



SOUTH WOODHAM FERRERS
TOWN COUNCIL

AGENDA

You are summoned to a Meeting of the

COUNCIL

to be held at 8.00 p.m.

on

Tuesday 16th June 2020

Via zoom,

South Woodham Ferrers.

Local residents are welcome to attend this meeting. At the meeting, your elected Councillors will take decisions affecting YOU, the Community and the Town. At the beginning of the meeting there is an opportunity for you to make representations, answer questions and give evidence in respect of items within the remit of the Town Council and not delegated to a committee. 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.

If you wish to view the meeting please contact the Town Clerk on 01245 321817 by 12 noon on 15th June 2020 for the Zoom meeting ID

**Karen Hawkes BSc (Hons)
South Woodham Ferrers Town Clerk
10th June 2020**

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

- 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 Council meeting held on 12th May 2020 as a true record of the meeting, these will be signed at a later date due to social distancing measures.
 - 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 within the remit of the Town Council and not delegated to a committee. At the close of this item members of the public will no longer be permitted to address the Council; Members with pecuniary interests will also not be permitted to speak, address the Council on those interests and must leave the meeting when the item in relation to their interest is being discussed.
 - 6. Casual Vacancies**
Councillors to consider the application attached to the agenda for co – option.
6.1 1 Collingwood Ward Application to consider
 - 7. Election of Co-opted member to Council Committees / Sub – Committees and working parties for 2020/2021**
 - 7.1** Environment and Open Spaces Committee
 - 7.2** Leisure and Community Committee
 - 7.3** Planning Committee
 - 7.4** Neighbourhood Plan Committee
 - 7.5** Masterplan Committee
 - 7.6** Community Resilience Team
 - 8. Reports from Committee and Working Party Chairman**
 - 8.1 Environment and Open Spaces Committee**
No meeting held since last Council meeting.
 - 8.2 Leisure and Community Committee**
A meeting was held on 26th May 2020.
 - 8.3 Planning Committee**
A meeting was held on 26th May 2020.
 - 8.4 Policy and Resources Committee**
A meeting was held on 9th June 2020.
 - 8.5 Masterplan Committee**
No Committee meetings have been held, although verbal update to be provided by Masterplan Chairman Councillor O’Brien
-

8.6 Neighbourhood Plan Committee

A meeting was held on 2nd June 2020

9. Annual Report from the Health and Social Care Group

To receive the Annual Report from the South Woodham Ferrers Health and Social Care Group, Chairman Peter Blackman available to answer pre-submitted questions.

10. Neighbourhood Plan

As agreed at the Neighbourhood Plan meeting on the 2nd July, please find attached the tracked changes South Woodham Ferrers Neighbourhood Plan. Once approved by Council this can be submitted to Chelmsford City Council, Chelmsford City Council will carry out a further consultation and an external examiner will be appointed to test the soundness of the plan.

11. Internal Audit Report

To note the internal audit was completed on Monday 8th June, report attached. This document has been reviewed and agreed by the Policy and Resource Committee on 9th June 2020. AGAR Internal Audit report also attached

12. Annual Governance Statement

12.1 To approve Section 1 of the Annual Return Annual Governance Statement 2019/2020 as recommended by Policy and Resource Committee, this has also been verified by Internal Auditor, see attached.

12.2 Council to approve the Chairman and Town Clerk to sign and date Section 1 of the Annual Return, due to social distancing measurers signature will take place outside of a meeting.

12.3 To approve the Income and Expenditure and Balance Sheet for the financial year 2019/2020

12.4 To approve Section 2 Accounting Statement 2019/20 as circulated with the agenda, recommended for approval at Policy and Resources on 9th June 2020

12.5 To approve the Chairman to sign the document after the meeting adhering to social distancing measurers, to note in line with new guidelines Town Clerk will sign prior to circulating the agenda.

12.6 To note that due to the Covid 19 situation there is not a common period for the period of the exercise of the public rights although this must be completed by 1st September.

13. Reports from Representatives of Outside Bodies by Lead Councillors

13.1 South Woodham Ferrers Village Hall Trust Management Committee – Councillor Roberts.

13.2 South Woodham Playing Fields Management Committee

13.3 Health and Social Care Group – earlier agenda item.

14. Town Mayor's Announcements

The Town Mayor will provide a verbal report.

A list of recent events attended by the Town Mayor and Deputy Town Mayor will be circulated at the meeting.

15. Media Release

To consider whether any items on this agenda warrant a media release.

16. Next Meeting

The next meeting will be held on 8th September 2020.



**SOUTH WOODHAM FERRERS
TOWN COUNCIL**

Town Councillor Application Form

Name	Darren Thompson
Address	
Contact Number	
Email Address	
<p>Why do you want to be a Town Councillor for South Woodham Ferrers Town Council ? (please continue on separate sheet if necessary)</p>	<p>Having lived in the town since 1995 and seeing my three children grow up I am keen to give service in order to better our town and community.</p> <p>We have some major changes and projects to oversee in the coming years and I feel I can bring another dimension to the Town Council in its decision making.</p> <p>Our young people need a voice and I am pleased to see the great work already done with the youth club. These people are our future so it will be important to engage with them as their views are valuable.</p> <p>Apathy within our community is high, with little engagement from the public on some important issues. I would be keen to assist with improved community engagement to ensure the work of the Town Council is better understood, especially with the looming conclusion of our Neighbourhood Plan.</p> <p>The fallout from the Covid 19 pandemic will definitely change our landscape. Positives such as home working will release the pressure of our physical infrastructure for example. I am sure the Town Council will have a part to play on how the town recovers and I hope my input would add value to that.</p>

<p>What qualities do you have to offer the Town Council? (Please continue on separate sheet if necessary)</p>	<p>In my professional life I have been a member of our industry body council. This has annual turnover via precept of £135,000, representing businesses interests. I chaired the Eastern Region of this body for five years, via election.</p> <p>My role of Chairman of our local football club gives me access to local residents of all ages along with involvement in a non profit organisation run via committee. This voluntary role demonstrates my desire to give something back to the community.</p>
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<p>Which Ward are you applying for</p>	<p>Please circle:</p> <p>Chetwood <input checked="" type="radio"/> Collingwood</p> <p>Elmwood Woodville</p>
<p>If your first choice is not available would you consider representing another ward:</p>	<p>Please circle:</p> <p><input checked="" type="radio"/> Yes No</p>

Completed applications must be received by the Tuesday prior to the week of the Council meeting where the application will be considered

Return to:
 Karen Hawkes – Town Clerk
 South Woodham Ferrers Town Council
 Champions Manor Hall
 Hullbridge Road
 South Woodham Ferrers
 Essex CM3 5LJ

Reports from Committee Chairman

8.1 Environment and Open Spaces Committee No meetings to report

8.2 Leisure and Community Committee

- It was noted that a meeting was held on 26/05/20
- Youth Club will be under the jurisdiction of the Town Council until 3 months after the youth club re starts at this time it will be decided whether the Youth Club will be a separate trust.
- Play in the Park / Summer at Champions Manor Hall will be proceed if the lifting of social distancing measurers allow
- Online entertainment for Youth and musical entertainment
- Pursuing the Essex Shed Network

8.3 Planning Committee

- It was noted that a meeting was held on 26/05/20
- Report from the newly formed Bradwell B Consultation group.
- Report from the scoping group considering the environmental impact of the land north of the Burnham road.

8.4 Policy and Resources Committee

- It was noted that a meeting was held on 09/05/2020
- Postponing the next Policy & Resources meeting from 14th July until 21st July to allow for government guidance.
- Financial review of budgets in July

8.5 Masterplan Committee

- No Committee meeting, verbal update of current situation from Councillor O'Brien

8.6 Neighbourhood Plan Committee

- Meeting held on 2nd June, Councillor O'Brien to provide verbal update but to be discussed fully under item 10

HEELIS & LODGE

Local Council Services • Internal Audit

Internal Audit Report for South Woodham Ferrers Town Council – 2019/2020

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. The following recommendations/comments have been made:

Income: £561,609 Expenditure: £536,502 Reserves: £380,934

AGAR Completion:

Section One: **No**

Section Two: **Yes – draft figures**

Annual Internal Audit Report 2019/2020: **Yes**

Certificate of Exemption: **No**

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

The Council hold the General Power of Competence and LGAs137 does not apply.

The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced. The RBS system provides clear and concise reports.

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: **10/9/2019 (Ref: 42)**

Financial Regulations in place: **Yes**

Reviewed: **10/9/2019 (Ref: 42)**

VAT reclaimed during the year: **Yes** Registered: **Yes (Reg: 805 764 519)**

General Power of Competence: **Yes (adopted 14/5/2019 – item 11.2)**

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

Contact details : 1 Hembling Terrace, Mill Lane, Campsea Ashe, Suffolk, IP13 0PP

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy PILCM

Lynne Lodge Dip HE Local Policy

Committee Terms of Reference were reviewed and confirmed at a meeting held on 14/5/2019 (Ref: 13).

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 registration: 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.*

Privacy Policy published: Yes

Insurance was in place for the year of audit. The Risk Assessment, including Internal Controls were reviewed at a meeting held on 11/2/2020 (Ref: PR81.1 & PR81.3).

The Council have effective internal financial controls in place. Cheque stubbs and invoices are initialled by signatories. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

The Council have a comprehensive suite of policies in place.

Fidelity Cover: £1,000,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

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

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

- a) external audit report
2019 Annual Return, Section Three Published – Yes

Under **The Accounts & Audit Regulations 2015 15(2b)** councils must publish on their website:

- b) notice of period for the exercise of public rights
Published – Yes

Period of Exercise of Public Rights

Start Date *19/6/2019* End Date *30/7/2019*

Budgetary controls supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £428,885 (2019-2020) Date: 8/1/2019 (Ref:369)
Precept: £428,187 (2020-2021) Date: 14/1/2020 (Ref: C82.2)

Effective budgetary procedures are in place. The budget was considered at a meeting held on 4/12/2018 (Ref: PR376.1-3). The precept was agreed in full council at a meeting held on 8/1/2019 (Ref: 369). The precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

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.

Hall hire fees were reviewed at a meeting held on 22/10/2019 (Ref: PR44) and on 3/12/2019 (Ref: PR60).

Petty Cash

Associated books and established system in place

A satisfactory petty cash system is in place with supporting paperwork. Whilst petty cash has not been used for a while, there is a nominal sum allocated in the budget, but not drawn down yet, for refreshments.

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*

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

The Council have completed their re-declaration of compliance.

Councillor allowances are paid and deductions made via PAYE.

Asset control

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

A separate asset register is in place and was reviewed on 16/4/2019 (Ref: PR404.2). Values are recorded at cost value/insurance value. The total value of assets are recorded at £2,951,273. 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 31/3/2020 were confirmed as:

<i>Current Account</i>	<i>xxxx2312</i>	<i>£83,385.21</i>
<i>Deposit Account</i>	<i>xxxx2723</i>	<i>£289,078.63</i>
<i>Petty Cash</i>		<i>£nil</i>

Reserves

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

The Council have adequate general reserves (£204,839) and have identified earmarked reserves (£176,095) 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.

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

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**Internal Audit
Procedures**

The 2019 Year End Internal Audit report was considered by the Council at a meeting held on 18/6/2019 (Ref: 24).

A review of the effectiveness of the Internal Audit was carried out on 11/2/2020 (Ref: PR81.1).

External Audit

The External Auditor's report was considered at a meeting held on 12/11/2019 (Ref: 66).

There were no matters arising from the External Audit.

Additional Comments/Recommendations

- The Annual Parish Council meeting was held on 14/5/2019, within the required timescale. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for her assistance during the course of the audit work



**Heather Heelis
Heelis & Lodge**
8 June 2020

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Tel: 07732 681125
Email: heather@heelis.eu

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Annual Internal Audit Report 2019/20

ENTER NAME OF AUTHORITY
SOUTH WOODHAM FERRERS TOWN COUNCIL

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

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

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

15/01/2020 08/06/2020

Name of person who carried out the internal audit

H HEELIS (on behalf of Heelis & Large)

Signature of person who carried out the internal audit



Date

08/06/2020

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

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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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

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

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 1 – Annual Governance Statement 2019/20

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ENTER NAME OF AUTHORITY

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	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

AUTHORITY WEBSITE ADDRESS

South Woodham Ferrers Town Council 2019/20

Income and Expenditure Account for Year Ended 31st March 2020

31st March 2019		31st March 2020
	Operating Income	
72,405	Champions Manor Hall	72,663
439,798	Policy & Resources General	380,667
9,004	Leisure General	66,218
630	Bandstand	370
3,377	Community Events	3,243
389	Environment General	26,747
10,457	Garden of Remembrance	11,701
536,060	Total Income	561,609
	Running Costs	
75,256	Champions Manor Hall	65,854
52,769	Office Costs	52,034
409,841	Policy & Resources General	314,675
52,805	Leisure General	52,428
1,752	Bandstand	3,414
12,036	Community Events	11,064
23,449	Environment General	20,892
24,636	Garden of Remembrance	16,141
6,274	Neighbourhood Plan	0
7,519	Environment Project Fund	0
1,220	Leisure Project Fund	0
7,080	CMH Project Fund	0
674,637	Total Expenditure	536,502
	General Fund Analysis	
349,944	Opening Balance	230,601
536,060	Plus : Income for Year	561,609
886,004		792,210
674,637	Less : Expenditure for Year	536,502
211,367		255,708
(19,234)	Transfers TO / FROM Reserves	50,869
230,601	Closing Balance	204,839

Balance Sheet as at 31st March 2020

31st March 2019

31st March 2020

31st March 2019		31st March 2020	
Current Assets			
8,572	Debtors	8,808	
8,016	VAT Control Account	12,982	
144,662	Current Bank Account	79,216	
195,572	Deposit Account	289,079	
118	Petty Cash	0	
<u>356,941</u>		<u>390,084</u>	
356,941	Total Assets	390,084	
Current Liabilities			
1,114	Creditors	9,151	
<u>1,114</u>		<u>9,151</u>	
355,826	Total Assets Less Current Liabilities	380,934	
Represented By			
230,601	General Reserves	204,839	
36,589	EMR Bowling Green Replacement	40,334	
7,908	EMR Major Repair Fund CMH	7,908	
5,242	EMR Leisure Projects	5,242	
171	EMR Fenn Projects	171	
0	EMR Marsh Farm Allotments	300	
3,109	EMR Millenium Pace	559	
1,599	EMR Christmas Lighting	1,599	
1,439	EMR Christmas Fayre	1,439	
0	EMR Neighbourhood Plan	17,519	
1,000	EMR Playground Replacement	2,000	
850	EMR Elections	1,700	
67,319	EMR Projects Fund	83,001	
0	EMR CIL Monies	14,323	
<u>355,826</u>		<u>380,934</u>	

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2020
South Woodham Ferrers Town Council 2019/20

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer Date

I confirm that these accounts are approved by the Council and recorded as council minute reference Dated

Signed on behalf of the above Council (Chair) Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	494,403	355,826	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	420,476	428,885	Total amount of Precept income received in the year
3	Total other receipts	115,584	132,724	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	228,639	209,387	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	23,626	22,882	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	422,372	304,233	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	355,826	380,934	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	340,352	368,294	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	2,948,721	2,951,273	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	152,000	136,000	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March