

HALWILL PARISH COUNCIL

Don Osborne. Clerk, PO Box 16, Beaworthy, EX21 5ZG
halwill.parish.clerk@hotmail.com

To members of Halwill Parish Council

You are hereby summoned to attend the **Annual Parish Council Meeting** of Halwill Parish Council at the **Parish Hall** on **13th May, 2021 at 7.30 p.m.** for the purpose of transacting the following business:

AGENDA

Procedural Items

2021/AGM/1	Election of Chair In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) to elect a Chair of the Parish Council for the municipal year 2021/2022
2021/AGM/2	Declaration of acceptance of office To receive the Councillor's signed declaration of acceptance of office
2021/AGM/3	Apologies for Absence and to consider the reasons given Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given. LGA 1972 s85(1)
2021/AGM/4	Election of Vice-Chair In accordance with the Local Government Act 1972 ss 15 (6) and 34 (6) to elect a Vice-Chair of the Parish Council for the municipal year 2021/2022
2021/AGM/5	Declarations of Interest and Dispensations to Participate <ol style="list-style-type: none">1. To receive declarations of interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members2. To receive any dispensation requests received by the Parish Clerk and not previously considered
2021/AGM/6	Minutes of April 2021 Parish Council Meeting To approve for accuracy and adopt the minutes of the Meeting of the Parish Council held on 8th April 2021
2021/AGM/7	Governance Documents <ol style="list-style-type: none">1. Standing Orders2. Financial Regulations3. Code of conduct
2021/AGM /8	Parish Council Structure To agree the structure for the municipal year 2021/2022 <ol style="list-style-type: none">1. P3 – to appoint a P3 coordinator2. Any new committees to be formed – terms of reference and membership (see Item 5. Consider a committee to deal with the Vehicle Activated Sign)3. To appoint a Parish Hall committee representative4. Co-option of new councillor
2021/AGM/9	Financials <ol style="list-style-type: none">1. Financial report2. To agree bank signatories for 2021/20223. Audit statements<ol style="list-style-type: none">a. To approve the Annual Governance Statement for 2020/2021 in accordance with The Accounts and Audit Regulations 2015b. To approve the Annual Accounting Statements for 2020/2021c. To approve exemption from audit4. To approve the following payment:- Parish Clerk pay - £379.16

Deferment of business for Public Question Time. Time allowed at the discretion of the chair. The public are invited to give their views and ask questions about items on this agenda. They may also raise issues for future consideration which may be made agenda items for a future meeting, at the discretion of the Chair. Answers may be given in writing.

Business Items

2021/May/1 Clerk's & Councillors' announcements

2021/May/2 Action List – Matters arising

2021/May/3 Work at the end of the car park

2021/May/4 Grass cutting and parish warden contract.

2021/May/5 Speed display sign for the parish. Do we want one (or more)? Location? Funding.

2021/May/6 Planning

- To consider the Proposal from Black Torrington Parish Council for a standard response to planning applications
- Torridge District Council, the determining authority, has asked for comments on the following applications:

Reference: 1/0423/2021/FUL

Proposal: Retrospective extensions and replacement garage

Location: Woodhayes, Halwill Junction, Beaworthy, Devon

Deadline for comment: 15th May 2021

Reference: 1/0290/2021/OUTM

Proposal: Outline application for up to 41no. dwellings with all matters reserved except access

Location: Land At Holly Lane Farm, Halwill Junction, Devon,

Deadline for comment: 15th May 2021

2021/May/7 Correspondence

Reopening of public toilets

Car boot for Halwill Community Market

Airwaves talk

Memorial bench for Marjory Wannacott.

Request for help with maintenance at the churchyard

Grass cutting opposite the Junction Inn

2021/May/8 Matters to be raised for information only

2021/May/9 To confirm the date of the next meeting

D Osborne

03/05/21

HALWILL PARISH COUNCIL

Don Osborne. Clerk. PO Box 16, Beaworthy, EX21 5ZG
halwill.parish.clerk@hotmail.com

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING and the ORDINARY PARISH COUNCIL MEETING HELD ON May 13th 2021 At 7.30pm – At the Parish Hall

	<p>The meeting started at 19:30</p> <p>Present: Cllrs J Hardman (Chair), J Wilson (JW), R Cristofoli(RC), C Langston(CL), R Livermore(RL), In Attendance: 3 members of the public & clerk</p>	
2021/AGM/1	<p>Election of Chair Councillor Hardman was proposed, seconded and duly elected as chair for the municipal year to May 2022</p>	
2021/AGM/2	<p>Declaration of acceptance of office The declaration of acceptance of office was duly signed by Councillor Hardman and witnessed by the Clerk</p>	
2021/AGM/3	<p>To receive apologies for absence - Apologies were received from Cllr R Grocock and Ward Councillors P Watson and P Hackett</p>	
2021/AGM/4	<p>Election of Vice-Chair Jamie Wilson was proposed, seconded and duly elected as vice-chair for the municipal year to May 2022</p>	
2021/AGM/5	<p>Declarations of Interest - None</p>	
2021/AGM/6	<p>To confirm minutes for April 2021 Meeting. The minutes were signed as a correct record by Cllr J Hardman</p>	
2021/AGM/7	<p>Governance Documents</p> <ol style="list-style-type: none"> 1. Standing Orders 2. Financial Regulations 3. Code of conduct <p>The parish council's governing documents were all re-adopted without change.</p>	
2021/AGM/8	<p>Parish Council Structure To agree the structure for the municipal year 2021/2022</p> <ol style="list-style-type: none"> 1. P3 – to appoint a P3 coordinator No one present wished to be the P3 coordinator. The Clerk will ask Pennie Channing if she will do it. [She said “yes”] 2. Any new committees to be formed – terms of reference and membership 	

2021/AGM/9

An executive committee to help organise a car boot sale on the car park or playing fields was set up. Membership to be the organisers of the Halwill Community Market and Councillor J Hardman.

3. To appoint a Parish Hall committee representative

Councillor Christofoli was appointed as Hall Committee representative.

4. Co-option of new councillor

No one has put their name forward. Carried over.

Financials

Financials

1. Financial report

The Clerk circulated a financial report and budget to date sheet.

2. To agree bank signatories for 2021/2022

It was agreed to add Councillor J Wilson as a cheque signatory following the resignation of Cllr V Osborne

3. Audit statements

a. To approve the Annual Governance Statement for 2020/2021 in accordance with The Accounts and Audit Regulations 2015

The Annual Governance statements were read out and it was resolved to accept the Annual Governance Statements for 2020/21.

b. To approve the Annual Accounting Statements for 2020/2021

The Annual accounting statements were read out and it was resolved to accept the Annual Accounting Statements for 2020/21.

c. To approve exemption from audit

It was agreed to ask for an exemption from external audit as both income and expenditure were well below the £25,000 limit

4. To approve the following payments:

The following payments were approved

Date	Company	Amount inc VAT	For what
13/05/20	D C Osborne	£379.16	Pay 1 month
13/05/20	D C Osborne	£14.39	Zoom subscription
13/04/21	BHIB Insurance	£434.74	Annual insurance fee
13/05/21	GDL Garden Services	£52.50	Grass cutting

Current Account Total For month inc VAT: £880.79

Current Account Total for month ex VAT £880.79

Current Account VAT Total for month: £0

Clerk's Total For month: £393.55

Standing Orders were suspended to allow the public to speak.

D Trout asked about the kissing gate at the end of the embankment path. The gate was installed under an agreement with Devon County Council which has now lapsed. The gate was removed as it made it difficult for

cyclists to get through. A former councillor has the gate.
 A representative of the Halwill Community Market asked the council about holding a car boot sale on the playing fields or car park. The Parish Council is willing will hold it in it's name as the event would then be covered by the PC's insurance. A committee consisting of members of the community market and the chair of the parish council. The Last Saturday in July should avoid a clash with the football club or other events.

Standing orders were reinstated

2021/May/1

Clerk's & Councillors' announcements

The clerk reported that he had received abuse fro a parishioner who was unhappy at a decision of the Parish Council: "Shouldn't be allowed", he said.

JH brought up the trophy cabinet for the Hall. JH will look at options.

Agenda Item for next month

2021/May/2

Action List - matters arising

There were no outstanding matters from April

Minute No.	Item/Description	Action By	Target Date	Status/Note
2021/Mar/8	Traffic Speed	Clerk	April	Completed
2021/Jan/7	Car park sign	Clerk	February Meeting	Completed
2021/Jan/8	Recognition for Barry Parsons	Clerk/Chair	February Meeting	Holsworthy will lead a Ward response. Wording for Scroll TBA
2020/Mar/6	CEP review. Set up new committee	Unassigned	ongoing	open
2020/Mar/10	Complete work to pump track	Active Halwill	ongoing	01/04/21
2020/Jun/10	Parish litter pick	Clerk	Spring	Completed
2020/Nov/3	Wreath laying to be open to a wider range of people	All	01/11/21	Just a reminder
2020/Feb/9	Landscaping area at end of car park, quote of £1,400	Clerk	01/03/21	Completed

2021/May/3

Work at the end of the car park

The soil has been levelled and grass seed put down.

JW reported that the concrete slab for the gazebo will need to be thickened at the edges which is a skilled task. Dave Hockin can deliver stone for £22 per tonne delivered for a 16 tonne load. Dave Hockin will lay the stone and concrete for £1,800 (the PC to supply he stone). We will need Heras fencing to protect the site.

RL will talk to the properties in Station road which will be near gazebo.

It was **resolved** to make a budget of £2,000 available for the first stage of the work.

2021/May/4	<p>Grass cutting and parish warden contract. It was resolved that Garry Letheren would be the new Parish Warden. The Parish Council received a request from J Lawlor for help with the cost of grass cutting at Halwill Church. This request came too late to be on May's agenda. The Parish Council was informed by a member of the PPC that the church has ring fenced funds for grass cutting.</p>	
2021/May/5	<p>Speed display sign for the parish. Do we want one (or more)? Location? Funding. The Highampton Parish Council's speed sign cost £2,000. Devon Highways has no objection to the parish council installing one. It was agreed that the parish would benefit from a speed sign. It was agreed that the Community SpeedWatch should be consulted about where to place the sign as they have relevant knowledge of the restrictions that apply to the siting of such a sign.</p>	
2021/May/6	<p>Planning To consider the Proposal from Black Torrington Parish Council for a standard response to planning applications. The Parish Council did not see a need for a standard response.</p> <p>Torrige District Council, the determining authority, has asked for comments on the following applications:</p> <p style="padding-left: 40px;">Reference: 1/0423/2021/FUL Proposal: Retrospective extensions and replacement garage Location: Woodhayes, Halwill Junction, Beaworthy, Devon Deadline for comment: 15th May 2021</p> <p style="padding-left: 40px;">Reference: 1/0290/2021/OUTM Proposal: Outline application for up to 41no. dwellings with all matters reserved except access Location: Land At Holly Lane Farm, Halwill Junction, Devon, Deadline for comment: 15th May 2021</p> <p>The parish council objects to this application. This application has been called in. Councillor J Wilson is willing to speak on behalf of the parish council at the plans committee meeting</p>	
2021/May/7	<p>Correspondence - Reopening of public toilets - The toilets are now open Car boot for Halwill Community Market - Discussed above Airband talk - Agenda item for July Memorial bench for Marjory Wannacott. - Agenda item for July Request for help with maintenance at the churchyard - Agenda item for July</p>	

	Grass cutting opposite the Junction Inn - Gary Letheren will be asked to cut the grass	
2021/May/8	Matters to be raised for information only None	
2021/May/9	To confirm the date of the next meeting of the Parish Council The next meeting will be the parish council meeting on June 10th 2021 at 19:30 in the Parish Hall.	

The meeting ended at 21:30

All Income 2020-21

06/04/20 Precept first payment	6949.5
06/04/20 covid grant	707.45
12/04/20 COVID grant to Halwill Coronavirus support group	(707.45)
28/09/20 Precept second payment	6949.5
28/09/20 Deduction of unspent COVID grant	(693.50)
27/10/20 Return of unspent part Covid grant from Halwill Coronavirus group	693.5
02/10/20 DCC Car Park rental	1250
27/10/20 Western Power Wayleave	19.23
04/11/20 HAFC	500
14/02/21 VAT Reversal	1932.57
21/03/21 Halwill Gala for defib	1000
TOTAL	18600.8

Note: March car park payment was late so only one car park payment received in the financial year

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.

ENTER NAME OF AUTHORITY

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:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2020/21:

ENTER 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

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

*Published web address

ENTER 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

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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.			
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. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			
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 <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

O. (For local councils only)	Yes	No	Not applicable
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

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*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).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency 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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	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			<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			<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			<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			<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			<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			<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			<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			<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			<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			<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

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Date	Chq No	Details	VAT	Total exc VAT	Total inc VAT
12/04/20	1259	D C Osborne pay April	0	379.16	379.16
	1259	D C Osborne pay May	0	379.16	379.16
	1259	D C Osborne expenses April/May	2.00	125.25	127.25
12/04/20	1260	DALC	23.78	182.00	205.78
12/04/20	1261	Halwill Cleaning Services	0.00	40.00	40.00
06/04/20		Covid grant receipt from TDC	0	(707.45)	(707.45)
12/04/20	1262	COVID grant to Halwill Coronavirus support group	0.00	707.45	707.45
12/05/20	1263	Syd Bland Green Waste Bin	0.00	35.00	35.00
10/07/20	1264	D C Osborne pay June	0.00	379.16	379.16
	1264	D C Osborne pay July	0.00	379.16	379.16
	1264	BHIB Insurance	0.00	430.01	430.01
	1264	Covid Printing expenses	0.00	13.00	13.00
01/06/20	1265	South West Ambulance Services defibsx2	560.00	2800.00	3360.00
09/07/20	1266	Halwill Cleaning Services	0.00	40.00	40.00
09/07/20	1267	Pidsignz COVID-19 signs	0.00	15.00	15.00
09/07/20	1268	Inside & Out Maintenance Parish Warden	0.00	575.00	575.00
13/08/20	1269	D C Osborne pay August	0	379.16	379.16
	1269	D C Osborne litter picking expenses	2.40	75.84	78.24
13/08/20	1270	Online Playgrounds	36.04	180.20	216.24
19/08/20	DD	PWLB Loan repayment	0.00	1599.56	1599.56
04/09/20	1271	HAFC	0.00	500.00	500.00
	1271	HAFC	0.00	70	70
16/10/20	1272	D C Osborne pay September	0.00	379.16	379.16
	1272	D C Osborne pay October	0.00	379.16	379.16
16/10/20	1273	Hawthorns Accounting	0.00	69.00	69.00
16/10/20	1274	Halwill Cleaning Services	0.00	40.00	40.00
16/10/20	1275	DALC planning webinar	3.00	15.00	18.00
28/11/20	1276	D C Osborne pay November	0	379.16	379.16
	1276	RBL Poppy Wreath	0.00	64.39	64.39
	1276	New Computer	100.00	500.00	600.00
28/11/20	1277	Inside & Out Maintenance Parish Warden	0.00	595.00	595.00
28/11/20	1278	Stan Boundy	0.00	64.08	64.08
28/11/20	1279	Pidsignz pump track sign	0.00	40.00	40.00
28/11/20	1280	Halwill PTA grant	0.00	2500.00	2500.00
10/12/20	1281	D C Osborne pay December	0.00	379.16	379.16
	1281	D C Osborne pay January	0.00	379.16	379.16
	1281	Zoom subscription	0.00	14.39	14.39
14/01/21	1282	Stacey's Trees	0.00	53.00	53.00
14/01/21	1283	Halwill Cleaning Services	0.00	40.00	40.00
11/02/21	1284	D C Osborne pay February	0.00	379.16	379.16
	1284	Zoom subscription	0.00	14.39	14.39
11/02/21	1285	Citizen's Advice grant	0.00	50.00	50.00
19/02/21	DD	PWLB Loan repayment	0.00	1599.56	1599.56
11/03/21	1286	D C Osborne pay March	0	379.16	379.16
	1286	New flag	3.48	17.37	20.85
11/03/21	1287	Hawthorns Accounting payroll	0.00	69.00	69.00
11/03/21	1288	Royal Mail PO Box renewal	47.25	236.25	283.50
TOTALS			777.95	17212.21	17990.16

Payments over £100

Date	Chq No	Details	VAT	Total exc VAT	Total inc VAT
Clerk's Pay					
12/04/20	1259 D C	Osborne pay April	0	379.16	379.16
	1259 D C	Osborne pay May	0	379.16	379.16
10/07/20	1264 D C	Osborne pay June	0	379.16	379.16
	1264 D C	Osborne pay July	0	379.16	379.16
13/08/20	1269 D C	Osborne pay August	0	379.16	379.16
16/10/20	1272 D C	Osborne pay September	0	379.16	379.16
	1272 D C	Osborne pay October	0	379.16	379.16
28/11/20	1276 D C	Osborne pay November	0	379.16	379.16
10/12/20	1281 D C	Osborne pay December	0	379.16	379.16
	1281 D C	Osborne pay January	0	379.16	379.16
11/02/21	1284 D C	Osborne pay February	0	379.16	379.16
11/03/21	1286 D C	Osborne pay March	0	379.16	379.16
PWLB loan repayments					
19/08/20 DD		PWLB Loan repayment	0.00	1599.56	1599.56
19/02/21 DD		PWLB Loan repayment	0.00	1599.56	1599.56
Grants					
06/04/20		covid grant receipt from TDC	0	(707.45)	(707.45)
12/04/20	1262	COVID grant to Halwill Coronavirus support group	0.00	707.45	707.45
28/11/20	1280	Halwill PTA grant	0.00	2500.00	2500.00
Parish Warden					
09/07/20	1268	Inside & Out Maintenance Parish Warden	0.00	575.00	575.00
28/11/20	1277	Inside & Out Maintenance Parish Warden	0.00	595.00	595.00
Insurance and subscriptions					
12/04/20	1260	DALC	23.78	182.00	205.78
10/07/20	1264	BHIB Insurance	0.00	430.01	430.01
11/03/21	1288	Royal Mail PO Box renewal	47.25	236.25	283.50
Other including capital					
12/04/20	1259 D C	Osborne expenses April/May	2.00	125.25	127.25
01/06/20	1265	South West Ambulance Services defibsx2	560.00	2800.00	3360.00
13/08/20	1270	Online Playgrounds swing spares	36.04	180.20	216.24
04/09/20	1271	HAFC	0.00	500.00	500.00
28/11/20	1276	New Computer	100.00	500.00	600.00
			769.07	16372.75	17141.82

HALWILL PARISH COUNCIL - FINANCIAL SUMMARY

As at 1st April

	£	£		£
CASH AT BANK 4th March 2021		13839	Deposit A/C	42
		13839	Current A/C	13797
<u>Add</u>				
Payments to come				
Precept 1		6950		
Precept 2		6950		
Halwill AFC1 (uncertain)		500		
Halwill AFC2 (uncertain)		500		
Devon CC school contract1		1250		
Devon CC school contract2		1250		
 <u>Less:</u>				
Cheques outstanding (exc VAT)	-2428			
P3 ring fenced	-334			
Balance of 2021-22 precept yet to pay	-12056			
<u>Payments committed but not yet paid</u>				
Pump track final	-600			
End of Car Park landscaping	-1400			
 <u>Adjusted total balance carried forward</u>		14420		
 Principle remaining on PWLB loan		16957.85		

Budget to date
HALWILL PARISH COUNCIL - BUDGET 2020/21

BUDGET	2021										2022			TOTALS	YET TO	REVISED FCAST	VARIANCE
	ACTUALS		Forecast										FOR YEAR	PAY	2020 - 21		
	£	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2019-2020			
Insurance	500	435												435	-	435	-65
PO Box	240		236											236	-	236	-4
DALC	230	184												184	-	184	-46
Play inspec	150													-	150	150	0
Accting srvcs	340														340	340	0
Stationery	100														100	100	0
IT	200	10												10	190	200	0
Bus Shelters	164	40												40	120	160	-4
Maintenance	350	31												31	319	350	0
Hall Hire	390	-	30											30	360	390	0
Clerk	4,550	379	379											758	3,792	4,550	0
Travel/subsis	50														50	50	0
Training	135														135	135	0
Warden	1,500														1,500	1,500	0
Xmas dec	100														100	100	0
Grants / RBL	400														400	400	0
/ S137 Resves	4,500														4,500	4,500	0
13899	1,079	645	-	-	-	-	-	-	-	-	-	-	-	1,725	12,056	13,780	-119

checks: 13780

Budget to date

	APPROVED BUDGET		APPROVED BUDGET
	2020-21		2021-22
	£		£
Insurance	500	Insurance	500
PO Box	240	PO Box	240
DALC	230	DALC	230
Play inspec	150	Play inspec	150
Accting srvcs	340	Accting srvcs	340
Stationery	100	Stationery	100
Bus Shelters	164	IT	200
Maintenance	350	Bus Shelters	164
Hall Hire	390	Maintenance	350
Clerk	4,550	Hall Hire	390
Travel/subsis	50	Clerk	4,550
Training	135	Travel/subsis	50
Warden	1,700	Training	135
Xmas dec	100	Warden	1,500
Grants / RBL	400	Xmas dec	100
/ S137 Resves	4,500	Grants / RBL	400
	13899	/ S137 Resves	4,500
		Loan repayments	3,200
			17099

Actions List

Actions from the meeting held on 8th April 2021

Minute No.	Item/Description	Action By	Target Date	Status/Note
------------	------------------	-----------	-------------	-------------

Unresolved actions from earlier Meetings

Minute No.	Item/Description	Action By	Target Date	Status/Note
2021/Mar/8	Traffic Speed	Clerk	Soon	Completed
2021/Jan/7	Car park sign	Clerk	February Meeting	Completed
2021/Jan/8	Recognition for Barry Parsons	Clerk/Chair	February Meeting	Holsworthy will lead a Ward response. Wording for Scroll TBA
2020/Mar/6	CEP review. Set up new committee	Unassigned	ongoing	open
2020/Mar/10	Complete work to pump track	Active Halwill	ongoing	01/04/21
2020/Jun/6	Estates Management	Unassigned	before it all falls to bits	open
2020/Jun/10	Parish litter pick	Clerk	Spring	Completed
2020/Nov/3	Wreath laying to be open to a wider range of people	All	01/11/21	Just a reminder
2020/Feb/9	Landscaping area at end of car park, quote of £1,400	Clerk	01/03/21	Completed

COVID-19 Risk Assessment for hirers of Village and Community Halls – March 2021

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	Can we bring our own equipment?
Managing Social distancing and limit of groups size to 6 or 2 households especially for people attending who may be vulnerable. Preventing groups from mingling.	People do not maintain 2 m social distancing. People who attend in groups try to mingle or mix with other groups, which may worry them and is unlawful. Risk of virus spread to those attending whole activity, instead of a small group.	Advise all attending they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once. Advise those in groups of the need to avoid mingling with others.	Avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present. Ask each group to use toilets at one time, so they are not mingling with others. Allow polite, socially distanced, speaking only between groups. Avoid raised voices or interactions.
Respiratory hygiene	Transmission to or from other members of group.	Catch It, Bin It, Kill It. Ask group to avoid touching mouth, eyes, and nose, wear face coverings. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used at end of hire. Face coverings to be worn unless an exception applies.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	

<p>Someone falls ill with COVID-19 symptoms</p>	<p>Transmission to other members of group and premises</p>	<p>Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.</p>	
--------------------------------------------------------	------------------------------------------------------------	---------------------------------------------------------------------------------------------	--