



Aldworth Parish Council

Virtual Annual Meeting of the Parish Council

I hereby give you Notice that the next meeting of Aldworth Parish Council is to be held on:

Wednesday 5th May 2021 at 7pm via Zoom

<https://us02web.zoom.us/j/88093972447?pwd=Tk95TVVSaVU5eWdmMm9BZUU5cXZaUT09>

Meeting ID: 880 9397 2447

Passcode: aldworth

All members of the Council are hereby summoned to attend this virtual Annual Parish Council meeting.

AGENDA

1. To elect the Chairman of Aldworth Parish Council for 2021 / 2022.
2. To elect the Vice Chairman of Aldworth Parish Council for 2021 / 2022.
3. To complete the Acceptance of Office forms for both the Chairman and Vice Chairman.
4. To receive apologies for absence from members of the Council.
5. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation for items on the agenda.
6. To receive a report from our District Councillor, Alan Law.
7. To receive questions or comments from members of the public regarding items on the agenda and representations from any member who has declared a personal interest.
8. To approve the [minutes](#) of the previous meeting on 15th March 2021.
9. Annual Governance & Accountability Return (AGAR) 2020 / 2021
 - a. To consider the findings of the [Internal Audit Report](#) from Heelis & Lodge
 - b. To approve the [Annual Governance Statement](#) by resolution
 - c. To consider the [Accounting Statement](#) and the [Receipts and Payments Summary](#)
 - d. To approve the Accounting Statements by resolution. (*ensure visible on screen*)
10. To approve the introduction of a Staffing Committee, review the [Terms of Reference](#) and appoint members to the Staffing Committee.
11. To review and confirm the Standing Orders for Aldworth Parish Council.
12. To review and confirm the Financial Regulations for Aldworth Parish Council.
13. To review and confirm the [subscriptions](#) to:
 - a. BALC / HALC / NALC
 - b. To split the renewal cost of the Clerk's Membership to the SLCC for the following year
14. To review the [Direct Debits](#) approved by the Council.

15. To confirm our eligibility to exercise the [General Power of Competence](#) (Localism Act 2011).
16. To review the [Asset Register](#).
17. To review the [insurance cover](#) which is renewed on 1st June 2021.
18. To review the following policies:
 - a. Complaints Policy
 - b. Freedom of Information Policy
 - c. Data Protection Policy (new)
 - d. Media Policy
 - e. Employment Policies (Anti-Bullying / Grievance & Disciplinary / Equality Policies)
19. To review the [S.137 expenditure](#) incurred for 2020 / 2021.
20. To determine the time and place for [future meetings](#) of the Parish Council including the newly formed Staffing Committee.
21. To consider areas of [responsibility](#) for each member of the Council.
22. To update the Action Log and begin a new one for 2021 / 2022.
23. To consider the purchase of a new [Parish Notice Board](#) for the Well Green.
24. To consider making a donation towards the purchase of a '[Covid Memorial Bench](#)' for the Downland Practice Surgery in Chieveley.
25. To receive the [Clerk's Report](#): Finance, Correspondence, and miscellaneous items.
26. To discuss matters for future consideration.
27. Further questions or comments from members of the public.

Next Meeting of the Parish Council: To be arranged during this meeting

Clerk to the Council: Mrs Fenella Woods. Dated: 28th April 2021





Aldworth Parish Council

Minutes of the Virtual Parish Council Meeting

Monday 15th March 2021 at 7pm via Zoom

Minute ref: 006/15003021/vPCM

Members Present:	Cllr. Tim Chapman (Chairman), Cllr. Donna Roach, Cllr. John Clark
Members Absent:	2
Officers Present:	Mrs Fenella Woods (Clerk & RFO)
In Attendance:	2 members of public
Meeting Start Time:	19.08pm
Meeting End Time:	20.31pm

1. Cllr. Chapman welcomed all to this meeting. Apologies were received from Cllr. Williams and Cllr. Walters, and were accepted. We are quorate.
2. Cllr. Chapman disclosed an interest in item 14; no dispensation was required.
3. There were no questions from members of the public, nor any representations from members.
4. The minutes from the meeting dated 18th January 2021 were **approved** as an accurate record. They will be signed in due course (due to Covid-19).
5. There were no matters arising from the minutes of the meeting dated 18th January 2021.
6. Cllr. Alan Law (District Councillor) did not join us on this occasion and no report was received.
7. The Action Log was shared on screen. It was **agreed** to send Elaine Cox's email regarding the 'Planings' in an AONB to James Hole at Yattendon Estates for his comments. The bags of soil on the flooded bend in Westridge Green are being investigated by Stuart Clark and his team at WBC as they have failed. A new solution is needed and Yattendon Estates will be contacted to gain permission to lay a pipe into the field opposite. The soakaway will also be re-cleared. A site visit is being arranged by the Planning Enforcement Team at Kiddington Cottage and we will receive an update on the potential breach. The Log will be updated to reflect these developments and uploaded to the website by the Clerk.
<https://www.aldworth-pc.gov.uk/action-log>

8. All Councillors **agreed** to purchase the Data Protection fee from the ICO. The Clerk will make the arrangements to pay via direct debit annually (attracting a £5.00 discount).
9. The Clerk presented a number of policies to the Council:
 - a) Risk Management Scheme / Assessment – **approved**
 - b) Community Engagement Policy – **approved**
 - c) Complaints Procedure Policy – **approved**
 - d) Equality Policy – **approved**
 - e) Freedom of Information Policy – **approved**
 - f) Media Policy – **approved**
 - g) Grants Awarding Policy – **approved**

All Councillors **ratified** and **approved** the above policies and they will be uploaded to our website.

10. Year End Update:
 - a) AGAR 2019 / 2020: The Clerk determined that some of the values entered for the 2019 / 2020 AGAR were incorrect when signed. After an extensive review (with the internal auditor) the error arose from the previous Clerk entering in a bank switch transfer as 'income' into Box 3. This was not income; it was only a switch transfer from when the account was moved from TSB to Barclays. The Clerk has gone through all transactions for 2019 / 2020 and can confirm that box 3 should have shown a zero value as the only income received in 2019 / 2020 was for the 2 Precept payments. There were other anomalies with the staff costs and expenditure but these have been amended. After consultation with PKF Littlejohn, it was agreed that the AGAR 2020 / 2021 would use the revised figures and add ***RESTATED*** along the top of the document. All Councillors were **satisfied** that this was the most suitable course of action and **approved** the revised figures. The Clerk will ensure the new internal auditor has clear visibility of the amendment and the Chairman will sign the spreadsheet confirming the actual values.
 - b) It was noted that the previous Clerk had not claimed for VAT for 2019 / 2020. The Clerk has now actioned this and we are waiting for a £46.96 refund. At Year End 2021, the Clerk will post the claim for the VAT refund for this year.
 - c) Preparations for the Internal Audit are going well. The Clerk will prepare an accompanying explanation document advising them of the work undertaken since November 2020 to bring the Council in line with best practices.
11. All Councillors **approved** the purchase of a replacement sign at the Playground which has the correct phone number on should there be an accident or any issues with equipment at a cost of £90.55. The sign will be delivered to the Clerk who will replace the existing sign.
12. All Councillors **approved** the donation of £50.00 to West Berkshire Library Services and £50.00 to Citizens Advice Bureau (Newbury Branch), to support their work during the pandemic. S137 allocation has been used and will be recorded in the finance software.
13. The Planning Applications at Westridge House were discussed and we were joined by the applicants. After reviewing the plans and discussing with the applicants all Councillors **agreed on no objection** to the plans. The Clerk will complete the 2 Parish Observations Sheets and send them back to the Planning Team. Thank you to the applicants for joining us at the meeting.
14. WBC requested our comments on the proposal to remove sycamore, ivy and brambles from the driveway at Woodrows Farm, the home of our Chairman, Cllr. Chapman. Cllr. Chapman informed the Council of the difficulty in maintaining the ivy and brambles and that the plan was to remove them and replace with hornbeam and beech trees which would reduce the

maintenance and match up with the other side of the driveway. There were **no objections** to this and the Clerk will advise WBC of the outcome.

15. Clerk Report:

- a) All Councillors have received the Finance Report for February. Current bank account status is £10,782.45 with 2 pending payments for the end of March which have been approved.
- b) A Settlement Boundary Review has been sent by WBC and informed us that no changes to the Aldworth Parish boundary will take place.
- c) We will shortly receive the invoice for the annual cost of emptying the dog waste bin at the Recreation ground.
- d) The Active Travel Plans consultation from WBC has been received. Councillors are asked to add to the 'Heat Map' areas they think could be improved with regards to safety to pedestrians and dog walkers etc. The Clerk will forward the link to the map.
- e) All Councillors **approved** the payment of £43.63 to the Clerk to cover expenses incurred since November 2020 (stamps, stationery etc.) and this would be paid via BACS.
- f) The Clerk has requested annual leave from 28th June to 1st July inclusive and this was **approved**.
- g) The Clerk and Cllr. Roach attended the District Parish Conference via Zoom on 11th March and found it informative. Particular highlights were the information on Planning Enforcement and PROWs (Public Rights of Way). The Clerk will forward the presentations to all Councillors when they are received.
- h) The Clerk has received numerous communications from a resident at The Glebe with concerns over the 'pit', water charges and services charges. This is run by Sovereign Housing and West Berkshire Council. It was **agreed** to draft a questionnaire to send to all residents of The Glebe to gain an understanding of whether these concerns are felt by all residents and to engage with them more. The results will be reviewed to see if the Council can offer any support with rectifying any issues with Sovereign and WBC.

16. All Councillors **agreed** to bring the Annual Meeting of the Parish Council forward to Wednesday 5th May 2021 to allow us to hold this via Zoom before the expiration date for remote meetings on 7th May comes into force. It was **agreed** that the Annual Parish Meeting would not take place this year due to the pandemic and the challenges of meeting face to face whilst the vaccination programme is under way.

17. Cllr. Clark shared on the screen photographs of the bank of grass by the Church which had been severely damaged by a large vehicle. It has been churned up by large and heavy wheels and needs some repair work. It was **agreed** to contact Revd. Katy to ascertain who owns the bank, and to obtain a quotation from CJM Services for the repair if Revd. Katy was in agreement. Cllr. Clark will forward the photographs so the Clerk can share with CJM. Once a quote has been received, all were in **favour** to agree to the spend via email rather than reconvene in an extraordinary meeting.

18. Cllr. Chapman discussed the ongoing issue of flooding in Ambury Road. The soakaway is no longer functioning, pipes are not wide enough to support the volume of water and homes and gardens are being impacted. The cess pit is also being affected which could endanger public health. It was **agreed** for photos and videos to be shared as evidence and to put together a document for WBC requesting help with this ongoing issue.

19. The Clerk advised that the notice board opposite the Bell pub is in a poor state. It is wobbling backwards and forwards (particularly when trying to add posters to the board), the Perspex fronts have gone green making it hard to read the posters inside and there is warping on the locks making it difficult to open. It was **agreed** that quotations will be sourced for a new one and will be discussed at the next meeting. The Clerk also advised

that the current laptop is running very slowly, taking 10 minutes to log on each day. This is impacting the efficiency of the working day and contracted hours. All files have been transferred to the Cloud, updates have been run for both Office and Windows 10 and a major scan with AV software has been implemented along with disk defrag and clean up tasks. This has made no difference to the speed of the laptop. It was agreed that quotations will be sourced for a replacement and discussed at the next meeting.

20. There were no further questions from members of the public.

With there being no further business, the Chairman thanked all for attending. The meeting closed at 20.31pm.

Signed:

Position:

Date:

Actions from the Meeting:			
	Description	Assigned to	Completed
1	Update Action Log	Clerk	
2	Purchase Data Protection Fee from ICO	Clerk	
3	Upload approved policies to the website	Clerk	
4	Purchase and install replacement playground sign	Clerk	
5	Pay Library and Citizens Advice Donations	Clerk / TC / NW	
6	Send completed observations sheets to WBC	Clerk	✓
7	Draft questionnaire for The Glebe residents	Clerk	
8	Repair the bank by the Church	Council	
9	Prepare document for WBC on Ambury Road Flooding	Clerk	
10	Source quotations for noticeboard and laptop	Clerk	



HEELIS&LODGE

Local Council Services • Internal Audit

Internal Audit Report for Aldworth Parish Council – 2020/2021

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £7,777.71 Expenditure: £9,013.99 Reserves: £10,167.24

AGAR Completion:

Section One: Yes – to be signed

Section Two: Yes – to be signed

Annual Internal Audit Report 2018/19: Yes

Certificate of Exemption: Yes

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

All were found to be in order. LGAs137 and VAT payments are tracked and identified within the year end accounts.

The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes

Reviewed: 2/12/2020 (Ref: 8.)

Financial Regulations in place: Yes

Reviewed: 2/12/2020 (Ref: 9.)

VAT reclaimed during the year: Yes (£288.86 – 31/3/2021)

Registered: No

General Power of Competence: No

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

The Council adopted the following policies at a meeting held on 2/12/2020:

- *Grievance & Disciplinary Policy*
- *Anti-Bullying Policy*

The Council adopted the following policies at a meeting held on 15/3/2021:

- *Community Engagement Policy*
- *Complaints Procedure Policy*
- *Equality Policy*
- *Freedom of Information Policy*
- *Media Policy*
- *Grants Awarding Policy*

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: Yes
Data Protection registration: Yes (Reg: ZB020004)

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.

Privacy Policy published: *Yes*

Insurance was in place for the year of audit. The Risk Assessment, including Internal Controls were reviewed at a meeting held on 15/3/2021 (Ref: 9.a)

The Council have effective internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

The annual play area inspection has been undertaken during the year (Ref: 14/12/2020 – item 7.).

Fidelity Cover: £150,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: *Yes*

Website: www.aldworth-pc.gov.uk

- a) all items of expenditure above £100
Published – Yes – contained within the minutes
- b) annual governance statement (By 1 July)
2020 Annual Return, Section One Published – Yes
- c) end of year accounts (By 1 July)
2020 Annual Return, Section Two Published – Yes
- d) internal audit report (By 1 July)
2020 Annual Return, Section Four Published – Yes
- e) list of councillor or member responsibilities
Published – Yes
- f) the details of public land and building assets (By 1 July)
Published – The Council have no public land or building assets
- g) minutes, agendas and meeting papers of formal meetings
Published – Yes

The Council have met the requirements of the Transparency Code for smaller councils.

Under **The Local Audit (Smaller Authorities) Regulations 2015 9(6 & 7)** a smaller council having certified itself as an Exempt Authority must publish on their website:

Certificate of Exemption

Certificate of Exemption Published - Yes

Under **The Accounts & Audit Regulations 2015 15(2b)** councils must publish on their website:

Notice of period for the exercise of public rights

Published – No

Period of Exercise of Public Rights

Start Date n/a End Date n/a

Recommendation: *To publish the Notice of Exercise of Public Rights on the Council's website in addition to the Council's notice boards. The notice should be left on the website at least until the following year's audit has been completed as this is an Internal Audit check for the following year's AGAR.*

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Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

Budgetary controls Verifying the budgetary process with reference to council minutes and supporting documents

Precept: £8,000 (2021-2022) Date: 18/1/2021 (Ref: 8.)
Precept: £7,500 (2020-2021) Date: 15/1/2020 (Ref: 7.)

Good budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year. The above is based on the precept setting that took place during the year of audit.

Income controls Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.

Petty Cash Associated books and established system in place

A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held.

Payroll controls PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: Yes
Employer Ref: 120/GA56980

The Council continue to operate RTI in accordance with HMRC regulations. Payroll was outsourced to 31/3/2021 and is now carried out in house. All supporting paperwork is in place and a P60 has been produced as part of the year end process.

It is noted that the Council undertook a review of salaries at a meeting held on 15/1/2020 (Ref: 8.).

Asset control Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place. Values are recorded at cost value/insurance value. The total value of assets are recorded at £34,456. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

Bank Reconciliation	<p>Regularly completed and cash books reconcile with bank statements</p> <p><i>All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.</i></p> <p><i>Bank Balances at 31 March were confirmed as:</i></p> <p><i>Unity Trust xxxx3699 £10,167.24</i></p> <p><i>The Council closed the Barclays account and opened a new account with Unity Trust (Ref: 2/12/2020 – item 13.a).</i></p>
Reserves	<p>General Reserves are reasonable for the activities of the Council Earmarked Reserves are identified</p> <p><i>The Council have adequate general reserves (£3,667.24) and have identified earmarked reserves (£6,500.00) in their year end accounts.</i></p>
Year-end procedures	<p>Appropriate accounting procedures are used and can be followed through from working papers to final documents Verifying sample payments and income Checking creditors and debtors where appropriate.</p> <p><i>End of year accounts are prepared on a Receipts & Payments basis.</i></p> <p><i>Further to the Internal Auditor's comments from the 2020 audit and advice from the External Auditors, the amended 2020 AGAR figures were received and approved. These would be restated in the 2021 AGAR.</i></p>
Sole Trustee	<p>The Council has met its responsibilities as a trustee</p> <p><i>The Council is not a sole trustee.</i></p>
Internal Audit Procedures	<p><i>There was no evidence that the 2020 Internal Audit report was considered by the Council. This may be due to the changeover of Clerks during the year.</i></p> <p><i>Heelis & Lodge were appointed as Internal Auditor at a meeting held on 2/12/2020 (Ref: 13.d).</i></p>
External Audit	<p><i>The Council formally approved the AGAR at a meeting of the full Council held on</i></p> <p><i>The Council declared themselves Exempt from External audit for the 2018-2019 financial year.</i></p>

Additional Comments/Recommendations

- Due to the Coronavirus pandemic the requirement to hold the Annual Parish/Town Council meeting was removed until May 2021.
- It is noted that there were no meetings held between August – November 2020 and that the current Clerk came into post in November 2020. Since that time she has introduced essential documentation and procedures that has significantly improved internal controls and the management of risk.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for her assistance during the course of the audit work and thank her for the excellent standard of record keeping and presentation of documentation provided for the audit.



Heather Heelis
Heelis & Lodge
24 April 2021

Email from Heather:

Attached is your report. I have to say that it was a pleasure to carry out your audits, the organisation of the files were excellent and reading through the minutes and everything you've done for Aldworth they are very lucky to have you as their clerk, well done!



Annual Governance and Accountability Return 2020/21 Part 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority completes:
 - a) The Certificate of Exemption, page 3 and returns a copy of it to the external auditor either by email or by post (not both) **no later than 30 June 2021**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The Annual Governance and Accountability Return (Part 2) which is made up of:
 - Annual Internal Audit Report (page 4) must be completed by the authority's internal auditor.
 - Section 1 – Annual Governance Statement (page 5) must be completed and approved by the authority.
 - Section 2 – Accounting Statements (page 6) must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage before 1 July 2021.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- Certificate of Exemption, page 3
- Annual Internal Audit Report 2020/21, page 4
- Section 1 – Annual Governance Statement 2020/21, page 5
- Section 2 – Accounting Statements 2020/21, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Part 3 of the AGAR 2020/21 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be £200 +VAT.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

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 2 of the Annual Governance and Accountability Return (AGAR) 2020/21, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2021. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than 30 June 2021. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on page 6. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, 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 2021**.

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

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

Certificate of Exemption – AGAR 2020/21 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2021, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, provided that the authority has certified itself as exempt at a meeting of the authority after 31 March 2021 and a completed Certificate of Exemption is submitted no later than 30 June 2021 notifying the external auditor.

Aldworth Parish Council

certifies that during the financial year 2020/21, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000

Total annual gross income for the authority 2020/21:

£7,778 PER AMOUNT £00,000

Total annual gross expenditure for the authority 2020/21:

£9,014 PER AMOUNT £00,000

There are certain circumstances in which an authority will be unable to certify itself as exempt, so that a limited assurance review will still be required. If an authority is unable to confirm the statements below then it cannot certify itself as exempt and it must submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of £200 +VAT will be payable.

By signing this Certificate of Exemption you are confirming that:

- The authority was in existence on 1st April 2017
- In relation to the preceding financial year (2019/20), the external auditor has not:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor either by email or by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2021.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

05/05/2021

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

05/05/2021

Signed by Chairman

Date

SIGNATURE REQUIRED

05/05/2021

as recorded in minute reference:

001/050521/VAMPC REFERENCE

Generic email address of Authority

clerk@aldworth-pc.gov.uk OWNED GENERIC EMAIL ADDRESS

Telephone number

07912 565665 NUMBER

*Published web address

www.aldworth-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2021. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2020/21

Aldworth Parish Council

www.aldworth-pc.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 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	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.			✓ No Petty Cash
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 bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (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

26/04/2021

Name of person who carried out the internal audit

H. Heelis (on behalf of Heelis & Lodge)

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

26/04/2021

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

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

Auditor has not signed! Have scanned and emailed back to her to sign and send back to me!

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Aldworth 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 2021, that:

	Agreed		Yes' means that this authority:	
	Yes	No		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<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>
			✓	

*For any statement to which the response is 'no', an explanation must be published

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

05/05/2021

and recorded as minute reference:

001/050521/VAMPC 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 Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	✓	

www.aldworth-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

Aldworth Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	9,979	11,404	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	7,500	7,500	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	0	278	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	2,516	3,275	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	1,298	1,281	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	2,261	4,459	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	11,404	10,167	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	11,404	10,167	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	38,868	34,456	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	23,000	22,500	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 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

05/05/2021

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

05/05/2021

as recorded in minute reference:

001/050521/VAMPC

REFERENCE



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

SIGNATURE REQUIRED



Accounting Statement (Annual Return) 2020 to 2021

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2021
Aldworth Parish Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Receipts and Payments.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

Last Year £

This Year £

General Notes for Guidance

1	Balances brought forward	0	11,404	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	0	7,500	Total amount of Precept income received in the year
3	Total other receipts	0	278	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	0	3,275	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	0	1,281	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	0	4,459	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	0	10,167	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	0	10,167	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	0	34,456	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	22,500	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March



Receipts & Payments Summary

Aldworth Parish Council

Summary Receipts and Payments for Year Ended 31st March 2021

Last Year Ended 31st March 2020		Current Year Ended 31st March 2021
	Operating Income	
0.00	Income	7,730.75
0.00	VAT Data	46.96
<u>0.00</u>	Total Receipts	<u>7,777.71</u>
	Running Costs	
0.00	Staff Costs	3,558.23
0.00	Office Expenses	1,238.32
0.00	Grants Made	200.00
0.00	Parish Council Expenditure	2,484.02
0.00	Land & Grounds	1,244.56
0.00	VAT Data	288.86
<u>0.00</u>	Total Payments	<u>9,013.99</u>
	Receipts and Payments Summary	
0.00	Opening Balance	11,403.52
0.00	Add Total Receipts(As Above)	7,777.71
0.00		19,181.23
0.00	Less Total Payments(As Above)	9,013.99
<u>0.00</u>	Closing Balance	<u>10,167.24</u>
	These cumulative funds are represented by:	
0.00	Current A/C	10,167.24
<u>0.00</u>		<u>10,167.24</u>
	Reserve Balances are represented by:	
0.00	Current Year Fund	-1,236.28
0.00	General Reserves	4,903.52
0.00	EMR - Playgrounds	2,000.00
0.00	EMR - The Well	2,000.00
0.00	EMR - Village Hall	500.00
0.00	EMR - Village Signs	2,000.00
<u>0.00</u>		<u>10,167.24</u>

Signed : _____ (Chairman) _____ (RFO)





Aldworth Parish Council

Terms of Reference for the Staffing Committee

a) General

- i. Membership of the Staffing Committee and its quorum will be determined by Council.
- ii. The Committee will be mindful:
 - 1) of the legal framework for, and good practice in, employment matters
 - 2) of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
 - 3) of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council
 - 4) of relevant council protocols and policies

b) Matters for recommendation to council

The Committee will receive reports from the Clerk and make recommendations to Council regarding:

- i. staffing & office requirements including budget allocations
- ii. all policy issues relating to staff

c) Matters for delegation to the staffing committee

The Committee will receive reports from the Clerk and will:

- i. be responsible for staff recruitment
- ii. confirm individual Contracts of Employment and all terms and conditions
- iii. make arrangements for an annual appraisal of the Clerk's performance by this committee and take necessary action thereon
- iv. decide upon annual salary awards
- v. appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk
- vi. consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon

- vii. as and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting
- viii. Consider recommendations from the Appeal Panel and take necessary actions thereon.



Subscriptions

- 1) BALC / HALC / NALC = £71.05
- 2) SLCC Full Membership = Total Cost £112.00 (£56.00 Aldworth / East Ilsley PC)
The Clerk has been offered an upgrade to 'Principle Membership' for an additional £55 per year (£27.50 per Parish Council) Principal members receive all the services the SLCC has to offer (as with full membership) as well as the benefits of joining the Professional Development Scheme (PDS).



Direct Debits

1) Annual ICO / Data Protection Fee = £35.00



General Power of Competence

The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. In simple terms, it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. It applies to all principal councils (district, county and unitary councils etc). It also applies to eligible parish and town councils. It replaces the wellbeing powers in England that were provided under the Local Government Act 2000.

An eligible council is one which has resolved to adopt the GPC, with at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012).

Members declared Elected: Tim Chapman, Nick Williams and Kate Walters

Clerk Qualification: CiLCA

We meet the criteria to confirm eligibility for the General Power of Competence.

Parish and town councils, in particular, have found being eligible to adopt GPC (as outlined in the previous section) a major boost to their confidence to act and also that of their members in general. They have used the GPC to provide the basis for taking on responsibility for services previously provided by one of the principal authorities for the area, for example because these are being withdrawn as a result of financial pressures and a review of priorities. Clerks to town and parish councils have found it positive to be able to advise members that it is possible for their councils to do more things, where this is aligned to council and community priorities and at reasonable cost. Even when not used to support new services or innovation, it has saved time and resources in searching for more specific powers.





Aldworth Parish Council Asset Register – 2020 to 2021

Name	Location	Date	Amount
Land			
VG67 – Parsonage Green	Grass Verge on B4009	February 1978	£1.00
VG68 – Village Well Land	Opposite the Bell Inn	November 1978	£1.00
VG69 – Shoulder of Mutton	Triangle of Land on Reading Road	February 1978	£1.00
Items			
Parish Notice Board	Opposite the Bell Inn	September 2010	£763.00
Village Well (closed)	Bell Lane	Unknown	£7,503.00
Playground Equipment: 1 x Log Swing with 2 x Cradle Swings 1 x Birds Nest Swing 1 x Multi Play Centre 1 x Burma Bridge 1 x Single Stepping Log	Jubilee Playground, Adjacent to Aldworth Village Hall, Bell Lane	January 2013	£1,301.00 £2,294.60 £3,902.00 £883.40 £114.80
Henley High Fencing + 2 x pedestrian gates	Jubilee Playground, Adjacent to Aldworth Village Hall, Bell Lane	January 2013	£4,109.03
1 x Palma Bench Seat	Jubilee Playground, Adjacent to Aldworth Village Hall, Bell Lane	January 2013	£296.20
1 x Safety Flooring for Playground	Jubilee Playground, Adjacent to Aldworth Village Hall, Bell Lane	January 2013	£8,736.00
Playground Signs: Name Sign Risk Sign Litter Sign No Dogs sign Contact Number Sign	Jubilee Playground, Adjacent to Aldworth Village Hall, Bell Lane	January 2013 April 2021	£101.88 £36.00 £36.00 £36.00 £90.55
Clerk Laptop / Office Equipment	Kept at Swimbrels, Newbury Hill, HN	April 2018	£1,490.00
Screen & Projector	Aldworth Village Hall, Bell Lane	February 2019	£2,350.00
Litter Picking Equipment	Aldworth Village Hall, Bell Lane	2018	£300.00
Dog Bin	Cricket Ground, Bell Lane	Unknown	£110.00
Total:			£34,456.46



Insurance Policy Review / Renewal



Renewal Risk Presentation for Aldworth Parish Council

If any of the information is incorrect; please advise by return with the correct information and we will use this information to obtain renewal terms for Aldworth Parish Council.

Contact:	Mrs Fenella Woods
Correspondence Address:	Swimbrels Newbury Hill Hampstead Norreys Thatcham Berkshire RG18 0TR
Business Description:	Parish Council
Population:	1000
Long Term Agreement Expiry Date:	31st May 2020

Please provide your Employer Reference Number (ERN) / PAYE Reference 120/GA56980
Please see the attached guide to Employers Liability legislation, this should help to clarify your responsibilities.

Current Sums Insured with Pen Underwriting Limited:

Office Contents	£0.00
General Contents	£2,693.18
Outside Equipment	£0.00
Street Furniture	£11,043.70
Gates and Fences	£0.00
War Memorials	£0.00
Playground Equipment	£32,511.00
Mowers and Machinery	£0.00
Sports Equipment	£0.00

*New Asset Register was sent to Came and Company in 22nd March, we are waiting to see if this changes the price of the insurance.
May have to ratify via email if not received before 5th May 2021.*

Section 137 Payments made 2020 to 2021

27/04/2021

Aldworth Parish Council

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Nominal Ledger Details

Nominal A/c				Annual Budget	
4300	Section 137				300.00
Centre	300	Grants Made		Committed Exp	0.00
<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction</u>	<u>Debit</u>	<u>Credit</u>
			Opening Balance	0.00	0.00
29/05/2020	CHQ	Cashbook	Annual Donation	100.00	
03/03/2021	BACS	Cashbook	Donation to Library	50.00	
16/03/2021	BACS	Cashbook	Donation to CAB Newbury	50.00	
			Account Totals	200.00	0.00
			Net Closing Balance	200.00	



Future Meetings

Agreed at the meeting in January 2021:

Ordinary Meeting = 19th July 2021

Ordinary Meeting = 20th September 2021

Dates for the remainder of the financial year are to be set during the Annual Meeting.

Location: Aldworth Village Hall (provided all Covid-19 Risk Assessments are satisfactory)



Councillor Responsibilities

Each Councillor shall look after the following:

Playground Officer:

Village Green Officer:

Digital Officer:

Footpaths Officer:

Traffic & Highways Officer:

To be allocated during the Annual Meeting.



Parish Notice Board

Option 1



Dual door Oak notice board from Earth Anchor

Our standard oak noticeboards are ideal for Parish Councils, sports clubs and schools. The noticeboards are made from sustainably sourced, air-dried oak and left untreated so will weather slowly to a silvery grey. The doors are glazed with robust 4mm UV polycarbonate and the inside back is covered in grey Sundela pinboard. Includes locks and stainless steel fittings.

Notice board 750mm high x 1200mm wide

Optional Header board; routed with header name 200mm high x 1200mm wide

Optional 1 pair of posts in green oak, 95mm x 95mm x 2.4m.

As everything is made to order we can easily change the size to suit your needs.

£1,320.00

Option 2



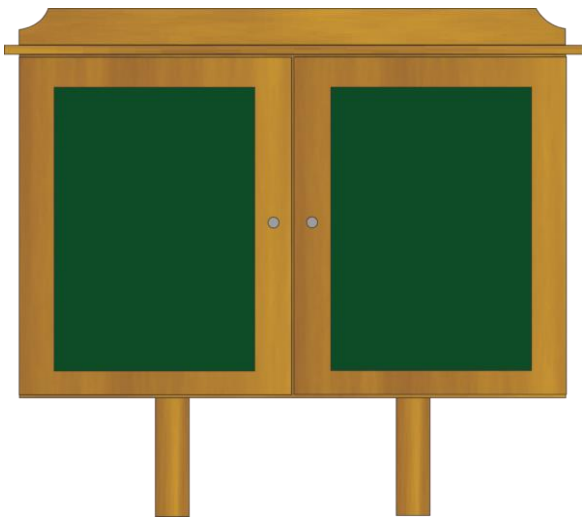
Oak Notice board from Green Barnes

2-bay, 4 x A4, external, lockable oak notice board, portrait format, glazed. Can be wall, post or railing-mounted. Overall dimensions 1270mm wide x 868mm high (without header). Display dimensions 490mm wide x 695mm high per bay. Display capacity 4 x A4 sheets in portrait orientation per bay.

If there is such a thing as a typical parish council noticeboard then this is probably it. The countless sad examples of similar, but badly designed and constructed boards that we saw up and down the UK were the original inspiration for designing our own properly weatherproof, tamperproof and well-detailed board. Now, more than 25 years later that original design has, we think, proved itself capable of standing the test of time!

£1,397.91

Option 3



2 Door Oak Notice Board – Parish Notice Board Company

841mm x 594mm

£1,680.00

I have asked Cllr. Alan Law if we can use his Member's Bid Allowance to help us make a purchase (i.e., WBC contribute 50% of the cost).



Covid-19 Memorial Bench



It has been suggested that local Parish Council's that are served by the Downland Practice make a donation towards providing the above Covid Memorial Bench. Those Council's contributing will have their name added to the plaque.

If agreeable, please advise how much you would be willing to contribute.

Total cost of the Bench is £1,250.00 including delivery. Additional cost for installation at approximately £90.00. Potential to receive some funding via the WBC Members Bid to match fund.



Clerk's Report

Bank Account (as of 27th April 2021) = £9,787.29

Transactions in April (up to 27th April 2021):

01/04/2021 – Direct Debit to the ICO (Data Protection) - £35.00

09/04/2021 – Credit from HMRC for VAT Claim - £288.86

27/04/2021 – Direct Debit to PWLB - £633.81

To leave the account on 30th April 2021:

£324.54 – Clerks Salary April

£7.40 – HMRC PAYE

No other pending payments – predicted balance on 30th April = £9,455.35

