



SOUTH WOODHAM FERRERS  
TOWN COUNCIL

# FINANCE AND PROJECTS COMMITTEE

## AGENDA

**For a Meeting to be held at 7.30p.m. on  
Tuesday 14th June 2022**

**At Champions Manor Hall Community Centre**

### **Membership:**

**Councillor D Thompson (Chairman)**  
**Councillor J Miller (Vice-Chairman)**

Councillor A Shearring  
Councillor I Roberts  
Councillor M O'Brien  
Councillor A John

Councillor A Humphrey  
Councillor K Bentley  
Councillor S Wilson  
Councillor L Kelly

Councillor B Massey  
Councillor D Eley  
Councillor R Crosbie

***Local Residents are welcome to attend this meeting. At the meeting, your elected Councillors will take decisions affecting YOU, the Community and the Town. The public may participate for up to 15 minutes for this purpose. If you have any queries, please telephone the Town Clerk on 01245 321817. Please join us.***

**Karen Atkins  
South Woodham Ferrers Acting Town Clerk  
08<sup>th</sup> June 2022**

- 1. Apologies for absence**  
To RECEIVE and ACCEPT any apologies for absence.
- 2. Dispensation considerations**  
To consider any dispensations, as required. Standing Order 12. Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 3. Declarations of Interest**  
Any Member declaring an interest is asked to state whether this is a pecuniary or non-pecuniary interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.
- 4. Confirmation of Minutes**  
To APPROVE the minutes of the meeting held on 9<sup>th</sup> February 2022 as a true record of the meeting.
- 5. Public Questions**  
In accordance with Standing Order 3.e to allow up to 15 minutes for members of the public to make representations, answer questions and give evidence in respect of any item covered by the Committees Terms of Reference. At the close of this item members of the public will no longer be permitted to address the Committee; Members with pecuniary interests will also not be permitted to speak, address the Committee on those interests and must leave the meeting when the item in relation to their interest is being discussed.
- 6. Terms of Reference**  
To consider the revised terms of reference for the committee as attached to the agenda.
- 7. Financial Matters**
  - a** to receive the budgetary positions for this Committee and Champions Manor Hall.
  - b** to receive and note the Council's bank balances as of 31st May 2022:
    - Current Account £430,598.65
    - Reserve Account £281,360.62
  - c** to note financial transactions for March, April & May 2022, circulated prior to the meeting.
  - d** to note Zurich Insurance Zurich Insurance paid £590.00 on 25<sup>th</sup> May 2022 for the roof repairs at Champions Manor Hall during storm Eunice in March 2022.
- 8. Payment Authorisation**
  - 8.1 Bacs Payment Procedure**  
Committee to consider adopting a bacs system for all payments and not using the current cheque procedure. New procedure is attached to the agenda.

## **8.2 Cheque signatories**

In accordance with Financial Regulation 5.2, committee to appoint 4 signatories for approval at Council on the 21<sup>st</sup> of June 2022. Current signatories are Councillor O'Brien, Massey and Eley and Humphrey.

## **8.3 Appointment of member for verification purposes**

In line with Financial Regulation 2.2, to appoint a member, other than the Chairman, or a cheque signatory to verify bank reconciliations on a regular quarterly basis and each financial year end. Current member is Councillor Ashley John.

## **9. RBS Closedown 2021-22**

To note the Year End closedown 2021-22 was carried out remotely on Thursday 28<sup>th</sup> April 2022.

## **10. Internal Audit**

- To note Heather Heelis carried out the internal audit on 5<sup>th</sup> May 2022, report attached to the agenda
- The Councils Risk assessment has been updated to include GDPR as recommended by the Internal Auditor on the 5<sup>th</sup> of May 2022.

## **11. Annual Audit 2021-2022**

- To note the Annual Interim Report 2021/2022
- To consider and **RECOMMEND TO COUNCIL** for approval Section 1 of the Annual Return 2021/22. Please note the document is not circulated completed as Councillors approve the document within the Council meeting.
- To consider and **RECOMMEND TO COUNCIL** for approval Section 2 of the Annual Return 2021/22. (Income and Expenditure for 2021/2022 attached)
- To note the period for the exercise of public rights will commence from Wednesday 22nd June – 03<sup>rd</sup> August 2022

## **12. Earmarked Reserves**

To review earmarked reserves as attached to the agenda

## **13. Card Payment System**

Committee to consider a mobile device for payment for Town Council events and groups at Champions Manor Hall. Information attached to the agenda from Elavon recommended by Unity bank.

<https://url.bdengine.com/fcb8cfee98984e7dbd376f9b06f795c3>

## **14. Village Hall Car Park**

- To consider a request from South Woodham Village Hall for payment towards the pothole's repairs in the car park in 2021. Total cost of £2,940.00 for the maintenance work to be split between the Village Hall, Playing Field Committee, and the Town Council totalling £980.00 each. Car Park is used by residents visiting the Town Council's blue cage and playground. Information will be circulated prior to the meeting
- The Acting Town Clerk will correspond with Palmer's solicitors to investigate the expired lease agreements and will produce new lease agreements to the next Finance & Projects meeting on the

6<sup>th</sup> of September 2022 for recommendation to Council on the 13<sup>th</sup> of September 2022.

- 15.** To note no reports from Representatives of Outside Bodies reporting to Finance & Projects Committee for this meeting 14<sup>th</sup> June 2022
- 16. Defibrillator Project Update**  
Acting Town Clerk to report current position.
- 17. Essex Community Initiative Fund Grant**  
Essex Community Initiative Fund is now open, closing date for applicants is Friday 19<sup>th</sup> August 2022. Documentation attached. Members to agree whether to apply for the grant and for which project, please note other projects could be considered if they meet the criteria. Please note that the interest form must demonstrate community support. This item cannot be deferred due to deadline.
- 18. Councillor Training**  
Committee to agree for 2 days Councillor training with the EALC in September 2022. Acting town Clerk to update.
- 19. Report to Council**  
To agree items for report to the next Council meeting on the 21<sup>st</sup> of June 2022.
- 20. Media Contact**  
To consider whether any items on this Agenda warrant a media release and if so, to agree a Councillor to comment, if applicable.
- 21. Future Meeting Dates**  
The next meeting of the Finance & Projects Committee will be on 6<sup>th</sup> September 2022.

**Any member who is unable to attend the meeting should send their apologies and reason to the Office prior to the meeting.**



## Finance & Projects Committee

<b>Membership</b>	Up to 14 Members (Mayor and Deputy Mayor must be members)
<b>Reports to:</b>	The Town Council

The executive Committee is responsible for the following functions:

Issues in and around South Woodham Ferrers relating to the following:

- 1 Manage and approve grants
- 2 Town Council disposal of assets (exc land and buildings)
- 3 Annual Budget and precept setting, preparation for Full Council approval in conjunction with Committees
- 4 Consult with local resident's and relevant organisations on **local** projects requiring funding and recommend priorities to Full Council
- 5 **Recommend and appoint** bankers
- 6 Approve (or consider) committee expenditure beyond their budgets **and review earmarked reserves**
- 7 Champions Manor Hall
- 8 Recommend investments and borrowing to Council
- 9 Consider and assist on all expenditure for projects or events where single ticket exceeds £25,000.00
- 10 Setting of fees for Town Council owned assets
- 11 Approve Town Council Contribution towards Swimming pool costs
- 12 Receive reports from outside bodies
- 13 **Committee to review financial regulations to be recommended and approved at Council**

Agendas and minutes will be provided to all Town Councillors, City Councillors and County Councillors representing South Woodham Ferrers.

## Detailed Income &amp; Expenditure by Budget Heading 08/06/2022

Month No: 3

## detailed Income &amp; expenditure

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>100 Champions Manor Hall</b>						
1001 Main Hall Hire	209	22,850	22,641			
1002 Multi Purpose Room Hire	5,699	22,850	17,151			
1003 Conference Room Hire	496	1,000	504			
1004 Meeting Room Hire	93	500	407			
1006 Annual Storage Charge	373	0	(373)			
1008 Misc Income	590	0	(590)			
1050 Rent from ESO Depot	0	1,100	1,100			
1055 Rent from Office Use	0	35,000	35,000			
<b>Champions Manor Hall :- Income</b>	<b>7,461</b>	<b>83,300</b>	<b>75,839</b>			<b>0</b>
4000 Electricity	1,839	9,000	7,161		7,161	
4005 Gas	368	2,120	1,752		1,752	
4010 Water	0	900	900		900	
4015 Sewerage	0	450	450		450	
4020 Rates	0	15,500	15,500		15,500	
4025 Cleaning	1,395	27,500	26,105		26,105	
4030 Maintenance	5,719	26,030	20,311	141	20,170	5,200
4050 PRS Licence	0	1,000	1,000		1,000	
4120 Telephone	45	0	(45)		(45)	
4125 Sanitary Contract	0	500	500		500	
4130 Security	0	1,280	1,280		1,280	
4150 Fire Maintenance	0	300	300		300	
4275 Insurance	1,359	1,476	117		117	
4325 Litter Control	0	250	250		250	
<b>Champions Manor Hall :- Indirect Expenditure</b>	<b>10,725</b>	<b>86,306</b>	<b>75,581</b>	<b>141</b>	<b>75,440</b>	<b>5,200</b>
<b>Net Income over Expenditure</b>	<b>(3,265)</b>	<b>(3,006)</b>	<b>259</b>			
6000 plus Transfer from EMR	5,200					
<b>Movement to/(from) Gen Reserve</b>	<b>1,935</b>					
<b>110 Office Costs</b>						
4000 Electricity	633	0	(633)		(633)	
4001 Rent for Office	0	35,000	35,000		35,000	
4005 Gas	72	0	(72)		(72)	
4025 Cleaning	785	0	(785)		(785)	
4030 Maintenance	50	0	(50)	169	(220)	
4115 Postage	50	0	(50)		(50)	
4116 Card Processing	104	0	(104)		(104)	
4120 Telephone	106	0	(106)		(106)	

## Detailed Income &amp; Expenditure by Budget Heading 08/06/2022

Month No: 3

## detailed Income &amp; expenditure

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4135 Mobiles	42	0	(42)		(42)	
4145 IT Work/Support	816	0	(816)		(816)	
Office Costs :- Indirect Expenditure	<b>2,658</b>	<b>35,000</b>	<b>32,342</b>	<b>169</b>	<b>32,173</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,658)</b>	<b>(35,000)</b>	<b>(32,342)</b>			
<u>120 Policy &amp; Resources General</u>						
1076 Precept	218,457	353,064	134,607			
1090 Interest Received	55	500	445			
1095 Leases & Wayleave	0	550	550			
1400 CIL Money Received	2,631	0	(2,631)			2,631
1455 Town Mayor Charity	16	0	(16)			
Policy & Resources General :- Income	<b>221,159</b>	<b>354,114</b>	<b>132,955</b>			<b>2,631</b>
4020 Rates	15,344	0	(15,344)		(15,344)	
4105 Office Supplies	0	500	500		500	
4110 Photocopier	73	2,000	1,927		1,927	
4115 Postage	0	500	500		500	
4116 Card Processing	67	900	833		833	
4120 Telephone	0	1,985	1,985		1,985	
4130 Security	0	400	400		400	
4135 Mobiles	42	500	458		458	
4145 IT Work/Support	303	2,000	1,697		1,697	
4200 Salaries	19,826	150,000	130,174		130,174	
4205 Employer's NI	12,745	42,000	29,255		29,255	
4210 Superannuation	10,567	45,000	34,433		34,433	
4230 Payroll Contract	0	1,300	1,300		1,300	
4240 Staff Uniform & Travel	83	1,000	917		917	
4245 Training	0	3,000	3,000		3,000	
4246 Training - Councillors	0	500	500		500	
4250 Recruitment	0	450	450		450	
4255 Subscriptions	1,605	2,000	395		395	
4265 Marketing	690	2,500	1,810		1,810	
4270 Audit	783	3,000	2,217		2,217	
4275 Insurance	3,170	3,000	(170)		(170)	
4280 Civic Budget	0	1,200	1,200		1,200	
4285 Member's Expenses	0	300	300		300	
4290 Member's Basic Allowance	0	10,320	10,320		10,320	
4295 Loan Repayment	10,418	22,153	11,735		11,735	
4300 IT Contract & Equipment	384	6,000	5,616		5,616	
4315 Grants	0	5,000	5,000		5,000	

## Detailed Income &amp; Expenditure by Budget Heading 08/06/2022

Month No: 3

## detailed Income &amp; expenditure

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4325 Litter Control	0	1,100	1,100		1,100	
4326 Defibrillator	0	500	500		500	
4800 Contingencies	0	5,000	5,000		5,000	
4801 Professional Fees	715	2,000	1,285		1,285	
Policy & Resources General :- Indirect Expenditure	<u>76,814</u>	<u>316,108</u>	<u>239,294</u>	<u>0</u>	<u>239,294</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>144,344</u>	<u>38,006</u>	<u>(106,338)</u>			
6001 less Transfer to EMR	2,631					
<b>Movement to/(from) Gen Reserve</b>	<u>141,714</u>					
Grand Totals:- Income	228,619	437,414	208,795			
Expenditure	90,198	437,414	347,216	310	346,906	
<b>Net Income over Expenditure</b>	<u>138,421</u>	<u>0</u>	<u>(138,421)</u>			
plus Transfer from EMR	5,200					
less Transfer to EMR	2,631					
<b>Movement to/(from) Gen Reserve</b>	<u>140,991</u>					

## **BACS Procedure**

### Raising Payments

The Clerk submits the payments to Unity Trust ready for authorisation.

The Clerk sends an email to the bank signatories which details:

- The Payee
- Details of the payment
- The amount

The Clerk scans the supporting invoices and attaches them to the email.

The email is sent to the signatories, who then check the supporting paperwork/invoices and proceed to authorise the payments on Unity Trust if satisfied.

### Entering data into Rialtas

When entering the data, create a unique numbering system eg UT001 for each expenditure transaction. This reference number is also written on the corresponding invoice.

Optional – Print out a transaction list from Unity Trust for the month eg 1-31 January and write the corresponding reference number against the transaction. This provides a very clear audit trail.



# HEELIS&LODGE

## Local Council Services • Internal Audit

### **Internal Audit Report for South Woodham Ferrers Town Council – 2021/2022**

The following Internal Audit was carried out on the adequacy of systems of control and should be read in conjunction with the Interim Internal Audit report dated 7/2/2022. The following recommendations/comments have been made:

Income: £546,797    Expenditure: £483,040    Reserves: £546,487

#### AGAR Completion:

Section One: No

Section Two: No

Annual Internal Audit Report 2020/2021: Yes

Certificate of Exemption: No

#### **Financial regulations**    Standing Orders and Financial Regulations Tenders

Appropriate payment controls including acting within the legal framework with reference to council minutes

Identifying VAT payments and reclamation

Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes

Reviewed: 9/3/2022 (Ref: 298.4) and 13/4/2022 (Ref:PR282.1)

Financial Regulations in place: Yes

Reviewed: 9/3/2022 (Ref: 298.4)

#### **Risk Assessment**    Appropriate procedures in place for the activities of the council Compliance with Data Protection regulations

Risk Assessment document in place: Yes

#### ***Data Protection***

*The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. It is advised that, due to the financial risk associated with the new Data Protection Regulations, this should form part of the Council's Risk Assessment.*

***Recommendation:*** To include reference to GDPR in the Council's Risk Assessment.

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Lynne Lodge Dip HE Local Policy

*The Risk Assessment, including Internal Controls were due to be reviewed in February 2022, however the minutes note that this has been deferred (Ref: 23/2/2022 – item PR264.4).*

*There was no evidence in the minutes that the Risk Assessment, including Internal Controls, has been reviewed during the year of audit.*

**Recommendation:** *To ensure the annual review of the Risk Assessment and Internal Controls is carried out during the year of audit.*

*On inspection of the authorisation process for the credit card, it was noted that the cover form has the incorrect limit for countersigning expenditure cover sheet.*

*When reviewing the Financial Risk Assessment it is suggested that the credit card and limits are incorporated as into the risk assessment.*

**Recommendation:** *To review Financial Regulations with a view to update FR 6.4 with the relevant limits and authorisation controls.*

*The Council may wish to obtain the most current model Standing Orders and Financial Regulations when they next review the documents.*

*It is noted that the Council currently have a cheque based payment system and have a significant number of transactions during the year. It is further noted that there is provision in Standing Orders for online banking. It may be useful to undertake a review of day to day operations to see if the cheque based system is still the most efficient way of working, as Unity Trust (the Council's bank) operate a secure dual authorisation signatory account.*

## Transparency

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

Smaller Council: No

Website: [www.southwoodhamferrerstc.gov.uk](http://www.southwoodhamferrerstc.gov.uk)

*The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.*

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

External audit report

*2021 Annual Return, Section One Published – Yes*

*2021 Annual Return, Section Two Published – Yes*

*2021 Annual Return, Section Three Published – Yes*

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Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights  
*Published – Yes*

Period of Exercise of Public Rights

Start Date 28/6/2021 End Date 6/8/2021

*The Council have met the 2021 publication requirements.*

### **Income controls**

Precept and other income, including credit control mechanisms

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

### **Payroll controls**

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

PAYE System in place: Yes  
Employer's Reference: 083/CH2061  
P60s issued: Produced but not yet issued

*The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. Supporting paperwork is in place and P60s have been produced as part of the year end process. The Council offer the LGPS pension scheme to eligible staff.*

*Councillors' allowances are paid through payroll and tax is taken at source through PAYE.*

*Staff have been awarded the 1.75% increase. Backpay was included in the March wages.*

### **Asset control**

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

*A separate asset register is in place. Values are recorded at cost value/insurance value. The total value of assets are recorded at £ 3,037,587.91. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.*

### **Bank Reconciliation**

Regularly completed and cash books reconcile with bank statements

*All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.*

*Bank Balances at 31 March were confirmed as:*

Unity Trust	xxxx2312	£291,531.45
Santander	xxxx2723	£281,210.91

## **Reserves**

General Reserves are reasonable for the activities of the Council  
Earmarked Reserves are identified

*The Council have adequate general reserves (£314,871) and have identified earmarked reserves (£231,616) in their year end accounts.*

## **Year-end procedures**

Appropriate accounting procedures are used and can be followed through from working papers to final documents  
Verifying sample payments and income  
Checking creditors and debtors where appropriate.

*End of year accounts are prepared on an Income & Expenditure basis. Creditors and Debtors are identified within the year end accounts. The Trail Balance agreed.*

## **Additional Comments/Recommendations**

- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the staff for their assistance during the course of the audit work



**Heather Heelis**  
**Heelis & Lodge**  
5 May 2022

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# Annual Internal Audit Report 2021/22

SOUTH WOODHAM FERRERS TOWN COUNCIL

www.southwoodhamferrers.gov.uk

During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) 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 2020/21 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

Name of person who carried out the internal audit

07/02/2022 05/05/2022

H HEELIS (HEELIS & LODGE)

Signature of person who carried out the internal audit

Date

05/05/2022,

\*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 2021/22

We acknowledge as the members of:

South Woodham Ferrers 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 2022, that:

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

\*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 2021/22 for

### South Woodham Ferrers Town Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	380,934	482,734	<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	428,187	428,187	<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	113,963	118,610	<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	198,274	215,476	<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	22,153	21,394	<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	219,923	246,174	<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	482,734	546,487	<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	481,163	551,481	<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	2,965,969	3,037,588	<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	120,000	104,000	<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	N/A	<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 2022 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

# South Woodham Ferrers Town Council 2021/22

## Income and Expenditure Account for Year Ended 31st March 2022

31st March 2021		31st March 2022
	<b>Operating Income</b>	
68,167	Champions Manor Hall	80,641
2,645	Office Costs	0
364,884	Policy & Resources General	345,110
66,500	Leisure General	76,451
30	Bandstand	289
500	Community Events	2,151
28,382	Environment General	29,371
11,043	Garden of Remembrance	12,784
<b>542,150</b>	<b>Total Income</b>	<b>546,797</b>
	<b>Running Costs</b>	
38,467	Champions Manor Hall	43,972
37,722	Office Costs	43,561
267,636	Policy & Resources General	280,238
52,501	Leisure General	50,900
270	Bandstand	0
3,201	Community Events	22,403
24,574	Environment General	24,866
12,478	Garden of Remembrance	15,535
3,500	Neighbourhood Plan	1,255
0	Environment Project Fund	314
<b>440,350</b>	<b>Total Expenditure</b>	<b>483,044</b>
	<b>General Fund Analysis</b>	
201,091	Opening Balance	264,396
542,150	Plus : Income for Year	546,797
743,241		811,193
440,350	Less : Expenditure for Year	483,044
302,891		328,148
38,495	Transfers TO / FROM Reserves	13,277
<b>264,396</b>	<b>Closing Balance</b>	<b>314,871</b>

**Earmarked Reserves**

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Bowling Green Replacement	51,762.00		51,762.00
330 EMR Training	3,500.00		3,500.00
335 EMR Major Repair Fund CMH	42,908.00		42,908.00
336 EMR Restart after COVID	12,000.00	-5,200.00	6,800.00
340 EMR Leisure Projects	5,242.00		5,242.00
341 EMR Youth Club	1,086.00		1,086.00
342 EMR Toddler Group	5,000.00	-5,000.00	0.00
343 EMR Platinum Jubilee	7,300.00	-1,865.78	5,434.22
345 EMR Fenn Projects	171.00		171.00
350 EMR Marsh Farm Allotments	600.00		600.00
355 EMR Millenium Pace	759.00		759.00
360 EMR Bandstand	600.00		600.00
365 EMR Christmas Lighting	0.00		0.00
370 EMR Christmas Fayre	0.00		0.00
375 EMR Neighbourhood Plan	14,398.77		14,398.77
380 EMR Playground Replacement	3,000.00		3,000.00
385 EMR Elections	2,550.00		2,550.00
390 EMR Projects Fund	59,968.34	-796.00	59,172.34
395 EMR CIL Monies	11,261.45	3,580.00	14,841.45
396 EMR CIL Monies 2021-2022	9,509.32		9,509.32
397 EMR CIL 2022-2023	0.00	2,630.52	2,630.52
	<b>231,615.88</b>	<b>-6,651.26</b>	<b>224,964.62</b>

## Agenda item 13 Card Payment system

This is recommended by Unity Trust Bank. Attached here is the proposal for you to look at. Included is an in depth look at the Ingenico Tetra Move 5000 and the Merchant Service Charges.

<https://url.bdengine.com/fcb8cfee98984e7dbd376f9b06f795c3>

In summary:

- ✓ **No Joining Fee**
- ✓ **No MMSC (Minimum Monthly Service Charge)**
- ✓ **No Authorisation fee's**
- ✓ **PCI Included**
- ✓ **£18 per Terminal Rental Fee**