

Minutes of the Virtual Meeting of Bingham Town Council
held on Tuesday 28 July 2020 at 7:00pm

PRESENT:

Councillors: J Stockwood, M Stockwood, F Purdue-Horan, A Shelton, W Stapleton, P Moskwa, G Williams, V Leach, T Wallace, R Bird and J Lewis.

Officers: S Pyke (Town Clerk) and J Riddle (Deputy Clerk)

Public: 21

1. APOLOGIES

Apologies for absence were received and accepted from Councillor G Simms due to work commitments, Councillor M Monni due to illness and Councillor J Best due to personal reasons.

2. DECLARATIONS OF INTEREST

Councillor J Lewis declared a non-pecuniary interest in agenda item 8(a) and Appendix D 7(c), item 10(c) and Appendix I 5 and item 10(f) and Appendix L item 8 as a director of Bomberz CIC. Councillor G Williams declared a personal interest in any items relating to Wynhill as a coach at Bingham Rugby Club. Councillor P Moskwa declared an interest in item 20 as Chair of the Bingham Community Parks Project.

A vote was taken and it was resolved to move item 7 on the agenda to before item 3. The minutes remain in agenda order.

3. CODE OF CONDUCT

The updated Code of Conduct was noted.

4. REGISTER OF INTEREST FORMS

Councillors were reminded to check and update, if necessary, their register of interest forms.

5. LETTER FROM THE MONITORING OFFICER

- a) Actions to take the Council forward
- b) Independent Governance Review

RESOLVED: that the letter of 14 July 2020 be considered at the next meeting of the Policy and Resources Committee.

6. CONSULTATION

The new model code of conduct consultation was noted by Council.

7. QUESTIONS AND COMMENTS FROM THE PUBLIC

Questions were raised in relation to the Monitoring Officers letter on the agenda, the legality of the meeting on 16 June, the Proper Officer's role, staffing and HR costs.

The Mayor responded that the meeting of 16 June was lawful and the Monitoring Officer's advice had been followed. Staff matters that were confidential could not be commented upon but staff costs had increased by 35% over recent years and redundancies were not guaranteed.

8. MINUTES

- (a) **RESOLVED:** that the minutes of the extra ordinary meeting held on 09 April 2020 (Folios 9510 to 9518), having been circulated prior to the meeting, were taken as read, approved and signed by the Mayor as an accurate record.
- (b) **RESOLVED:** that the minutes of the extra ordinary meeting held on 02 June 2020 (Folios 9552 to 9553), having been circulated prior to the meeting, were taken as read, approved and signed by the Mayor as an accurate record.
- (c) Councillor T Wallace proposed an amendment to the minutes to include that the Mayor had overruled the advice of the Proper Officer in relation to the chosen agenda. A recorded vote was requested by Councillor T Wallace.

For:

Councillor T Wallace
Councillor V Leach
Councillor R Bird
Councillor J Lewis

Against:

Councillor J Stockwood
Councillor M Stockwood
Councillor A Shelton
Councillor F Purdue-Horan
Councillor P Moskwa
Councillor G Williams
Councillor W Stapleton

The motion was defeated.

RESOLVED: that the minutes of the extra ordinary meeting held on 16 June 2020 (Folios 9560 to 9563), having been circulated prior to the meeting, were taken as read, approved and signed by the Mayor as an accurate record.

9. MAYOR'S ANNOUNCEMENTS

No Mayor's announcements were made.

10. MINUTES

- (a) Recreation & Amenities Committee, 21 April 2020
RESOLVED: that the recommendations of the meeting of this Committee be accepted.
- (b) Community & Environment Committee, 05 May 2020
RESOLVED: that the recommendations of the meeting of this Committee be accepted.
- (c) Recreation & Amenities Committee, 09 June 2020

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RESOLVED: that the recommendations of the meeting of this Committee be accepted.

(d) Policy & Resources Committee, 19 May 2020

RESOLVED: that the recommendations of the meeting of this Committee be accepted.

(e) Community & Environment Committee, 23 June 2020

RESOLVED: that the recommendations of the meeting of this Committee be accepted.

(f) Policy & Resources Committee, 07 July 2020

As the Chair of the Pension Scheme Working Group used his casting vote at the 03 July 2020 meeting, Councillor Purdue-Horan requested a recorded vote for item 12 on the minutes, Report and Recommendations from the Pensions Scheme Working Group

For:

Councillor R Bird

Councillor V Leach

Councillor J Lewis

Councillor P Moskwa

Councillor F Purdue-Horan

Councillor A Shelton

Councillor W Stapleton

Councillor J Stockwood

Councillor M Stockwood

Councillor G Williams

Abstain:

Councillor T Wallace

RESOLVED: that the recommendations of the meeting of this Committee be accepted.

Council took a 5 minute break

(g) Planning Committee, 21 April 2020

RESOLVED: that the decisions of the meeting be noted.

(h) Planning Committee, 19 May 2020

RESOLVED: that the decisions of the meeting be noted.

(i) Planning Committee, 09 June 2020

RESOLVED: that the decisions of the meeting be noted.

(j) Planning Committee, 07 July 2020

RESOLVED: that the decisions of the meeting be noted.

11. RESILIENCE SUB-COMMITTEE NOTES

Standing Orders were suspended at 8:32pm and reinstated at 8:33pm to allow a member of Bingham Community Events to speak to clarify that any music at the August weekend events would be acoustic music only to comply with Covid-19 restrictions.

Councillor Purdue-Horan made Council aware that a recommendation made at the Resilience Sub-Committee's meeting on 14 July 2020 was being withdrawn and changed as

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a local company was able to hire the required outdoor furniture and parasols at a lower charge.

RESOLVED: that the recommendations of the meeting of this Sub-Committee be accepted with the exception of the hire of outdoor furniture and parasols which would instead be awarded to the local company instead.

12. VIRTUAL MEETINGS

RESOLVED: that the Council continue with Virtual Meetings.

13. MEETINGS CALENDAR (FOLIOS 9589 to 9590)

RESOLVED: that the meeting Calendar to February 2021 be approved.

14. HUMANITARIAN GRANT AID

- a) Bingham Town Football Club – Grant requested for £3500
- b) Bingham Cricket Club – Grant requested for £4814

Queries were raised with regards to other grants that the Sports Club may have received but there has been no confirmation of this.

Standing Orders were suspended at 8:52pm and reinstated at 8:54pm to allow a representative from the Cricket Club to speak.

The Council voted on 2 different motions with the amended motion proceeding. It was **RESOLVED:** that 50% of the requested amounts be paid to both Bingham Town Football Club and Bingham Cricket Club. The remaining 50% to be considered at a meeting of the Resilience Sub Committee once answers on grant amounts had been received.

15. INVOICES

RESOLVED: that a payment of £4893.14 to Kompan Ltd for Wychwood Road Play Area.

16. INTERNAL AUDIT (FOLIO 9591)

RESOLVED: to accept the recommendations within the report

- Budget monitoring reports are produced at the completion of each month and Financial Regulations should be amended to include monthly monitoring to the Policy and Resources Committee
- To increase the limit from £2000 to £5000 for a payment requiring authorisation by Council.

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Council agreed the additional measure of payments between £2000 to £4999, to be subject to the agreement of the Chair of Policy and Resources and relevant Committee Chair.

- To properly monitor the invoices to hirers at the end of any free-of-charge period, all hirers should be issued with an invoice for each hire even if a zero-charge invoice is issued

17. ANNUAL GOVERNANCE AND ACCOUNTING STATEMENT TO YEAR ENDED 31 MARCH 2020 (FOLIO 9592 TO 9596)

- a) To consider the assertions in the Annual Governance Statement
- b) As part of the limited assurance audit review assertion 8 to be evidenced
RESOLVED: that assertions were considered and the Council's response agreed
- c) Signing of the Annual Governance Statement
RESOLVED: that the Annual Governance Statement be signed by The Mayor and the Clerk
- d) To review the Annual Accounting Statement
RESOLVED: that the Annual Accounting Statement be accepted
- e) Signing of the Annual Accounting Statement
RESOLVED: that the Annual Accounting Statement be approved and signed by The Mayor

18. EXERCISE OF PUBLIC RIGHTS

The Council noted that the exercise of Public Rights and Publication of the unaudited Annual Governance and Accountability return would commence on Monday 03 August and conclude on Monday 14 September 2020.

19. BAD DEBT

RESOLVED: Council requested that further background information was given and that outstanding amount of £3067 from Bingham Town Sports Club be deferred to the next meeting of the Policy and Resources Committee for consideration before being placed before Council again.

20. WYCHWOOD ROAD PLAY PARK

The start date of 17 August for the refurbishment works was noted.

21. RURAL MARKET TOWNS GROUP

RESOLVED: that the Town Council accept the invitation to join the Rural Market Towns Group until 1 April 2021 without charge.

22. CONSULTATIONS

- a) Greater Nottingham Strategic Plan

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b) Nottinghamshire Association of Local Council's Constitution

Both consultations were noted.

23. CONFIDENTIAL BUSINESS

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, THE FOLLOWING
RESOLUTION WAS PROPOSED, SECONDED AND CARRIED:

"That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw"

- Confidential Notes from extra-ordinary Full Council on 9 April 2020
RESOLVED: that the notes be approved.
- Confidential Notes from extra-ordinary Full Council on 2 June 2020
- **RESOLVED:** that the notes be approved.
- Confidential Notes from extra-ordinary Full Council on 16 June 2020
- **RESOLVED:** that the notes be approved.
- Confidential Notes from extra-ordinary Full Council on 9 April 2020
- **RESOLVED:** that the notes be approved.
- Confidential Notes from Recreation and Amenities on 21 April 2020
RESOLVED: that the minutes are noted.
- Confidential Notes and recommendations from Policy and Resources on 9 April 2020
RESOLVED: that the recommendations be approved.
- Confidential Notes and recommendations from Recreation and Amenities on 9 June 2020
RESOLVED: that the recommendations be approved.
- Confidential Notes and recommendations from Policy and Resources on 7 July 2020
RESOLVED: that the recommendations be approved.
- Staff Matter
RESOLVED: the request be declined.

Public Meeting closed 9.39pm, Confidential Meeting ended at 9.59pm

.....CHAIRMAN

Date:

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BINGHAM TOWN COUNCIL

SCHEDULED MEETINGS TO FEB 2021

Tues	JULY	7	Planning	Policy & Resources
Tues		14		
Tues		21		
Tues		28	Full Council	
Tues	AUG	4		
Tues		11	Planning	Recreation & Amenities
Tues		18		
Tues		25		
Mon		31	Late Summer Bank Holiday	
Tues	SEPT	1	Community & Environment	
Tues		8		
Tues		15	Planning	Policy & Resources
Tues		22		
Tues		29		
Tues	OCT	6		
Tues		13	Planning	Full Council
Tues		20		
Tues		27	Recreation & Amenities	
Tues	NOV	3		
Tues		10	Planning	Community & Environment
Tues		17		
Tues		24		
Tues	DEC	1	Policy & Resources	
Tues		8		
Tues		15	Planning	Full Council
Tues		22		
Fri		25	Christmas Day	
Mon		28	Bank Holiday	
Tues		29		

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2021

Fri	JAN	1	New Year's Day	
Tues		5		
Tues		12	Planning	Recreation & Amenities
Tues		19		
Tues		26	Planning	Community & Environment
Tues	FEB	2		
Tues		9	Planning	Policy & Resources
Tues		16		
Tues		23	Budget Full Council	

The above calendar of meetings is a guide only and may be subject
change during the period of the Coronavirus Act 2020 regulations
Meetings usually commence from 7.00pm

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Internal Audit Service

Bingham Town Council

Statement of Matters Arising and Recommendations – 2019/20

During the internal audit carried out for the above Council, the following matters arose. These matters arising should be reported to Council. It is recommended that the action noted against each item be taken by the Council/Clerk.

	Matters Arising	Recommended Action
1	The Internal Audit Report for 2018/19 was presented to Council for consideration on 14 May 2019.	N/A
2	It is recommended and accepted practice to regularly monitor progress against the approved budget. This is done by the Policy & Resources Committee on a quarterly basis, although this has never been regularised.	Budget monitoring reports are produced at the completion of each month and Financial Regulations should be amended to include monthly monitoring to Policy & Resources Committee.
3	The Council's Financial Regulations currently include for all payments over £2000 to be authorised by Council before payment is made. This is considered to be low for the size of Bingham Town Council, especially when considering that most payments are made by BACS and that two Councillors are required to sign as authorised.	Council should consider increasing this limit to £5000.
4	It is understood that, on occasions, room hire has been granted to hirers free of charge for a limited time period, which has led to failure to issue the appropriate invoice when that period has ended.	In order to properly monitor the issue of invoices to hirers at the end of any free-of-charge period, all hirers should be issued with an invoice for each hire, even if a zero-charge invoice is issued.
5	There were no other matters arising from the 2019/20 Internal Audit which warrant bringing to the attention of Members.	N/A.

These matters arising should be reported to the next available meeting of the Council and any decision taken should be fully minuted.

Signed.....Barrie Woodcock

Date.....23 July 2020.....

Annual Governance and Accountability Return 2019/20 Part 3

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

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

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

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

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

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

Publication Requirements

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

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

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

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

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

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

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

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

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

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

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

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Annual Internal Audit Report 2019/20

Bingham Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

29.06.2020

Name of person who carried out the internal audit

B. Woodcock

Signature of person who carried out the internal audit



Date

29.06.2020

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

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

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Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Bingham Town Council

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

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

*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:

28/07/20

and recorded as minute reference:

17c

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

Chairman

Clerk

Jimmy Steadwood
SP

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

Authority web address

www.bingham-ec.gov.uk

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Section 2 – Accounting Statements 2019/20 for

Bingham Town Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	424,286	350,879	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	268,280	283,414	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	40,750	35,907	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	150,582	163,155	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	231,855	148,081	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	350,879	358,964	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	433,819	352,414	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,760,975	1,818,563	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

SP
02/04/20

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

28/07/20

as recorded in minute reference:

17c

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

John Steadwood