

# Kings Walden Parish Council

MEMBERS ARE HEREBY SUMMONED and THE PUBLIC INVITED to a  
Meeting of KINGS WALDEN PARISH COUNCIL  
which will be held by Zoom Video Conferencing on  
**Tuesday 16<sup>th</sup> June 2020** starting at **7.30 pm**.



Clerk to the Council, 5<sup>th</sup> June 2020

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## To join Zoom meeting [KWPC Council Meeting](#)

(Meeting ID: 896 5895 6599 Password: 071407)

### AGENDA

1. To receive apologies for absence.
2. Chairman's remarks.
3. To note that as permitted under the Act, the chairman will remain in post until May 2021.
4. Public participation:
  - a. To receive presentations from the public (10 minutes allowed, † pre-registration required).
  - b. To receive a presentation from the District Councillors (5 minutes).
  - c. To receive a presentation from the County Councillor (5 minutes).
5. To adopt the minutes of the parish council meeting held on 17<sup>th</sup> March 2020.
6. Matters arising from minutes not covered elsewhere.
7. To dissolve the Emergency Powers Committee.
8. Annual Governance Review
  - a. To note the Internal Auditor's report
  - b. To approve and sign the Annual Governance Statement.
  - c. To approve and sign the Annual Return.
  - d. To appoint the internal auditor for 2020-21.
9. Recreation Ground
  - a. To set fees for 2020-21 for use of the recreation ground.
  - b. To issue licences for use of the recreation ground.
10. Finance
  - a. To authorise non-contractual payments and note payments to date.
  - b. To approve the revised budget for 2020-21
11. To approve the tree work at Ley Green recreation ground.
12. To consider a tree carving adjacent to the village hall.
13. Planning:
  - a) To receive and consider responses to planning applications.
  - b) To note decisions and appeals.
  - c) To consider any other planning matters pertinent to the Parish Council.
14. To receive the clerk's report.
15. Matters for future consideration.
16. To exclude the press and public due to the commercially sensitive nature of the business to follow.
17. To consider commercially sensitive matters.

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† Members of the public wishing to address the council should register to speak by contacting the clerk on [clerk@kwpc.org.uk](mailto:clerk@kwpc.org.uk) or calling 07956 381764 by 10.00 am on the day of the meeting.

# KINGS WALDEN PARISH COUNCIL

- c. The committee was granted certain delegated powers:
- The committee shall comprise three members.
  - The chairman of the council will serve as the chairman of the committee.
  - The vice-chairman of the council will serve as the vice-chairman of the committee
  - The meeting chairman may permit other councillors to substitute.
  - The committee will have powers to approve expenditure up to £10,000.
  - The committee will have the power to co-opt new councillors to fill casual vacancies.
  - The committee shall have the power to approve the unaudited accounts.
  - The committee shall have the power to respond to planning applications.
  - The committee shall have the power to respond to consultations.
  - The committee shall meet as required.
  - The notice period for a meeting will be three days.
  - All agendas and papers will be circulated to all councillors in advance of the meeting
  - The public shall be permitted to attend all meetings,
  - Suitable isolation precautions will be observed.
  - The public may only participate by invitation of the committee
  - The committee shall have the power to issue notices on behalf of the council and to post these on notice boards and the council web site.
  - The committee's powers shall cease on 30<sup>th</sup> September 2020 unless renewed by a full council meeting.

## 2. Publicity

The clerk will maintain the website with up to date information

## 3. Support for residents

- a. County and District Councillor David Barnard had offered his company's phone number for a community help line.
- b. Members **RESOLVED** to accept Cllr Barnard's generous offer.
- c. The clerk was asked to compile a list of volunteers and the services they could offer.
- d. Members agreed to place a notice in the Breachwood Times advertising the service.

## 4. Emergency Delegated Powers

Members **RESOLVED** to grant the clerk additional powers to:

- a. Authorise expenditure up to £5000.
- b. Issue notices on behalf of the council and to post these on notice boards and the council web site.

This delegated power will cease on 30<sup>th</sup> September 2020 unless renewed by a full council meeting.

## 5. Other matters related to Covid-19

Members noted that the shop in Ley Green remained open but the rural post office service in Breachwood Green had ceased. The shop would open between 12:00 and 14:00 for those self-isolating.

Rescheduled meetings: See 9.12

### 9.9 (Agenda 9) Youth Hut Committee

1. Members **RESOLVED** to establish a Youth Club committee to oversee and give policy direction to the youth club and to maximise the use of facilities.
2. Cllrs King, Chamberlin and Harman were appointed to the committee.

### 9.10 (Agenda 10) Gateway features and Logo

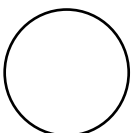
1. Gateway features:
- c. Cllr Graziano had drafted a dimensioned design to permit the clerk to apply for highways permission.
- d. The clerk was asked to circulate the login details for the council's Parish Online Mapping subscription.
2. Council Logo: The invitation to submit a design will be advertised in the Breachwood Times.

### 9.11 (Agenda 11) Litter Picking

Deferred to September.

### 9.12 (Agenda 12) 2020 Annual Parish Meeting (APM)

1. In view of government advice to limit public gatherings, it was **RESOLVED** to hold a much reduced APM on 5th May.

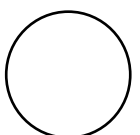


# KINGS WALDEN PARISH COUNCIL

## Minutes of the meeting of the Kings Walden Parish Council held in the Village Hall, Breachwood Green on Tuesday 17<sup>th</sup> March 2020 at 7.15 pm

Present: Councillors: Amanda King, Jon Chamberlin., Joe Graziano, four members of the public and the clerk, Tom Brindley.

- 9.1 (Agenda 1) apologies for absence** Members accepted apologies from Cllrs Paul Harman, David Bennett and Liz Thurlby
- 9.2 (Agenda 2) Chairman's remarks**
1. Members were reminded of the council's code of conduct. It was noted that the clerk had powers to grant a dispensation to any member declaring an interest if their exclusion would mean the meeting was no longer quorate.
  2. Due to the Covid-19 pandemic, the presentation by ICCAN had been postponed.
  3. An additional item: Impact of Covid-19 on the parish council and residents had been added to the agenda.
- 9.3 (Agenda 3) Public participation**
1. A member of the public asked about the council's plans for assisting residents during the Covid-19 pandemic. The chairman replied that this was on the agenda and that the council would take whatever measures it could to assist vulnerable residents.
  2. County and District Cllr David Barnard, had sent apologies but had contacted the clerk offering the services of his company Acorn Preservation as a call centre hub.
  3. The chairman was asked if the Youth Club would proceed. She replied that at present it was due to open on 24<sup>th</sup> March but this was being monitored on a daily basis. The council, via the clerk and in consultation with Andrew Spyrou, the council's youth worker, would make the decision.
- 9.4 (Agenda 4) To adopt the minutes of the parish council meeting 18<sup>th</sup> February 2020**  
The minutes were adopted and the chairman was authorised to sign.
- 9.5 (Agenda 5) Matters arising from February meeting not appearing on the agenda**  
None
- 9.6 (Agenda 6) Presentation by the Independent Commission on Civil Aviation Noise**  
Postponed due to Covid19 pandemic.
- 9.7 (Agenda 7) Luton airport**
1. Cllr Graziano gave a summary of the Noise Monitoring Report received from Luton Airport. The clerk was asked to publish the report on the council website.
  2. A further noise monitoring exercise will take place in September.
  3. County Cllr David Barnard had, through his county locality budget, donated £500 towards the purchase or lease of noise monitoring equipment.
  4. The clerk had spoken with a noise monitoring supplier who had advised that there were several options including permanent installations, static relocatable equipment and hand-held. The static equipment was more expensive but gave better results than hand-held. Siting was a critical to obtaining reliable and repeatable data.
  5. Members agreed that the purchase of monitoring equipment should be pursued but that it was not the top priority during the Covid-19 pandemic, particularly as the number of aircraft movements was significantly reduced at this time.
- 9.8 (Agenda 8) Impact of Covid-19 on the parish council and residents**
1. Emergency Powers Committee
    - a. Members **RESOLVED** to establish an Emergency Powers Committee to facilitate the smooth running of the council during the Covid-19 pandemic.
    - b. Cllrs King, Chamberlin and Graziano were appointed to serve on the committee.



# KINGS WALDEN PARISH COUNCIL

2. The clerk advised that to be quorate required just two residents, one a councillor.
3. It was **RESOLVED** to cancel the April parish council meeting.
4. It was **RESOLVED** that the council's annual meeting would be held on the 5<sup>th</sup> May immediately following the Annual Parish Meeting.
5. It was noted that the only statutory item was the election of a chairman for the year 2020/21 and to appoint members to committees.
6. Other business would be determined nearer the time and was dependent on the development of the Covid-19 pandemic.

## 9.13 (Agenda 13) Finance

1. In light of the Covid-19 pandemic, the government had extended the period for completing the Annual Governance review until September 2020.
2. Payments totalling £2,191.09 were noted/approved, see attached schedule.

## 9.14 (Agenda 14) Planning

1. No new applications or decisions.
2. Members noted the North Herts Local Plan, Examination in Public had been postponed.

## 9.15 (Agenda 15) Council email addresses

1. Members noted that GDPR regulations required members to use council email addresses for council business.
2. The clerk had set up email addresses for all members and would roll these out over the next few weeks.

## 9.16 (Agenda 16) Urgent matters concerning Youth Club, Village Hall, Play Area, Highways

1. Speed Watch. Cllr Graziano advised tha Speed Watch had been suspended during the Covid-19 pandemic.
2. The surface under the swings had not been sown. Members **RESOLVED** to engage Breachwood Landscapes to install reinforcement and lay turf.
3. Youth Hut doors. It had proved impractical to reverse the opening of the gate to the play area. The clerk was asked to investigate rehanging the youth hut doors to avoid the conflict with the gate.

## 9.17 (Agenda 17) Archiving of historical records

1. Members **RESOLVED** to lodge the historic meetings and accounts books with the County Archive.
2. Members considered scanning the records prior to archiving but decided this was an unnecessary expense and might damage the records.

## 9.18 (Agenda 17) To exclude the press and public

Members **RESOLVED** to exclude the press and public due to the commercial nature of the business to be discussed.

## 9.19 (Agenda 18) Commercially sensitive matters

Members discussed commercially sensitive matters and gave the clerk guidance on how to proceed.

The meeting closed at 20:50 p.m.

### Next Meetings:

Annual Parish Meeting: Tuesday 5th May 19:15

Parish Council, Tuesday 5<sup>th</sup> May 2020 19:30

Signed Chairman \_\_\_\_\_ Date \_\_\_\_\_

# Annual Governance and Accountability Return 2019/20 Part 3

## To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2020
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

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

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

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

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

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide*\* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at <b>31 March 2020</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2019/20

## KINGS WALDEN PARISH 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.	✓		
<b>M. (For local councils only)</b> 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).

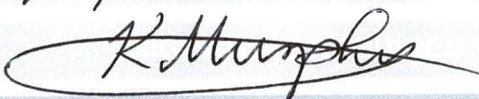
Date(s) internal audit undertaken

12/05/20 – 18/05/20

Name of person who carried out the internal audit

Mrs KAREN MURPHY FCA

Signature of person who carried out the internal audit



Date

18/05/20

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

\*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 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  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 2020 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

 **REQUIRED**

Date

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

as recorded in minute reference:

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

## Section 3 – External Auditor Report and Certificate 2019/20

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

### 2 External auditor report 2019/20

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2019/20

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

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

# Pitch Fees (Current)

## Cricket

Season 2019

£75

## Football

License for 1<sup>st</sup> August 2019 to 31<sup>st</sup> May 2020

Junior Football Reserved pitches Saturday: £500 (£400 + £100 to village hall for car park)

Junior Football Reserved pitches Sunday: £500 (£400 + £100 to village hall for car park)

Senior Football Reserved pitches Saturday: £900 (£800 + £100 to village hall for car park)

Senior Football Reserved pitches Sunday: £900 (£800 + £100 to village hall for car park)

## MUGA

5-aside pitch (including flood lighting)

<b>PERIOD</b>	<b>ADULT</b>	<b>UNDER 16</b>	<b>BLOCK BOOKING</b>
1 hr	£25.00	£15.00	£250
1.5 hr	£38.00	£22.50	£375
2 hr	£50.00	£30.00	£400

## Tennis

<b>PERIOD</b>	<b>ADULTS</b>	<b>UNDER 16</b>
1 hour	£5	£3

## Recommendation

**No Change**

# Ley Green Recreation Ground

Quote 1	Company A	£1,700
Quote 2	Company B	£1,300
Quote 3	Company C	£NO QUOTE

Recommendation Company B

RECEIPTS	YTD	FY	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	ORIG BUD	VAR	REV BUDGET
Precept	15,310	31535	15,310	-				16,225							31,535	0	31,535
CTSG	915	915	915	-											915	0	915
Interest	3	12	1	1	1	1	1	1	1	1	1	1	1	1	14	-2	12
Grants	-	2700	-	-						500		2,200			2,700	0	2,700
MUGA	-	0	-	-												0	-
Other	-	500	-	-			500								861	-361	500
YC Sales	-	310	-	-	-	-	-	100	80	50				80	600	-290	310
YC Subs	-	380	-	-	-	-	-	120	100	60				100	800	-420	380
Xfer reserves	-	0	-	-											-	0	-
<b>Sub Total</b>	<b>33,176</b>	<b>36,352</b>	<b>16,226</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>501</b>	<b>16,446</b>	<b>181</b>	<b>611</b>	<b>1</b>	<b>2,201</b>	<b>1</b>	<b>37,425</b>	<b>-1073</b>	<b>36,352</b>
VAT refund	2301	2301				2,301									2301		2301
<b>Total</b>	<b>35,477</b>	<b>38,653</b>	<b>16,226</b>	<b>1</b>	<b>1</b>	<b>2,302</b>	<b>501</b>	<b>16,446</b>	<b>181</b>	<b>611</b>	<b>1</b>	<b>2,201</b>	<b>1</b>	<b>181</b>	<b>39,726</b>	<b>-1073</b>	<b>38,653</b>

Detail	YTD	FY	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	ORIG BUD	VAR	YTD	REV BUDGET
Parks	1,681	6187	645	828	208	208	208	208	208	208	2400	208	650	208	6,130	-57.00	1681	6,187
MUGA	568	568		568											600	32	568	568
Recreation Restore	-	0													1,000	1,000	0	-
Play area	-	560						560							560	0	0	560
Payroll	1,850	7900			1850			1850			2100			2100	9,260	1,360	1850	7,900
Admin	2,389	4864	607	1507	275	275	275	275	275	275	275	275	275	275	4,860	-4	2389	4,864
Highways	600	1250			600	600							50		1,150	-100	600	1,250
Youth Hut	108	683		73	35	35	50	35	200	60	35	35	90	35	1,041	358	108	683
Youth tuck	-	300						75	50	100				75	600	300	0	300
Youth Club	-	200				200										-200	0	200
Grants	-	1000					100	900							1,000	0	0	1,000
Trees	4,000	7400			4000	3400									5,000	-2,400	4000	7,400
Ley Green Enhancement	-	1300				1300									3,000	1,700	0	1,300
VE Day	-	500						500							500	0	0	500
Gateway	-	1000						1000							1,000	0	0	1,000
Noise Monitor	-	2000							2000						1,000	-1,000	0	2,000
Christmas	-	500								500					500	0	0	500
Community Fund	-	0														0	0	-
<b>Sub Total</b>	<b>11,196</b>	<b>36,212</b>	<b>1,252</b>	<b>2,976</b>	<b>6,968</b>	<b>6,018</b>	<b>633</b>	<b>5,403</b>	<b>2,733</b>	<b>1,143</b>	<b>4,810</b>	<b>518</b>	<b>1,065</b>	<b>2,693</b>	<b>37,201</b>	<b>989</b>	<b>11,196</b>	<b>36,212</b>
VAT	1,253	3763	120	233	900	1000	20	600	400	100	60	100	180	50	1490	-2,273	1,253	3,763
<b>Total</b>	<b>12,449</b>	<b>39,975</b>	<b>1,372</b>	<b>3,209</b>	<b>7,868</b>	<b>7,018</b>	<b>653</b>	<b>6,003</b>	<b>3,133</b>	<b>1,243</b>	<b>4,870</b>	<b>618</b>	<b>1,245</b>	<b>2,743</b>	<b>38,691</b>	<b>-1,284</b>	<b>12,449</b>	<b>39,975</b>

<b>OBAL</b>	22642.54	37,496	34,288	26,421	21,705	21,553	31,996	29,044	28,412	23,543	25,126	23,882
<b>RECEIPT</b>	16,226	1	1	2,302	501	16,446	181	611	1	2,201	1	181
<b>SPEND</b>	1,372	3,209	7,868	7,018	653	6,003	3,133	1,243	4,870	618	1,245	2,743
<b>CBAL</b>	37,496	34,288	26,421	21,705	21,553	31,996	29,044	28,412	23,543	25,126	23,882	21,320

Cash	YTD	FY
O Bal	22,643	22,643
Receipts	35,477	38,653
Payments	12,449	39,975
<b>C Bal</b>	<b>45,670</b>	<b>21,320</b>

Reserves	31/03/2015	31/03/2016	31/03/2017	31/03/2018	31/03/2019	31/03/2020	31/03/2021
MUGA	1000	2,000	3000	4000	5000	6000	7000
Env	1000	1,490	890	290	90	0	0
Recreation Ground	2560	-	-	-	3320	5000	2000
Lawrence End Community Fund			4,300	2,300	4,364	6764	6164
Village Hall	1000	1,000					
Play Area			350	-	-	-	-
Youth Hut Rates			500	1000	1500	2000	2000
<b>Total earmarked reserves</b>	<b>5,560</b>	<b>4,490</b>	<b>9,040</b>	<b>7,590</b>	<b>14,274</b>	<b>19,764</b>	<b>17,164</b>
Gen Reserve Req	4,000	4,500	4,500	4,500	4,500	4,500	4,500
<b>Free</b>			<b>8,567</b>	<b>2,546</b>	<b>-</b>	<b>1,621</b>	<b>344</b>

This forecast shows the anticipated receipts and payments between now and March 31st 2021.

# PAYMENTS June 2020

Status	Power	Date	Payee	Description	P Ref	Total	Net	VAT	Parks/Play Area/MUGA	Staff	Admin	Highways
*+	1	11/06/2020	R Dawes	Grounds Maint	P-2021-17	250.00	208.33	41.67	208.33			
+	1	11/06/2020	Honey Tree Surgeons	Tree pollarding	P-2021-18	720.00	600.00	120.00			600.00	
*+	4	11/06/2020	Todeka	Office Svcs	P-2021-19	90.00	75.00	15.00			75.00	
+	5	11/06/2020	T H Brindley	Clerk x's	P-2021-20	65.69	65.69	0.00		65.69		
*+	5	11/06/2020	DCK Accounting	Payroll Admin (June)	P-2021-21	42.00	35.00	7.00			35.00	
*+	5	11/06/2020	T H Brindley	Salary	P-2021-22	1675.70	1675.70	0.00		1,675.70		
*	5	16/06/2020	DCK Accounting	Payroll Admin (March)	P-2021-23	42.00	35.00	7.00			35.00	
	1	16/06/2020	Ley Green Soc	Litter Picking	P-2021-24	200.00	200.00					200.00
	1	16/06/2020	Breachwood Green Society	Litter Picking	P-2021-25	400.00	400.00					400.00
						0.00	0.00					
						3485.39	3294.72	190.67				

\* = Approved/Contracted

+ = Already paid

Powers:

1 Grass cutting: Open Spaces Act 1906 s.10

2 Play area/Glebe land: LG (Misc Provisions) Act 1976 s.19

3 HAPTC membership: LGA 1972 s.143

4 Audit, Insurance, Training: LGA 1972 s.111

5 Salary/expenses: LGA 1972 s.112(2)

6 Other, Localism Act 2011

7 S137: LGA 1972 s137

## Planning Report June 2020

2019	19/03063/FP	Retention of existing use of building as joinery workshop	Parsonage Farm Parsonage Lane Kings Walden Hitchin Hertfordshire SG4 8LF	24/12/2019	Conditional Permission	y
2020	20/00115/FPH	<a href="#">Front extensions to existing stable block outbuilding to facilitate conversion to residential annexe.</a>	The Pump House Lane House Ley Green Kings Walden Hitchin Hertfordshire SG4 8LJ	27/01/2020	Registered	y
2020	20/00196/LDCE	<a href="#">Retention of use as class B1(c) fish bait manufacturing</a>	Parsonage Farm Parsonage Lane Kings Walden Hitchin Hertfordshire SG4 8LF	28/01/2020	Granted	y
2020	20/00857/FPH	<a href="#">Single storey rear extension.</a>	Wandonbury Wandon Green Lawrence End Road Peters Green Luton Hertfordshire LU2 8PH	21/04/2020	Conditional Permission	Y
2020	20/00968/FPH	<a href="#">Two storey side and single storey rear extension following demolition of existing single storey side extension and existing rear conservatory</a>	54 Orchard Way Breachwood Green Hitchin Hertfordshire SG4 8NT	07/05/2020	Registered	Y
2020	20/01036/EC	<a href="#">Installation of 1 x 9m hollow pole (7.3m above ground)</a>	Field Number Adjacent To Hollybush Cottage Kings Walden Hertfordshire	07/05/2020	Unknown	Y
2020	20/01038/FP	<a href="#">Conversion of former stables with two 1-bed flats above to two 4-bed dwellings.</a>	Frogmore Stables Frogmore Bottom Road Kings Walden Hitchin Hertfordshire SG4 8NN	20/05/2020	Registered	Y
2020	20/01185/FPH	<a href="#">Part single storey, part two storey front extension, two storey side extension, insertion of window to existing side elevations and rooflight to existing front roofslope following demolition of existing front conservatory and corridor. Works to also include replacing all existing windows.</a>	Sun Cottage Darley Hall Darley Road Breachwood Green Luton Herts.	08/06/2020	Registered	Y