



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

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Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

8<sup>th</sup> June 2021

## **SUMMONS TO ATTEND AN EXTRAORDINARY MEETING OF CHIPPING NORTON TOWN COUNCIL**

TO: All Members of Chipping Norton Town Council

VENUE: Upper Hall, Chipping Norton Town Hall

DATE: Tuesday 15th June 2021

TIME: 6:30pm

Cllrs. G. Mazower (Town Mayor), N. Bradley, C. Butterworth, L. Carter, S. Coleman (Deputy Town Mayor), E. Coles, R. Fisher, R. Foakes, J. Graves, D. Heyes, E. Holmes, A. Miles, R. Poole, L. Tuckwell, M. Walker and N. Whitmill

Luci Ashbourne  
Town Clerk

### **Recording of Meetings**

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

## **A G E N D A**

### **1. Apologies for absence**

To consider apologies for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk ([chippingnorton.townclerk@gmail.com](mailto:chippingnorton.townclerk@gmail.com)) prior to the meeting, stating the reason for absence.

### **2. Declaration of interests**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

### **3. Minutes**

To approve the Minutes of the Annual Council meeting held on 17th May 2021.

**4. Public Participation**

The meeting will adjourn for this item.

Members of the public may speak for a maximum of five minutes each during the period of public participation.

**5. Committee Minutes**

- a. To note the minutes of the Finance and Resources Committee held on 26th May 2021.
- b. To note the minutes of the Strategic Planning Committee held on 9th June 2021.
- c. To note the minutes of the Traffic Advisory Sub-Committee held on 10th June 2021.

**6. Accounts and Balance Sheet for 2020/21**

To receive the accounts for year ending 31st March 2021 and note the Clerk's report. To note that these documents were reviewed at the meeting of the Finance and Resource Committee on the 26th May 2021.

**7. Internal Auditors Report for 2020/21**

To receive and note the report from the internal auditor.

**8. AGAR Section 1 Governance Statement**

To approve the AGAR Section 1 Governance Statement. Once approved the statement should be signed by the Clerk and the Mayor.

**9. AGAR Section 2 Accounting Statements**

To approve the AGAR Section 2 Accounting Statements. Once approved the statements should be signed by the Clerk and the Mayor.

**10. Notice of Public Rights and the Publication of the AGAR**

For Council to note the issue of the Notice of Public Rights and the Publication of the Annual Governance and Accountability Return.

**11. Date of the next meeting of Full Council – Monday 19<sup>th</sup> July, 7:15pm.**



**Chipping Norton Town Council**  
The Guildhall, Chipping Norton, Oxfordshire, OX7 5NJ

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**Office Hours:** Mon – Fri 9am – 1pm

Minutes of the annual meeting of **Chipping Norton Town Council** held in Chipping Norton Town Hall on **Monday 17<sup>th</sup> May, 2021 at 7.15 pm.**

The following members were present:

Cllr G Mazower, Town Mayor  
Cllr S Coleman, Deputy Mayor  
Cllr C Butterworth  
Cllr R Fisher  
Cllr R Foakes  
Cllr J Graves  
Cllr D Heyes  
Cllr E Holmes  
Cllr A Miles  
Cllr R Poole  
Cllr L Tuckwell  
Cllr M. Walker  
Cllr N Whitmill

Also in attendance:

Cllr M Cahill (WODC)  
Luci Ashbourne, Town Clerk  
Terry Palmer, Town Hall Keeper  
Phil Stanley, Videographer  
Seven members of the public

**1. Election of Town Mayor**

The Mayor, Cllr Mazower, welcomed everyone to the meeting and invited nominations for the position of Mayor of the Town Council. Cllr Heyes proposed that Cllr Mazower sit a second term as Mayor, and Cllr Poole seconded this. The proposal was carried unanimously.

**RESOLVED:** That Cllr Mazower is elected Town Mayor for the ensuing municipal year.

The meeting adjourned while Cllr Mazower put on the Mayoral robes and signed the Declaration of Acceptance of Office.

The Mayor then read out a speech to Council, outlining the successes and challenges of the previous year, and aspirations for the future.

**2. Election of Deputy Mayor**

The Mayor invited nominations for the position of Deputy Mayor of the Town Council. Cllr Tuckwell proposed that Cllr Coleman sit a second term as Deputy Mayor, and Cllr Poole seconded this. The proposal was carried unanimously.

**RESOLVED:** That Cllr Coleman is elected Deputy Town Mayor for the ensuing municipal year. Cllr Coleman then signed the Declaration of Acceptance of Office.

**3. Apologies for Absence**

Apologies for absence were accepted from Cllr Coles and Cllr Carter.

**4. Declarations of interests**

There were no declarations.

**5. Minutes**

**RESOLVED:** That pending amendment of the word 'inadvisable' to 'advisable' on page 3, minute 7631, the minutes of the meeting of 19<sup>th</sup> April 2021 were agreed as an accurate record of the meeting and it was agreed that the Mayor should sign them as such.

**6. Public Participation**

Steve Williams confirmed that he wished to speak at the next meeting of Full Council on 19<sup>th</sup> July 2021.

Gordon Brown reminded Council that tackling air pollution and restricting HGV traffic through the town should be a priority, and kept on the agenda.

**7. Minutes and reports from Committee**

- a. The Council considered the draft minutes of the Strategic Planning Committee held on 11<sup>th</sup> May 2021. There were no recommendations or amendments arising.
- b. The Council considered the draft minutes of the Extraordinary meeting of the Finance and Resources Committee held on 12<sup>th</sup> May 2021. There were no recommendations or amendments arising.
- c. The Council considered the draft minutes of the Community Committee held on 12<sup>th</sup> May 2021. There were no recommendations or amendments arising.

**8. Welcome to new Town Councillors**

The Mayor welcomed Chipping Norton's newly-elected Town Councillors to the Council.

**9. Welcome to new District and County Councillors**

The Mayor congratulated Cllr Saul on retaining his seat on West Oxfordshire District Council and on being elected to serve on Oxfordshire County Council.

**10. Review and adopt the Scheme of Delegation (including the Terms of Reference for committees)**

The Council considered the Scheme of Delegation. Cllr Graves proposed an amendment on page 8 of The Scheme of Delegation to inset the words "at least" before "5 town Councillors" to enable more than 5 town council representatives to join the sub-committee if they wish.

**RESOLVED:** That section 7.4, under '**Functions which may be delegated to the Traffic Advisory Sub-Committee**'(1) of the Scheme of Delegation now states:

'The Committee shall consist of *at least* 5 Town Councillors and members from West Oxfordshire District Council and Oxfordshire County Council, including Traffic engineers, Thames Valley Police and the CN Community Resilience Group. Other organisations may be invited to attend in an advisory capacity'

Cllr Walker proposed that the Terms of Reference for the TAC also state that the sub-committee will meet at four times a year: March, June, September, and December, and that two of these meetings will be held during the day, while two will be held in the evening.

Cllr Coleman queried whether the months needed specifying. Council agreed that they do.

**RESOLVED:** That the wording “The Committee shall meet at least two times per year (March and October) and such other occasions as deemed necessary” in the Scheme of Delegation referring the the Traffic Advisory Sub-Committee be amended to:

‘The Committee shall meet four times a year: March, June, September and December, and that two of the meetings will be held during the day, while two will be held in the evening.’

Council then took a vote on adopting the reviewed and newly amended Scheme of Delegation:

**RESOLVED:** That the Scheme of Delegation, as amended by Council be adopted.

11. **Appointment of Members to Standing Committees and Sub-Committees.**

The Clerk read out the proposed draft membership that she had prepared in advance of the meeting. Several amendments were agreed and a final proposed was carried unanimously.

**RESOLVED:** That the membership of standing committees and sub-committees for the ensuing municipal year is:

**Finance & Resources Committee**

Cllr Mazower (ex-officio)  
Cllr Coleman  
Cllr Fisher  
Cllr Holmes  
Cllr Bradley  
Cllr Poole

**Community Committee**

Cllr Mazower (ex-officio)  
Cllr Coleman  
Cllr Graves  
Cllr Whitmill  
Cllr Miles  
Cllr Tuckwell  
Cllr Poole  
Cllr Foakes

**Strategic Planning Committee**

Cllr Mazower (ex-officio)  
Cllr Heyes  
Cllr Graves  
Cllr Butterworth  
Cllr Miles  
Cllr Foakes  
Cllr Holmes  
Cllr Walker  
Cllr Whitmill

**Staffing Sub-Committee**

Cllr Poole  
Cllr Coleman  
Cllr Graves  
Cllr Heyes

Cllr Mazower  
Cllr Bradley

**Health & Safety Sub-Committee**

Cllr Bradley  
Cllr Heyes  
Cllr Tuckwell

**Planning Sub-Committee**

Cllr Butterworth  
Cllr Heyes  
Cllr Coleman  
Cllr Graves

**Traffic Advisory Sub-Committee**

Cllr Graves  
Cllr Walker  
Cllr Whitmill  
Cllr Coleman  
Cllr Coles  
Cllr Bradley

**12. Representatives to outside bodies.**

The Council noted that all Chipping Norton Town Councillors sit on the William Fowler Allotment Trust.

The Council considered the current membership of the William Fowler Allotment Trust Committee. Cllr Walker expressed an interest in stepping down from this committee. Cllr Fisher nominated herself to sit on the committee in his place.

**RESOLVED:** That Cllrs Heyes, Coleman, Mazower, Poole and Fisher are members of the William Fowler Allotment Trust Committee.

Council noted the current Town Council representative for Chipping Norton Welfare Charities and Field Reeves. The Clerk informed members that these positions are decided at the beginning of each four year term and will be selected again in May 2023. Cllrs Poole and Coleman expressed an interest in sitting on the Field Reeves Committee.

**RESOLVED:** That the Clerk make enquiries with Field Reeves about whether or not there are opportunities for new members to be co-opted onto the board.

The Mayor asked for nominations for a representative to the Oxfordshire Association of Local Councils.

**RESOLVED:** That Cllr Whitmill is the Council's representative for OALC for the ensuing municipal year.

**13. Calendar of Meetings**

The Council received the previously-agreed calendar of meetings for municipal year 2021-22. Cllr Walker enquired about why some committee meetings are closer together than others. The Clerk explained that the six cycles of committee meetings, each followed by a meeting of Full Council currently avoid the school holidays which results in them not always being bi-monthly.

**RESOLVED:** That the Calendar of meetings for municipal year 2021-22 is adopted by Council.

Cllr Saul joined the meeting at 8:10pm. The Mayor welcomed and congratulated him on behalf of the Council. Cllr Saul thanked the Council and said he looked forward to working together.

The Chair closed the meeting at 8:15pm.

Signed as a correct record:

Mayor.....

Date:.....

Draft



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Office Hours: Mon – Fri 9am – 1pm

Minutes of the **Finance and Resources Committee** held in Chipping Norton Town Hall on **Wednesday 26th May 2021 at 7:15pm**

The following members were present:

Cllr Coleman (Chair)

Cllr R Fisher

Cllr R Poole

Also in attendance:

Luci Ashbourne, Town Clerk

Sonia Murgia, Finance Officer

## **FR1. Election of Chair**

Nominations were received for Chair. Cllr Poole nominated Cllr Coleman, Cllr Fisher seconded.

**RESOLVED:** Cllr Coleman is elected Chair of the Finance and Resources Committee for the municipal year 2021/22.

## **FR2. Election of Vice-Chair**

Nominations were received for Vice-Chair. Cllr Coleman nominated Cllr Holmes, Cllr Poole seconded.

**RESOLVED:** Cllr Holmes is elected Vice-Chair of the Finance and Resources Committee for the municipal year 2021/22.

## **FR3. Apologies for absence**

Apologies for absence were received from Cllrs Holmes and Mazower.

## **FR4. Declaration of interests**

There were no declarations.

## **FR5. Minutes**

**RESOLVED:** That the minutes of the last meeting held on 12th May 2021 be approved as a correct record and signed by the Chair.

## **FR6. Public Participation**

No members of the public asked to participate.

## **FR7. Clerk's Report**

The Town Clerk gave the committee a verbal update of information related to the committee. The committee were informed that the Council are now using Paypal as a method of payment,



which will reduce the need to rely on members of staff using their personal bank accounts to pay for Council items and subscriptions. Cllr Coleman enquired about signing off and what the process is. The Finance officer confirmed that using Paypal would be no different to other payment methods. Cllr Coleman asked why Cllrs need to sign to approve cheques but not all electronic payments. The Finance Officer explained that this is for audit purposes, and that the destination of electronic payments are clearly marked on the accounts by nature of the transaction.

The Clerk informed members that the new website is well underway, as are the gov.uk email accounts.

The Clerk shared that the workload had been very intense/reactive since starting in post, and asked that Committee afford staff the opportunity to deliver on work in progress before setting any other projects. The Committee expressed an understanding and mindfulness of this.

**FR8. Income and Expenditure, balance sheets and supporting notes for year ending 31<sup>st</sup> March 2021**

- a. The Committee received detailed income and expenditure reports by budget heading. The finance officer noted variances in budget vs spend for the year ending March 2021 and explained the reasons for them, which were largely due to the impact of Covid-19 and needing to employ a Locum Clerk. Members reviewed the list of bodies that the Council pays a subscription to be a member of and agreed it would be prudent of Council to know what the different organisations offer and make use of the services.

**RESOLVED:** That the Finance Officer will circulate the subscription list with the Committee.

*The meeting was adjourned at 19:46pm while Cllr Poole had to deal with a family matter  
Meeting resumed at 20:17pm*

- b. The Committee received the balance sheet for year ending March 2021. The Chair and the Responsible Finance Officer (Town Clerk) signed the balance sheet. The Finance officer explained that now the Council have moved to Unity that a savings account or investments should be explored.

**RESOLVED:** That advice is sought regarding ethical investments and brought back to a future committee meeting.

**FR9. Income and Expenditure for April 2021**

Members received and noted income and expenditure for April 2021.

**FR10. Schedule of Payments for approval**

Members received and approved payments from 24th March to 18th May 2021.

**FR11. Forward Work Programme**

- a. The Town Clerk went through items that are currently in process. The staff handbook is now with staff for consultation, and the new website is underway, as is gov.uk email accounts for Cllrs and Staff. The priority is health and safety compliance.
- b. Members received the report and recommendations following an external health and safety audit conducted on 20<sup>th</sup> May 2021. The Committee noted that as well as ongoing professional health as safety support in terms of introducing or bringing current policies up to date, there were several issues that needed resolving by employing professional services (such as drawing up a fire risk assessment for the Town Hall), purchasing equipment such as fire extinguishers, and ensuring staff receive appropriate training.

**RESOLVED:** That a budget of £5,700 is agreed to ensure the Town Council can meet its statutory Health and Safety duties and responsibilities within the next 3-5 months. This will include professional fees of £2,500 to employ GH Safety to support the Council in terms of introducing and bringing current policies and risk assessments up to date. Other items included:

Staff training: £750

Purchase of equipment: £300

Other Professional and legal fees: £2,150, including a fire risk assessment for the Town Hall to be completed as a priority.

**RESOLVED:** That the Health and Safety issue regarding unstable headstones in the Cemetery be referred to Community Committee to resolve.

Cllr Fisher raised that a member of the public may be cutting down the tops of trees in the closed cemetery.

**RESOLVED:** The Clerk to raise the issue with GH Safety with a view to mitigate any potential risk to the Council and the individual concerned.

#### **FR12. Confidential Session**

**RESOLVED:** In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

#### **FR13. Christmas Lights**

Committee received the Clerk's report and recommendations on Christmas lights, including initial cost and design examples of using a professional contractor to deliver Christmas lights. Members discussed the pros and cons of tendering a multi-year contract, versus obtaining quotes for one year in the first instance.

**RESOLVED:** That the Clerk obtain quotes and designs for a lights display for 2021 with a maximum budget of £22,500. Quotations and designs will be brought to Full Council on July 19th for consideration.

*At this point it was noted that two hours had elapsed and the meeting agree to suspend standing orders in order to allow the meeting to continue for another 30 minutes*

#### **FR14. Minutes**

Committee noted the Minutes of the Staffing Sub-Committee meeting held on 26<sup>th</sup> April 2021. No comments or amendments were raised.

#### **FR15. Date of next meeting**

Wednesday 1<sup>st</sup> September 2021, 7:15pm.

The Chair closed the meeting at 9:31pm.

Signed as a correct record:

Chair.....

Date.....

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

Accounts to 31 March 2021

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Administration</b>								
3210 Admin Charges	7,457	8,570	6,000	(2,570)			142.8%	
3211 C N History Trail	110	2	0	(2)			0.0%	
3290 Miscellaneous Income	1,890	6,930	0	(6,930)			0.0%	
3291 Tourist Information	80	0	50	50			0.0%	
Administration :- Income	<b>9,536</b>	<b>15,502</b>	<b>6,050</b>	<b>(9,452)</b>			<b>256.2%</b>	<b>0</b>
4100 Salaries/Superann/Nl	81,341	63,857	83,000	19,143		19,143	76.9%	
5110 Stationery	890	528	1,000	472		472	52.8%	
5120 Photocopying Costs	2,276	2,128	2,600	472		472	81.8%	
5125 Tourist Information	292	0	500	500		500	0.0%	
5200 Postage	431	440	750	310		310	58.6%	
5210 Telephone	2,000	2,283	1,200	(1,083)		(1,083)	190.2%	
5310 Office Equipment	0	127	0	(127)		(127)	0.0%	
5340 Website Costs	0	260	2,500	2,240		2,240	10.4%	
5360 Computer Hardware/Software	3,411	2,106	2,000	(106)		(106)	105.3%	
6200 Rent/Rates	2,572	1,467	4,000	2,533		2,533	36.7%	
6210 Rates	0	2,731	0	(2,731)		(2,731)	0.0%	
7100 Travel & Subsistance	495	29	200	171		171	14.6%	
7200 Hospitality & Entertaining	0	0	100	100		100	0.0%	
7300 Staff Training	1,381	701	2,500	1,799		1,799	28.0%	
7500 Legal & Professional	1,540	0	1,500	1,500		1,500	0.0%	
7510 Audit Fees	2,691	2,250	2,500	250		250	90.0%	
7600 Subscriptions	599	1,663	1,000	(663)		(663)	166.3%	
7650 Insurance	1,650	2,007	1,750	(257)		(257)	114.7%	
7710 Election Expenses	0	3,945	3,945	(0)		(0)	100.0%	
7720 Other Miscellaneous Expenses	1,594	50,571	2,000	(48,571)		(48,571)	2528.5%	
Administration :- Indirect Expenditure	<b>103,164</b>	<b>137,092</b>	<b>113,045</b>	<b>(24,047)</b>	<b>0</b>	<b>(24,047)</b>	<b>121.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(93,628)</b>	<b>(121,590)</b>	<b>(106,995)</b>	<b>14,595</b>				
<b>101 Grants</b>								
7670 Grants-Voluntary Organisations	35,900	26,900	26,000	(900)		(900)	103.5%	
7680 Youth Council	0	0	1,000	1,000		1,000	0.0%	
Grants :- Indirect Expenditure	<b>35,900</b>	<b>26,900</b>	<b>27,000</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>99.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(35,900)</b>	<b>(26,900)</b>	<b>(27,000)</b>	<b>(100)</b>				
<b>102 Miscellaneous</b>								
3100 Precept Income	297,491	312,188	312,188	0			100.0%	
3101 Precept Support Grant	6,211	6,762	6,762	0			100.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

Accounts to 31 March 2021

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3180 Interest Receivable	1,773	766	1,000	234			76.6%	
3230 Manorial Land (Pace Petroleum)	15,000	15,000	15,000	0			100.0%	
3290 Miscellaneous Income	1,960	0	0	0			0.0%	
Miscellaneous :- Income	<b>322,435</b>	<b>334,716</b>	<b>334,950</b>	<b>234</b>			<b>99.9%</b>	<b>0</b>
3294 Use 6421	3,227	0	0	0		0	0.0%	
4100 Salaries/Superann/Nl	17,107	15,500	21,000	5,500		5,500	73.8%	
6405 Christmas Late Night Shopping	0	0	1,000	1,000		1,000	0.0%	
6407 Xmas Lights/Trees	3,251	1,247	2,500	1,253		1,253	49.9%	
6418 Equipment	0	784	2,500	1,716		1,716	31.4%	
6460 Streetscene	711	3,875	5,000	1,125		1,125	77.5%	
6462 Grit Bins/Snow	0	493	1,000	507		507	49.3%	
6490 Trees/Flower Beds Middle Row	594	465	2,500	2,036		2,036	18.6%	
6495 Seats,Bus Shelter,Notice Board	2,640	2,498	3,000	502		502	83.3%	
6498 Contingency Fund	49,709	25,479	46,055	20,576		20,576	55.3%	
7720 Other Miscellaneous Expenses	1,600	2,055	1,550	(505)		(505)	132.6%	
Miscellaneous :- Indirect Expenditure	<b>78,838</b>	<b>52,396</b>	<b>86,105</b>	<b>33,709</b>	<b>0</b>	<b>33,709</b>	<b>60.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>243,597</b>	<b>282,321</b>	<b>248,845</b>	<b>(33,476)</b>				
<b>104 Youth</b>								
5321 Equipment	495	0	0	0		0	0.0%	
Youth :- Indirect Expenditure	<b>495</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(495)</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>110 Town Hall</b>								
3115 Lettings Income	16,250	396	23,000	22,604			1.7%	
3140 WODC Water Rates Contrib	115	110	200	90			54.9%	
3290 Miscellaneous Income	5,550	0	100	100			0.0%	
Town Hall :- Income	<b>21,914</b>	<b>506</b>	<b>23,300</b>	<b>22,794</b>			<b>2.2%</b>	<b>0</b>
4100 Salaries/Superann/Nl	17,411	10,478	23,000	12,522		12,522	45.6%	
5140 Promotion	0	0	500	500		500	0.0%	
5210 Telephone	186	120	300	180		180	40.0%	
6110 Heat and Light	5,017	4,880	7,500	2,620		2,620	65.1%	
6130 Water & Sewerage	272	201	650	449		449	30.9%	
6210 Rates	10,066	10,230	10,000	(230)		(230)	102.3%	
6220 Premises Insurance	6,307	2,777	3,750	973		973	74.0%	
6230 Window Cleaning	420	525	800	275		275	65.6%	
6240 Alarm/Fire Extinguisher Insp	1,520	1,435	1,500	65		65	95.6%	
6310 Cleaning / Sanitary Expenses	887	570	1,000	430		430	57.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

Accounts to 31 March 2021

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6330 Waste Disposal	516	529	650	121		121	81.4%	
6400 Repairs	5,771	3,756	7,500	3,744		3,744	50.1%	
6408 New Equipment	512	52	3,500	3,448		3,448	1.5%	
7610 Licences	805	941	755	(186)		(186)	124.7%	
7650 Insurance	(2,777)	0	0	0		0	0.0%	
7720 Other Miscellaneous Expenses	716	652	1,250	598		598	52.1%	
<b>Town Hall :- Indirect Expenditure</b>	<b>47,629</b>	<b>37,145</b>	<b>62,655</b>	<b>25,510</b>	<b>0</b>	<b>25,510</b>	<b>59.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(25,715)</b>	<b>(36,639)</b>	<b>(39,355)</b>	<b>(2,716)</b>				
<b>120 Greystones</b>								
3110 Rents Receivable	2,040	2,040	2,040	0			100.0%	
3111 Rugby Club Right Of Access	175	175	175	0			100.0%	
3290 Miscellaneous Income	720	0	0	0			0.0%	
<b>Greystones :- Income</b>	<b>2,935</b>	<b>2,215</b>	<b>2,215</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
6210 Rates	373	37	350	313		313	10.6%	
6400 Repairs	5,480	1,568	7,500	5,932		5,932	20.9%	
7650 Insurance	300	300	300	0		0	100.0%	
<b>Greystones :- Indirect Expenditure</b>	<b>6,153</b>	<b>1,905</b>	<b>8,150</b>	<b>6,245</b>	<b>0</b>	<b>6,245</b>	<b>23.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,218)</b>	<b>310</b>	<b>(5,935)</b>	<b>(6,245)</b>				
<b>130 Cemetery</b>								
3190 Interments & Memorials	10,253	11,295	9,000	(2,295)			125.5%	
3191 Grave Purchase	3,267	4,284	2,000	(2,284)			214.2%	
<b>Cemetery :- Income</b>	<b>13,520</b>	<b>15,579</b>	<b>11,000</b>	<b>(4,579)</b>			<b>141.6%</b>	<b>0</b>
3192 Use 3193	0	(52)	0	52		52	0.0%	
6130 Water & Sewerage	14	27	60	33		33	45.3%	
6210 Rates	937	1,094	800	(294)		(294)	136.8%	
6400 Repairs	2,490	0	1,000	1,000		1,000	0.0%	
6465 Contract	10,930	10,916	12,500	1,584		1,584	87.3%	
6471 Skips for cemetery	510	510	600	90		90	85.0%	
7650 Insurance	550	600	600	0		0	100.0%	
7720 Other Miscellaneous Expenses	141	492	2,500	2,008		2,008	19.7%	
<b>Cemetery :- Indirect Expenditure</b>	<b>15,571</b>	<b>13,587</b>	<b>18,060</b>	<b>4,473</b>	<b>0</b>	<b>4,473</b>	<b>75.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,051)</b>	<b>1,992</b>	<b>(7,060)</b>	<b>(9,052)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

Accounts to 31 March 2021

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>140 Closed Churchyard</b>								
6400 Repairs	1,346	1,127	1,000	(127)		(127)	112.7%	
6468 Maintenance incl. drains	612	3,827	1,000	(2,827)		(2,827)	382.6%	
Closed Churchyard :- Indirect Expenditure	<b>1,958</b>	<b>4,954</b>	<b>2,000</b>	<b>(2,954)</b>	<b>0</b>	<b>(2,954)</b>	<b>247.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,958)</b>	<b>(4,954)</b>	<b>(2,000)</b>	<b>2,954</b>				
<b>151 Recreation</b>								
3290 Miscellaneous Income	0	1,780	0	(1,780)			0.0%	
Recreation :- Income	<b>0</b>	<b>1,780</b>	<b>0</b>	<b>(1,780)</b>				<b>0</b>
6200 Rent/Rates	1,000	1,000	1,000	0		0	100.0%	
6400 Repairs	3,363	2,642	4,000	1,358		1,358	66.1%	
6410 New Equipment	20	24,104	30,000	5,896		5,896	80.3%	
6413 Sports Awards	421	0	500	500		500	0.0%	
6420 Litter/Dog Bin Emptying	2,457	5,402	5,750	348		348	94.0%	
6421 Skate Park Expenditure	0	0	2,365	2,365		2,365	0.0%	
6465 Contract	4,116	6,529	5,200	(1,329)		(1,329)	125.6%	
7100 Travel & Subsistance	20	0	0	0		0	0.0%	
7650 Insurance	2,477	2,600	2,600	0		0	100.0%	
7720 Other Miscellaneous Expenses	1,337	5,701	1,000	(4,701)		(4,701)	570.1%	
Recreation :- Indirect Expenditure	<b>15,211</b>	<b>47,978</b>	<b>52,415</b>	<b>4,437</b>	<b>0</b>	<b>4,437</b>	<b>91.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(15,211)</b>	<b>(46,198)</b>	<b>(52,415)</b>	<b>(6,217)</b>				
<b>180 Pool Meadow</b>								
6417 Maintenance	0	1,603	2,000	397		397	80.2%	
Pool Meadow :- Indirect Expenditure	<b>0</b>	<b>1,603</b>	<b>2,000</b>	<b>397</b>	<b>0</b>	<b>397</b>	<b>80.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,603)</b>	<b>(2,000)</b>	<b>(397)</b>				
<b>185 Millenium Garden</b>								
6465 Contract	1,512	1,221	2,200	979		979	55.5%	
Millenium Garden :- Indirect Expenditure	<b>1,512</b>	<b>1,221</b>	<b>2,200</b>	<b>979</b>	<b>0</b>	<b>979</b>	<b>55.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,512)</b>	<b>(1,221)</b>	<b>(2,200)</b>	<b>(979)</b>				
<b>186 War Memorial</b>								
6470 War Memorial	18	22	500	478		478	4.4%	
War Memorial :- Indirect Expenditure	<b>18</b>	<b>22</b>	<b>500</b>	<b>478</b>	<b>0</b>	<b>478</b>	<b>4.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(18)</b>	<b>(22)</b>	<b>(500)</b>	<b>(478)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

Accounts to 31 March 2021

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Mayors Allowance</u>								
7200 Hospitality & Entertaining	2,800	0	3,000	3,000		3,000	0.0%	
7690 Mayors Allowance	2,699	125	2,750	2,625		2,625	4.5%	
Mayors Allowance :- Indirect Expenditure	<u>5,499</u>	<u>125</u>	<u>5,750</u>	<u>5,625</u>	<u>0</u>	<u>5,625</u>	<u>2.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(5,499)</u>	<u>(125)</u>	<u>(5,750)</u>	<u>(5,625)</u>				
Grand Totals:- Income	<b>370,340</b>	<b>370,298</b>	<b>377,515</b>	<b>7,217</b>			<b>98.1%</b>	
Expenditure	<b>311,948</b>	<b>324,928</b>	<b>379,880</b>	<b>54,952</b>	<b>0</b>	<b>54,952</b>	<b>85.5%</b>	
<b>Net Income over Expenditure</b>	<u><b>58,393</b></u>	<u><b>45,370</b></u>	<u><b>(2,365)</b></u>	<u><b>(47,735)</b></u>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>58,393</b></u>	<u><b>45,370</b></u>						

12/05/2021

## Chipping Norton Town Council Current Year

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## Balance Sheet as at 31st March 2020

31st March 2020

31st March 2021

	Current Assets		
96,869	HSBC Current A/c	570,872	
1,785	HSBC Imprest A/c	0	
433,807	Money Market 7 Day A/c	0	
190	Petty Cash	59	
8,310	Prepayments	8,749	
3,267	VAT Control	5,497	
344	Debtors	10,719	
<u>544,571</u>		<u>595,896</u>	
<b>544,571</b>	<b>Total Assets</b>	<b>595,896</b>	
	Current Liabilities		
3,737	Trade Creditors	5,882	
5,100	Accruals	9,297	
388	Receipts in Advance	0	
<u>9,224</u>		<u>15,179</u>	
<b>535,347</b>	<b>Total Assets Less Current Liabilities</b>	<b>580,717</b>	
	Represented By		
466,616	General Reserves	468,882	
2,365	Skate Park Fund	2,365	
5,974	Cemetery Extension/Purchase	5,974	
60,392	Capital Receipts Reserve	60,392	
0	Youth Worker	6,405	
0	Youth Council	1,000	
0	Street Scene Projects	28,825	
0	Recreation Equipment	5,896	
0	Sports Awards	500	
0	War Memorial	478	
<u>535,347</u>		<u>580,717</u>	



11:19

### Balance Sheet as at 31st March 2020

31st March 2021

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial

Date : \_\_\_\_\_

## Income and Expenditure Accounts to 31<sup>st</sup> March 2021 Commentary.

### **100 Administration income**

3210 Admin Charges: William Fowler Trust – Admin charge increase due to workload and having Locum Clerk in post

3290 Miscellaneous income: Oxfordshire Youth Opportunities Grant

### **Administration expense**

5100, 5120, 5125, 5200 (Stationery, Photocopying, Tourist info and postage): Underspend due to impact of Covid-19 and working from home.

5210 Telephone: Overspend due to budget set at a rate less than the bill for telephone and broadband.

6200 Rent/Rates: Underspend due to only paying Council tax for the Guildhall for half the year.

7100 and 7200: Underspend due to impact of Covid-19.

7300 Staff Training: Underspend – not utilised due to needing permanent Clerk to manage.

7500 Legal and Professional: Not utilised/needed.

7600 Subscriptions: Budget does not cover current subscriptions. Review subscriptions and update budget for 2022/23.

7710 Election expense: Underspend due to 2020 elections not going ahead.

7720 Other Miscellaneous expense: Large overspend due to Locum Clerk fees. Includes refundable deposit.

### **101 Grants**

7680 – Youth Council: Not spent due to Covid-19.

### **102 Miscellaneous**

4100 Salaries: Underspend due to fewer hours worked.

6405 and 6407 Christmas Shopping and Trees: Underspend due to Covid-19 restrictions.

6460 and 6490 Street Scene, trees/flower beds/Middle Row: Underspend due to delay in delivery

### **110 Town Hall**

3115 Lettings income: Drastically down due to impact of lockdown.

4100 Salaries: Expenditure significantly below budget as only basic wages being paid.

6400 Repairs: Expenditure significantly below budget.

Other Town Hall expenditure significantly below budget due to decreased use.

### **130 Cemetery**

3191 Grave Purchase: Higher than forecast.

### **200 Mayors Allowance**

Not spent due to lockdown restrictions.

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# **Chipping Norton Town Council**

*Internal Audit Report: Final 2020-21*

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*Adrian Shepherd-Roberts*

*Auditing Solutions Ltd*

## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance & Accountability Return (AGAR). Auditing Solutions Ltd has provided this service to Chipping Norton Town Council since 2018-19.

This report sets out the work undertaken in relation to the 2020-21 financial year which was completed by 10<sup>th</sup> December 2020 and 26th May 2021. Due to the impact of the Covid-19 pandemic, we have again undertaken our final review for the year, remotely. We wish to thank the Accounts Assistant who undertook a significant volume of work to assist in the process, providing all necessary additional documentation in electronic format to facilitate completion of our review. We have, in the circumstances, reduced, in some areas, the volume of transactions examined, whilst still ensuring governance and financial controls remain effective.

## **Internal Audit Approach**

In conducting our reviews for 2020-21, we have had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover, as applied to all clients, is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR, which requires independent assurance over several internal control objectives.

## **Overall Conclusion**

The work undertaken this year, on the Council's accounting and other records is set out in the following detailed report with the resultant recommendation summarised further in the appended Action Plan.

We are pleased to report that no issues have been identified

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

# Detailed Report

## Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbooks and financial ledgers maintained in-house by the Accounts Officer. The Council's records are maintained using the RBS Omega software, which is a market leader and used by many of our clients across the country.

Three bank accounts were in use, all with HSBC each with a separate cashbook in Omega. A further cashbook is also in use to record all petty cash account transactions. The accounts have been consolidated for the year end as the Council are in the process of moving the banking to alternative facilities with another banking provider.

To assess the adequacy, accuracy and appropriateness of transactions for 2020-21, we have:

- Ensured the accurate carry forward of the prior year closing balances, as reported in the year's AGAR, as opening balances in the accounting software for 2019-20;
- Ensured that an appropriate coding structure is in place to facilitate reporting of budgetary performance throughout the year;
- Ensured that the Omega ledgers remain in balance at the financial year-end;
- Checked and agreed transactions on the Current and Imprest A/cs for April 2020 and October 2020, and on the current account to March 2021 plus the transactions for part of the year on the Money Market and Imprest Account by reference to supporting bank statements;
- Verified the accuracy of bank reconciliations on the Current, Imprest, the 7-day Money Market and Petty Cash accounts as at 30<sup>th</sup> April and 31<sup>st</sup> October 2020 and 31<sup>st</sup> March 2021 (noting the reference above to the change in banking arrangements); and
- Previously examined and considered the robustness of the Council's IT back-up and restore arrangements, noting that regular back-ups occur to an external hard drive which is taken off site daily, also noting that periodic attempts are and have been made to successfully restore data.

### Conclusions

*We again wish to commend the Accounts Clerk on the way the financial records are maintained which has simplified our review process with no significant issues arising in this area.*

## Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and Financial Regulations (FRs) and that, as far as we are reasonably able to ascertain, given that we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. We also aim to ensure that appropriate policies, procedures and protocols are in place to prevent and provide a reasonable assurance of the detection of any fraudulent or corrupt activity.

We have examined the Council and Standing Committee minutes for 2020-21 meetings as posted on the Council's website to establish whether or not any issues exist that may have an adverse effect, through

litigation or other causes, on the Council's future financial stability and are pleased to record that no such concerns exist currently.

### ***Conclusions***

***We are pleased to record that no issues have been identified in this area.***

## **Review of Expenditure**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

In order to confirm the effectiveness of the control and governance arrangements over payments, we have selected a sample of individual payments processed during the financial year to date.

We also note that VAT returns continue to be completed in a timely and accurate manner, with electronic "on-line" submission now in place, in line with HMRC requirements. We have examined the quarterly reclaims to March 2021 confirming that the detail correlates to that in the Omega VAT control account.

### ***Conclusions***

***We are pleased to record that no issues have been identified in this area.***

## **Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

We are pleased to note the existence of a register of potential risks facing the Council.

We have examined the Council's 2020-21 insurance policy schedule with Zurich, noting that Employer's, Public and Hirer's Liability cover are in place at £10 million, £15 million and £2 million respectively, together with Fidelity Guarantee (FG) cover currently at £1 million.

### ***Conclusions***

***No issues arise in this area warranting formal comment or recommendation.***

## Precept Determination and Budgetary Control

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the District Council, also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We note that a precept level of £315,055 for 2021-22, which was formally approved by Full Council at its meeting on 21<sup>st</sup> December 2020,

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

### *Conclusions*

*There are no matters requiring formal comment or recommendation in this area of our review process.*

## Review of Income

The Council receives income primarily by way of the annual precept, together with burial and associated fees, room hire fees at the Town Hall, rent and access rights at Greystones, receivable interest and VAT recoveries, together with other miscellaneous receipts.

- We note that the schedules of Council's fees and charges continue to be reviewed and adopted annually, those for the Cemetery, fishing permits, weekly markets, etc for 2020-21 having been formally considered by the relevant committee and full Council during the previous municipal year;
- As noted elsewhere in this report, we have tested a sample of cashbook receipts from Omega records to relevant bank statements for seven months;
- We have reviewed a sample of burial records and invoices to the nominal ledger ensuring that the fees collected are in accordance with the published fees; and
- Examined the "Aged debtors schedule" generated by the accounting software and are pleased to record that there are no significant long-standing debts exist of which officers and members are unaware

### *Conclusions*

*There are no matters requiring formal comment or recommendation in this area of our review process.*

## Petty Cash Account

Our aim in this area is to ensure that appropriate controls are in place; that all expenditure incurred is adequately supported by trade invoices or till receipts; that the expenditure is appropriate for the

Council's requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks are properly recorded.

We have not physically checked the cash but have reviewed the holding from the information that we have been provided. As we are working remotely, we suggest that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. This should be minuted accordingly.

### **Conclusions**

*There are no matters requiring formal comment or recommendation in this area of our review process.*

## **Review of Staff Salaries**

In examining the Council's payroll function, we aim to confirm that salaries are paid in line with the Council approved pay rates and that extant legislation is being appropriately observed as regards adherence to the requirements of HMRC legislation in relation to the deduction and payment over of income tax and NI contributions.

We note that the Council's payroll is managed in-house agreeing detail of the gross salaries paid to them by reference to the August 2020 payslips.

We have also checked the accuracy of tax, NI and pension deductions to each for August 2020 by reference to relevant HMRC and Pension Fund Administrators deduction tables with no issues arising. We are also pleased to note that, where staff work variable hours, appropriate time sheets are prepared and certified by the Town Clerk as appropriate for payment.

### **Conclusions**

*We are pleased to report that no issues arise in this area warranting formal comment or recommendation.*

## **Fixed Asset Registers**

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

### **Conclusion**

*No issues require formal comment or recommendation.*

## **Investments and Loans**

The Council has no long-term investments, surplus funds being held currently in the HSBC Money Market 7-day notice account, which attracts interest payable at half-yearly intervals.



The Council has no loans in place either repayable by itself or to it from external bodies: consequently, nil values will be reported in the relevant boxes of Section 2 of the year's AGAR.

### ***Conclusions***

*No issues arise in this area. We will undertake further work at our interim update review.*

## **Annual Governance and Accountability Return**

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

We have examined the Council's procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the arrangements for the identification of year-end debtors and creditors with no issues arising.

### ***Conclusions***

*No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.*

# Annual Internal Audit Report 2020/21

Chipping Norton Town Council

ENTER PUB [www.chippingnortontowncouncil.co.uk](http://www.chippingnortontowncouncil.co.uk) 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. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	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

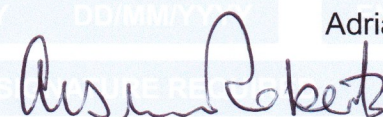
10/12/2020

25/05/2021

Name of person who carried out the internal audit

Adrian Shepherd-Roberts

Signature of person who carried out the internal audit



Date

25/05/2021

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

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



## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

### CHIPPING NORTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2020/21 for

### CHIPPING NORTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	476,955	535,347	<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	297,491	312,188	<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	72,849	58,110	<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	115,859	89,834	<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	0	0	<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	196,089	235,094	<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	535,347	580,717	<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	532,651	570,931	<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	4,171,311	4,183,897	<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	0	0	<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/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