



17th June 2019

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 I hereby summon you to attend a Meeting of **PETERLEE TOWN COUNCIL** to be held in the **Council Chamber**, Shotton Hall, Peterlee, SR8 2PH, on **MONDAY 24th JUNE 2019 at 6.30pm**

Ian Morris M.C.I.H., P.S.L.C.C

Town Clerk

(Proper Officer of the Council)

Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.

BUSINESS TO BE TRANSACTED

1. Apologies for Absence

2. Public Participation Session

Will be held to allow Members of the public an opportunity to put questions to the Council. This item of business to last no more than 15 minutes, as per Council Standing Orders.

3. To receive declarations of interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy

Town Clerk **prior to the meeting** if in doubt. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

4. Police report

To receive an update from a representative from Peterlee Neighbourhood Policing team. The latest Police statistics will be available on-screen if required.

5. To Approve the Minutes of the last meeting of the 20th May 2019

The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached)

6. The Minutes of the Resources Committee of the 3rd June 2019

The minutes of the meeting of the Resources Committee are attached for Members to note their contents. (attached)

7. The Minutes of the Community & Environment Committee of the 10th June 2019

The minutes of the Community & Environment meeting are attached for Members to note their contents. (attached)

8. Audit 2018/19

Members will be presented with a copy of the final accounts and Annual Governance & Accountability Return, and Annual Governance Statement for approval prior to submission to the Auditor. Members are reminded that the documents were also presented to Resources Committee on Monday 3rd June 2019.

(Copy of final accounts and Annual Governance & Accountability Return, attached)

9. Notice of Motion – Committee

Submitted by Councillors A Long and S Miles

To review the Membership, Chair/Vice Chair and other arrangements of the following committees, working parties and external appointments:

- a) Events Working Party
- b) HR Sub Committee
- c) Clerk's Appraisal Sub Committee
- d) Castle Eden Joint Management Committee representative
- e) Peterlee Town Band representative
- f) Peterlee Cricket Club committee representative

10. Football Pitches - To review and approve football pitch allocations and prices for the 2019/20 season

Members will receive a report for the Sports and Well Being Manager on the allocation of Town Council football pitches and the proposed pricing for pitch hire for the 2019/20 football season.

(report of the Sports & Wellbeing Manager, to follow)

11. Spokesperson of the North East Party's Report

12. Spokesperson of the Labour Political Party's Report

PETERLEE TOWN COUNCIL

MINUTES OF MEETING OF THE TOWN COUNCIL HELD

IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE

ON MONDAY 20TH MAY 2019 AT 6.30PM

PRESENT: COUN T DUFFY (CHAIR)

Mesdames: S Simpson, A C Long, K Hawley, V Watson, K Liddell, L Fenwick, S McDonnell & K J Duffy

Messrs: G L Carne, S Miles, S P Franklin, R Moore, A T Wilkinson, A S H Meikle, A Watson & C Watkins

MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE ANY INTEREST PREJUDICIAL OR PERSONAL IN ACCORDANCE WITH THE CODE OF CONDUCT.

1. To Elect a Chairman for the Ensuing Year

Members were asked to elect a Mayor for the ensuing year. There were two nominations put forward for this position, Councillors T Duffy and R Kyle and a vote was taken by way of show of hands.

RESOLVED that Councillor T Duffy be elected as Chairman for the ensuing year.

Councillor Duffy thanked his colleagues for their support and advised that his Mayoral consort duties would be shared between his wife and their two daughters.

RESOLVED the information given, be noted.

2. To Sign the Declaration of Acceptance of Office

The Mayor then signed the Declaration of Acceptance of Office to the role of Chairman.

RESOLVED the information given, be noted.

3. Presentation to Former Mayor of Peterlee to Mark his Year of Office

As the newly elected Chairman and Town Mayor, Councillor Duffy presented Councillor Meikle with a medal to mark his year of office. Councillor Duffy complimented Councillor Meikle how well he had carried out his role as Mayor, despite various health issues, and he thanked him for his hard work, dedication and effort.

RESOLVED the information given, be noted.

4. To Elect a Vice Chair/Deputy Mayor & Consort

Nominations for the post of Vice Chairman were invited. Two nominations were put forward for this position, Councillors M A Cartwright and R Kyle and a vote was taken.

RESOLVED Councillor M A Cartwright as Vice Chair/Deputy Mayor for the ensuing year. Councillor Cartwright advised her Consort would be her husband Paul.

Councillor M A Cartwright left the meeting at this point to look after the civic guests.

6. Police Report

The Chair welcomed PCSO Simon Walters to the meeting. It was reported from the period 19th April to 19th May 2019 there had been 546 calls. He then provided a detailed report giving incidents and reports split into areas. He then asked for any issues from Members. Members enquired about plans to manage potential ASB during the end of term school leavers period and PCSO Walters confirmed that this was being managed between the Police and local schools. **RESOLVED the information given, be noted.**

5. Register of Disclosable Pecuniary Interests & other Registerable Interests

All Members were asked to make sure they update and amended their current forms should their circumstances have changed during the year.

RESOLVED Members review and amend their forms if necessary.

8. To Announce a Spokesperson for the Majority Party

RESOLVED Councillor A Watson be named as the spokesperson for the majority party.

9. To Announce a Spokesperson of the Minority Party

RESOLVED Councillor L Fenwick be named as the spokesperson for the minority party.

10. Apologies for Absence
Apologies for absence were submitted and accepted on behalf of Councillor S McGlen.
RESOLVED the Council approve the apologies for absence received, (if given), and their apologies for absence be recorded.
11. The Minutes of the Last Meeting, a copy of which had been previously circulated to each Member, were approved as a true and correct record.
12. Review and Adoption of The Town Council's Standing Orders
Members were asked to review the Council's Standing Orders.
RESOLVED the Standing Orders be adopted.
13. To Confirm the Dates of the Meetings for the Forthcoming Year
Members agreed and confirmed the dates of the meetings for the forthcoming year.
RESOLVED the dates of the meetings for the 2019/20 civic year, be confirmed.
14. Review of the Terms of Reference for committees
Members were asked to review the terms of reference for the Town Council's committees. The following committees, Panels, sub committees and working parties were confirmed:
Resources
Community & Environment
Scrutiny & Progress Committee
Health & Safety Sub Committee
Events Working Party
Woodhouse Park Working Party
New Environmental Park Working Party
Parks & Play Areas Working Party
Lowhills Road Working Party
Human Resources Sub Committee
Disciplinary Hearing Panel
Appeals Panel
Town Clerk's Appraisal Panel

15. To confirm the arrangements for insurance cover in respect of all insured risks
Members were asked to note the insurance arrangements with Zurich Municipal for the forthcoming year.
RESOLVED the insurance arrangements for the Council, be noted.
16. Review of inventory of land and assets including buildings and office equipment
The Town Clerk circulated a summary of the Town Council's assets as provided through the year end accounting process.
RESOLVED the information given, be noted.
17. Review of the Council's complaints procedure
Members were asked to review the Council's complaints procedure, along with the associated vexatious complaints policy.
RESOLVED the complaints procedure and policy for handling complaints, be confirmed.
18. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000
Members were asked to review the Council's procedures for handling FOI requests under the Freedom of Information Act 2000.
RESOLVED the procedure be confirmed with the amendment FOI Requests be reported to Council when received.
19. Committees, Sub Committees, Working Parties and their Chair and Vice Chair
RESOLVED the following be approved as Chair, Vice Chair and members of the following:-
- Council – all 22 members, Chair T Duffy, Vice Chair M A Cartwright
 - Resources Committee – all 22 members, Chair A Watson, Vice Chair R Moore
 - Community & Environment Committee – all 22 members, Chair M A Cartwright, Vice Chair R Moore
 - ◆ Human Resources Sub – 14 members – Chair, S Franklin, Vice Chair, R Moore, T Duffy, K Duffy & S Miles
 - Appeals Sub Committee – 5 members, Chair K Duffy, Vice Chair T Duffy and M A Cartwright, K Liddell & S McDonnell.
 - Disciplinary Hearings – 7 members, Chair A Watson, Vice Chair

S Franklin, R Moore, G Carne, S Miles, S Simpson & A Long.

- Town Clerk's Appraisal Sub Committee – 5 members, Chair A Watson, Vice Chair T Duffy, K Hawley, S Miles & S Meikle.
- ◆ Health & Safety Sub Committee – all 22 members, Chair A C Long, Vice Chair G Carne
- ◆ Events Working Party – all 22 members, Chair S Meikle, Vice Chair S Miles
- ◆ Finance Sub Committee – 8 (volunteered to be included as signatories on the bank account)
- Scrutiny & Progress Working Party – 14 members, Chair A Watson & Vice Chair K Hawley, T Duffy, S Franklin, M A Cartwright, K Duffy, S Miles, K Liddell, R Moore, V Watson, G Carne, S McDonnell, C Watkins and L Fenwick.
- Parks & Play Areas Working Party – all 22 members, Chair K Duffy & Vice Chair T Duffy
- Woodhouse Park Working Party – all 22 members, Chair A Long & Vice Chair A Wilkinson
- Lowhills Road Working Party – all 22 members, Chair S Miles & Vice Chair G Carne
- Environmental Park (Pony Fields area) Working Party – 14 members, Chair A Watson & Vice Chair S Franklin, T Duffy, A Long, K Duffy, S Miles, R Moore, S McDonnell, S Kirkup, V Watson, G Carne, S Simpson, L Fenwick & R Kyle.

20.

Delegates to Other Bodies

RESOLVED the following members be appointed as representatives of the Town Council to serve on the following bodies:-

1. County Durham Association of Local Councils Larger Local Council Forum

Councillor M A Cartwright, T Duffy & S Franklin

2. Easington Area (Durham County Association of Parish & Town Councils)

Councillors M A Cartwright, S Kirkup & K Liddell

3. Castle Eden Dene Joint Management Committee

Councillors V Watson, S Meikle & M A Cartwright

4. Peterlee Town Band

Councillors S Meikle & M A Cartwright

5. Passmore Pavilion Local Steering Group

Councillors S McDonnell & M A Cartwright

6. Shotton Airfield Consultative Committee

Councillor M A Cartwright

7. Healthworks, Easington

Councillor A Wilkinson

8. Peterlee Cricket Club

Councillor S Meikle

21. Spokesperson for the North East Party Member's Report

Councillor Watson reported his party continued to be the driving force behind efficiency and savings, whilst delivering more services than ever before.

He reported that the NEP had introduced support for community groups and organisations through the Neighbourhood Engagement Projects fund, to the value of £11,000 a year. The Town Council funding for the Peterlee Citizens Advice Bureau had seen amazing results which equate to a return on investment in the region of £67 into the pockets of local residents for every £1 of funding provided.

The Town Council had increased their investment into the Peterlee Show. The Show which now gets bigger and better, each year has had highest attendances ever. The Fireworks event had the highest attendance ever, family Fun Days across the Town had been introduced along with a contribution to Streetgames to help to reduce anti-social behaviour in and around the town.

The Town Council had installed a fence after almost 20 years of requests from the club for action to improve the facility and tackle ASB, and as a result the cricket provision in the town was safer and more secure and there had been no reports of anti-social behaviour at the Pavilion since the fence was put up.

Various Events and activities had been held/organised:- Armed Forces Day, Santa's Wish supporting local vulnerable families, the Community Cinema, Emergency Services Day, a Community garden established, and the Young Heroes Award Event.

He was pleased to also report there was a programme of works which would soon be underway to improve and update play parks in the town. Period Poverty support had been given in Town Council buildings with the introduction of free sanitary products in council public buildings. The new building for the Thorntree Gill allotments continued to be developed.

Councillor Watson reported on Cllr Duffy's achievement of a bulb planting following ideas from an O'Neill drive resident, allowing the Council to work with residents and Durham county council to produce a beautiful display of spring bulbs.

He advised that just today an audit had confirmed significant improvements had been made at the Town Council Parks Service.

His party had achieved all this and much more with a real term reduction for Peterlee Taxpayers of - 13.33%, reversing the Council Tax increases and increases in reserves over previous years.

In closing, Councillor Watson thanked the many volunteers in Peterlee, thanked all councillors, the Town Clerk and staff. **RESOLVED the report be noted.**

22. Spokesperson of the Labour Minority Member's Report

Councillor Fenwick offered her congratulations to the new Mayor and Deputy Mayor as the party looked forward to the start of a new civic year of working together to help deliver the best service to the residents of Peterlee.

She also said, "well done" to Scott, the outgoing Mayor, for his work over the past year, in particular for his work with the 'Young Heroes', she felt he had helped bring something really special to Peterlee.

She reported she had a guided tour of the newly revamped leisure centre and new library last week and she said it was stunning and she was sure everyone would agree Peterlee residents deserve nice things. She had been assured that the new sauna would be in place in about eight weeks' time. She offered her thanks to all involved, especially Durham County Council. **RESOLVED the report be noted.**

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE
ON MONDAY 3rd JUNE 2019 AT 6.30PM

PRESENT:- COUN A WATSON (CHAIR)

Mesdames:- S Simpson, K Liddell, K Hawley, L Fenwick & M A Cartwright

Messrs:- G Carne, S Miles, S Franklin, R Moore, T Duffy & C Watkins

1. Apologies for Absence

Apologies had been submitted and accepted from Councillors K Duffy, A Wilkinson, S Meikle, A C Long, S McDonnell, S McGlen & R Kyle. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**

2. Internal Audit

The Chair welcomed Mr Stephen Carter Audit & Fraud Manager, DCC to the meeting and he presented these reports, a copy of which had been previously circulated.

(i) Internal Audit Progress Report

Mr Carter advised Members on work undertaken by Internal Audit between 1 April 2018 and 31 March 2019 with coverage provided in accordance with DCC's agreed Service level Agreement.

Several questions were posed and answered. Following consideration of the outturn position on progress made in delivering the internal audit plan for 2018/19 together with that made by managers in responding to the work of internal audit to gain assurance on the adequacy and effectiveness of the internal control environment, it was **RESOLVED the information contained in the report, be noted.**

(ii) Internal Audit Annual report 2018/19

This report was to present the Annual Internal Audit Report for 2018/19 which had been previously circulated. Members were asked to consider the content of the report and the overall "moderate" opinion provided on the adequacy and effectiveness of the Council's control environment. **RESOLVED the information contained in the report, be noted.**

The Chair thanked Mr Carter for attending the meeting.

3. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillor A Watson advised when item 10 was to be considered he would leave the room in the spirit of impartiality. Councillor C Watkins declared an interest in item 10 as his son works at the garage.

4. To approve the minutes of the previous meeting

Members approved the content of the draft minutes as a true and correct record of the last meeting of this Committee held on 1st April 2019, subject to the following amendments being made:-

Minute Number 86 – Twinning Visit July 2019 Councillor Hawley had asked that it be recorded in the minutes that she did not support guests being accommodated in a unit at Whitehouse Court and was concerned at the safeguarding arrangements. **RESOLVED this be included in the minute.**

5. Audit 2018/19

Members were presented with a copy of the final accounts and Annual Governance & Accountability Return, and Annual Governance Statement prior to their submission to Council in June 2019. **RESOLVED the information given, be noted.**

6. 2018/19 Outturn budget

The report of the Town Clerk was deferred.

7. Report of the Finance Sub Committee of the 23rd May 2019 a copy of which had been circulated to each Member, was agreed.

8. Neighbourhood Engagement Project

(i) Application for funding:-

Peterlee Martial arts, Karate Club requesting £300.00

Members considered this request for grant funding and it was RESOLVED a grant of £250.00.

Powers used:- Under the power of GPC, The Localism Act 2018, as 1-8.

(ii) **concessionary use**

- Alice House, Fund Raising Event to be held on 8th November 2019, Shotton Hall Banqueting Suites (cost of £300.00)

The Deputy Town Clerk read out the letter received from the applicant who was hoping to hold a fund raising event to raise money for the Alice House Hospice, Hartlepool in memory of the late Philip Clapham. **RESOLVED free use of the Banqueting Suites be granted for this fund raising event.**

- Apollo Birthday Party Celebrations, 16th July 2019, Shotton Hall Banqueting Suites (contingency plan)

Members considered this request for use of the Banqueting Suites in the case of bad weather for the Apollo 50 Birthday Party from 11am – 2pm on Tuesday 16th July 2019. The Organiser of the event was expecting as many as 600 persons to attend the outdoors party and this was a concern and had been relayed back to them that the Banqueting Suites were only able to accommodate a maximum of 300 persons. Following discussion it was **RESOLVED DCC be advised that Shotton Hall would not be suitable to accommodate the event, however, should they wish to do so, permission was granted for them to erect marquees at Helford Road to provide indoor provision for the event.**

9. Bogey Derby at Woodhouse Park

Members were presented with proposals to host a Bogey Derby at Woodhouse Park in September 2019 and were asked to consider and agree suitable budget provision. Councillor A Watson showed a short video for the proposed bogie derby event. There was considerable discussion about this proposal and it was **RESOLVED:-**

- (a) A Bogey Derby be held in Woodhouse Park on Saturday 14th September 2019;
- (b) A budget of £5,000 be agreed;
- (c) The details of the event to be considered at a working group established for this one Event with:-
 - a. A suggested entrance fee of £2.00 adults, children under 12 be free;
 - b. A charge be levied to enter the race (to be agreed);
 - c. Prize money be awarded
 - d. A maximum of 20 teams be allowed to enter.

10. Land on Essington Way, to the rear of Easington Tyre & Auto Centre

Members were provided with an update on the proposed sale of Town Council land to the rear of Easington Tyre and Auto Centre. Following consideration it was **RESOLVED the owners of the site be advised the Town Council were not willing to alter the permitted use terms originally agreed due to the lack of clarity on their future intentions for the site.**

11. Youth Council

Councillor K Hawley submitted the following notice of motion “if the Council will consider the establishment of a Youth council partnership with the local schools”. Following discussion it was **RESOLVED the principle of establishing a Youth Council, in partnership with local secondary schools and a further report be submitted on timescales and research, with an aim to hold the first meeting of the PTC Youth Council in November 2019.**

12. Members Training

Councillor Hawley submitted the following notice of motion for consideration “food hygiene training be provided for volunteers where they may be working with food at Town Council activities”. This was accepted as a good idea and it was **RESOLVED all Members be offered food hygiene training to be undertaken and co ordinated via PTC facilities.**

13. Maternity, Paternity, Adoption & Surrogacy Policy

Members considered and approved for adoption the maternity, paternity, adoption and surrogacy policy. **RESOLVED the policy be approved and adopted for use by PTC immediately.**

14. Exclusion of the Press and Public

RESOLVED that in view of the confidential nature of the items to be discussed, the committee passed the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1961 & the Local Government (Access to Information) Act, Part 1, paragraph 1.

15. Disciplinary Procedure

Councillor A Watson reflected on his recent experience sitting on a disciplinary panel. He stated that he had not agreed with the Panel’s decision and requested this be recorded and also requested the use of the Panel for future disciplinary issues be examined.

RESOLVED the policy be reviewed to consider further the use of a Members Panel.

THE MINUTES OF THE MEETING
OF THE COMMUNITY & ENVIRONMENT COMMITTEE
HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE ON MONDAY 10TH JUNE 2019 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames:- K Liddell, S Simpson, A C Long, K Hawley, V Watson,
L Fenwick & K J Duffy

Messrs:- G L Carne, S D McGlen, S Miles, R Moore, A Watson &
T Duffy

The Chairman advised Members of the committee that part of the meeting may be recorded by both audio and video, and it may be that photographs were taken.

1. Apologies for Absence

Apologies had been submitted and accepted from A Wilkinson, (work commitments), S Kirkup, R Kyle, C Watkins and S Meikle. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

2. Urgent Treatment Centre at Peterlee

The Chair welcomed Clair White, Head of Commissioning, and Joe Chandy, Director of Primary Care & Innovation at North Durham Clinical Commissioning Group, who were carrying out a light touch engagement exercise on behalf of the NHS Durham Dales, Easington & Sedgefield Clinical Commissioning Group ending on 30th June 2019. Ms White outlined the proposed changes that were to take place at the urgent treatment centre in O'Neil Drive, Peterlee from 12 midnight to 8am where the service was still to be provided, but in a different way, with a practitioner coming out to the patient at their home.

The Chair opened the meeting for a question and answer session and an opportunity for Members to offer their thoughts and feedback on the proposals. Following that the Chair thanked the representatives for coming along to update the Town Council. **RESOLVED progress be awaited.**

3. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. None were given.

4. Update on Parks Activities

The Parks Manager circulated two reports for Member's attention and consideration, one on the purchase of replacement bins and the second for the purchase of a new tractor. Following discussion it was **RESOLVED:-**

- (i) **Approval be given to the purchase of 30, (or 31 depending on price), new rubbish bins at the cost as given in the report and the current parks budget be increased by £8,700.00 to accommodate this purchase, (with a virement from the Town Council's reserves);**
- (ii) **Approval be given for the purchase of a new trailer at a cost of £3,656.25 from Greenlay to be funded from the Town Council's reserves**
- (iii) **The old trailer be sold using sealed bids or part exchange.**

FURTHER RESOLVED staff and Members not be allowed to submit bids when items surplus to requirements were offered for sale.

5. To Approve the Minutes of the Last Meeting

Members agreed the attached minutes as a true and correct record of the meeting subject to the following amendments being made:-

Matters Arising

Minute Number 93 – Apologies for absence

It was noted both Councillors Cartwright & T Duffy had been in attendance at the meeting.

Minute Number 100 – The Horticulture Show

The minute be amended to read "Councillor Duffy confirmed that people had to be turned away last year due to judging being in progress when they had turned up."

Minute Number 100 – Christmas Trees

Progress was requested with this item and it was confirmed DCC had been approached about the possibility of having a tree on the main roundabout with an electricity supply. **RESOLVED progress be awaited.**

6. Update on Sports Development Activities

The report of the Sport & Wellbeing Manager providing information for Members about new and existing sport and well being activities, club development and issues raised by Sports Users was considered. The report also included details of outline costs for the purchase of 16 new cricket benches for the Helford Road Cricket Oval. Members asked on progress with the Taste Buddies initiative which it was reported was going very well.

RESOLVED green recycled seats be purchased at a cost of £5,269.44 for the Helford Road Cricket Oval . FURTHER RESOLVED the remainder of the report be noted.

7. Minutes of the Events Park Working Party of the 1st May 2019 a copy of which had been circulated, were noted.

8. Fishing at Shotton Hall Pond

Member's approval was sought for the proposal to open up fishing at Shotton Hall pond on a controlled basis and a copy of the report of the Town Clerk was circulated for consideration. In considering the report Members asked that the use of the life saving devices be checked and reviewed; the income from fishing be ring fenced to spend on improvements to the lake; there be no fee levied for children to fish, a visit to the lake by the relevant fishing authority be organised. **RESOLVED the Town Clerk be granted plenary powers to publish and promote the opening of the Shotton Hall Fishing Syndicate with immediate effect.**

Annual Governance and Accountability Return 2018/19 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:
 - 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 2018/19

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 2019**.
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):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - 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 2018/19

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 review and is able to give an opinion on the limited assurance review, 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 2019 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 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

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

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- 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 (i.e. no empty highlighted boxes), 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 Annual Governance and Accountability Return 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 prior to approving the annual governance statement and before approving 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).
- 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 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- 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 2019**.

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', is an explanation provided?		
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 provided?		
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2018/19

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>“Not Covered” should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

DD/MM/YY DD/MM/YY DD/MM/YY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

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

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

Section 1 – Annual Governance Statement 2018/19

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 2019, that:

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

*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 should be published with the Annual Governance Statement.

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
			<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 salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)