53,427	59,912	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	21,257	31,377	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		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