



TEWKESBURY TOWN COUNCIL AGENDA

To: Town Councillors

You are summoned to attend a meeting of the Town Council which will be held remotely via Zoom, on **8th June 2020 commencing at 6:00 pm.**

Zoom meeting ID: 923 7272 5055 Password: 628201

Members of the public and press are welcome to attend.

Debbie Hill
Town Clerk
3rd June 2020

1. Election of Town Mayor for 2020-2021
2. Election of Deputy Town Mayor for 2020-2021
3. To consider the application for co-option to Tewkesbury Town Council and receive a short presentation from the applicant
4. To receive apologies for absence
5. To receive declarations of interest
6. To consider requests for dispensation
7. To receive written questions from members of the public
8. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
9. To note the Mayor's announcements
10. To approve the minutes of the meetings held on 9th March & 12th March 2020
11. Matters arising from the minutes – for information only
12. To approve the payment of the annual stipend to the Town Crier and the Mayor's allowance
13. To receive the expenditure report for March & April 2020
14. To receive the year end bank reconciliations for 2019-2020

15. To receive the year end accounts for 2019-2020
16. To receive the internal audit report and to note recommendations from the Finance Committee meeting held on 5th March 2020
17. To consider and approve the Annual Governance Statement 2019/20
18. To approve the Balance Sheet and Income & Expenditure Account for the financial year ended 31st March 2020
19. To consider and approve the Accounting Statement 2019/20
20. To ratify the emergency procedures put in place on 19th March 2020 due to Covid-19 pandemic
21. To note the implementation of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (the Regulations)
22. To resolve to add to Standing Orders section 3 (x) "A remote meeting shall not exceed a period of one and a half hours"
23. To note that the Cllr Aldridge automatically becomes Chair of Finance and Cllr J Raywood automatically becomes Chair of Staffing, due to the change in Mayor / Deputy Mayor.
24. To request volunteers to fill the spaces remaining on committees
25. To consider the Planning Committee's proposal for a corporate response to Tewkesbury Borough Council's Ashchurch Bridge Project consultation and to agree further actions
26. To discuss the parking arrangements in Tewkesbury further to the loss of spaces on the High Street due to Covid-19 changes and agree next steps
27. To approve the payments list
28. Correspondence

The next Full Council meeting will be
July 13th 2020 at 6pm remotely via Zoom

Final date for agenda items and accompanying papers for the Meeting is **7 clear days before the meeting.**

As part of managing the Council's Risk Assessment, Councillors are reminded to ensure they keep their register of interests up to date.

If you have any questions, please contact the Town Clerk.

The Council has a duty to consider the following matters in the exercise of any of its functions: Equalities, Crime and Disorder, Health and Safety and Human Rights. Anyone wishing to attend any meetings of the Town Council who need ground floor access to do so, should inform the Clerk three days in advance of the meeting so that arrangements can be put into place.

MINUTES
of the
Full Council meeting held on 9th March 2020
In the Council Chamber at the Town Hall, High Street, Tewkesbury

Present: Cllrs K Brennan (Chair), P Aldridge, K Powell, A Rudge, A Carter, H Davis, S Raywood, M Sztymiak, J Raywood, V Smith, C Cody, H Bowman, C Danter.

In attendance: J King (Assistant Town Clerk)
2 members of the public

19/20 - 193 To receive apologies for absence
Apologies for absence were received from Cllr Walker (health).

19/20 - 194 To receive declarations of interest
None received.

19/20 - 195 To consider requests for dispensation
None requested.

19/20 - 196 To receive written questions from members of the public
None received.

19/20 - 197 Public participation
There was no public participation.

19/20 - 198 To note the Mayor's announcements
The Deputy Mayor advised that the Town Clerk was making a good recovery from her minor surgery and was now on a phased return to work.

Upcoming events at the Watson Hall

March

NHS Glos Respiratory Team Sessions at hall from Feb – April. Every Mon and Weds

14th – Roving Crows St Patricks Party

21st – South West Wrestling

27th – Scallywags Comedy Night

April

4th – Tango Dance

11th – Bon Giovi – TTC Event

18th – Mayor's Northern Soul and Motown Event

20th – 26th Manor Players Show week

Upcoming events at the Town Hall

Every Thursday evening – Line dancing

Every Friday – Country Markets

Every Wednesday & Saturday – Craft markets

The PPNP Open Sheds day takes place on Tuesday 10th March 2020 between 10am and 2pm. All Councillors have been invited to attend.

19/20 - 199 To approve the Minutes of the meeting held on 10th February 2020

It was RESOLVED to approve the minutes of the meeting held on 10th February 2020, subject to the addition of the initial 'J' in Cllr Raywood under 19/20-178.

Proposed by Cllr Aldridge, seconded by Cllr Davies.

A Cllr asked why the finance regulations have not returned to Full Council. The Assistant Town Clerk advised that the working group includes the Town Clerk and she is currently recovering from minor surgery and therefore they have not been able to meet.

19/20 - 200 Matters arising from the Minutes – for information only

19/20-060 Press releases –Will be included in the review of the Standing Orders

19/20-115 GCC Report – Flood defence spending –with the Town Clerk

19/20-163 Local Electricity Bill – Deferred until Local Members Bill is returned to Parliament

19/20-176 Public Participation from February Meeting

Re: Air pollution. Are Cllrs aware of the most recent report from Tewkesbury Borough Council on air pollution? The report states that the reported (2017) levels are dropping and are below the safe limit and that Tewkesbury Borough Council are considering dropping the air quality measuring due to this. [Report has been requested from TBC.](#)

That the information about the GCC Car Parking Consultation should have been on the Town Council website sooner and there should be more information on the Facebook page. [Information was posted on the Town Council website and shared on the Facebook page as soon as it had been provided from GCC.](#)

19/20-183 Budget report - Bar staff costs are accounted for under Watson Hall, Bar Wages. All other staff costs are accounted for under Staffing. Full details of the income and expenditure for the Watson Hall are included in the detailed income and expenditure report which is in the Finance meeting pack each month.

19/20-187 Air Pollution – Deferred to a future meeting

19/20 - 201 To note the following Committee Minutes:

Buildings & Moorings – 29th January 2020

Staffing – 29th January 2020

Planning – 8th & 22nd January 2020

Severn Ham – 16th January 2020

Finance – 13th & 30th January 2020

The above minutes were noted.

B&M 19.132 - A Cllr asked what the lease referred to. The Deputy Mayor advised that it referred to the lease of the Rehearsal Room to the Town Band at Saffron Road. **Action:** The Cllr would like the answer circulated to the public question.

SH19/086 - A Cllr asked about the dispute referred to. Cllrs advised that it was due to the EA registering a part of the Severn Ham with the Land Registry, but the Land Registry have subsequently been unable to provide details of the document

produced to register this land. The Town Council dispute this ownership and are in the process of registering the Severn Ham so that this question can be resolved.

Finance 19.124 - A Cllr asked why a transfer was made from the 32-day notice account to main account, was it due to cash flow? The Cllr was advised that as some earmarked reserves had been spent, the transfer reflected this.

F.19.130 – A Cllr asked why a new shield was required. Cllrs were advised that at present the Mayor's Shield is only awarded to youth groups connected to the military and with the growing number of groups taking part, it would be nice to award a shield to the best of the other uniformed groups taking part.

Finance 19.140 – A Cllr asked why a grant had been awarded in Finance Committee. They were advised that grants up to £1000 were considered by the Finance Committee.

Finance 19.141 - Chairs for the office – A Cllr asked why retrospective permission was required when a meeting was held 17 days before. They were advised that a chair had broken and there was a new member of staff. The Cllr felt that there are too many retrospective approvals.

19/20 - 202 To receive the budget report and payments report for January 2020

The budget and payment reports for January 2020 were received.

A Cllr requested more information on the budget report for the Severn Ham

Action: Assistant Town Clerk to circulate the full budget report for the Severn Ham.

19/20 - 203 To agree the proposed meeting dates for 2020/2021

It was RESOLVED to agree the proposed meeting dates for 2020/2021.

Proposed by Cllr Cody, seconded by Cllr J Raywood.

19/20 - 204 To discuss and agree any arrangements for VE Day 2020

The War Memorial Group are organising a 'Roll Call' on the steps on Friday 8th May and a garden party at the Town Hall on Sunday 10th May. Any groups that would like to get involved should contact Cllr Danter. It is believed that the Historical Society are also planning an event.

Action: Assistant Town Clerk to contact Historical Society.

19/20 - 205 To consider and agree the draft response to the Local Transport Plan Review Consultation

Issues raised:

- The review doesn't seem to cover groups that organise transport for wheelchair bound people. How will GCC support this?
- Is there a plan to introduce electric buses?
- Public transport to Cheltenham is good, but to Gloucester is limited – last bus back to Tewkesbury is around 6pm.
- Return bus tickets (with Stagecoach) are only valid on one day, not across multiple days (as is possible with National Express).

To consider and agree grant applications from outside bodies

It was RESOLVED to award SARA to £2200

Proposed by Cllr Smith, seconded by Cllr Davies.

It was RESOLVED to award Tewkesbury Medieval Festival to £2000

Proposed by Cllr Sztymiak, seconded by Cllr Powell.

19/20 - 206 To receive reports from members representing the Town Council on outside bodies

- Cllr Aldridge – attended the Showman’s Guild Lunch in Swindon. Several members who organise the Mop Fair in Tewkesbury were recognised for their contribution to the organisation.
- Cllr S Raywood – TTRP – met on 26th February. Main agenda items were Historical Action Zone and Cultural Consortium and an update on the Garden Town.

19/20 - 207 To receive Councillor reports for Tewkesbury Borough Council & Gloucestershire County Council from Cllr Cromwell

Cllr Cromwell provided a report from Tewkesbury Borough Council covering:

- Tewkesbury BC budget agreed with £5 increase in council tax at band D
- New Council Plan adopted
- Local Government Association Peer Review just completed
- Flooding – Government grant available due to the number of properties flooded in the area
- Garden waste - £1 increase, renewal just sent out
- New bulky waste project - looking at pricing, recycling, on-line bookings and providers
- Pool cars and electric charging points at Council Offices
- Growth Hub success at Council Offices
- Recycling contamination – ongoing issues that need to be addressed – issue with badged recycling from manufacturers that TBC don’t recycle

Cllr Cromwell provided an update from Gloucestershire County Council covering:

- Flooding – open / close Highways during the flooding. Views welcome for the washup meetings. E.g. Keep A417 signs by A417.
- Parking – Parking Scheme has been abandoned.
- Coronavirus – Covid 19
- Economic Growth Scrutiny Committee – looking at Local Transport Plan
- Environment Scrutiny Committee
- Council budget - was adopted £470m
- Tree planting – 1m trees by 2030 with partners
- Building a carbon neutral secondary school in Cheltenham
- Children’s Services – Ofsted report – full inspection expected later in 2020

Cllrs Sztymiak & Rudge left the meeting.

19/20 - 208 To approve the payments list

There was no payments list.

Cllr Smith left the meeting.

19/20 - 209 Correspondence

Gloucestershire Digital Innovation Fund details shared.

Action: Details to be circulated to all Councillors.

19/20 - 210 To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. sub section 2.

It was RESOLVED that press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. sub section 2. Proposed by Cllr Danter seconded by Cllr S Raywood

19/20 - 211 To discuss and agree nominations for Civic Awards

It was RESOLVED to award one Youth Award and two Civic Awards in 2020

Proposed by Cllr Aldridge, seconded by Cllr Carter.

There being no further business, the meeting closed at 7.32 pm.

Signature of Chairman upon approval of the minutes 20th March 2020

DRAFT

MINUTES

of the

Extraordinary Full Council meeting held on 12th March 2020

In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs K Brennan (Chair), P Aldridge, H Bowman, C Danter, M Sztymiak, J Raywood, S Raywood, A Rudge

In attendance: D Hill (Town Clerk)

19/20 - 212 To receive apologies for absence

Apologies for absence were received from Cllrs T Walker, C Cody, H Davis, K Powell

19/20 - 213 To receive declarations of interest

None received.

19/20 - 214 To consider requests for dispensation

None requested.

19/20 - 215 To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. sub section2.

Proposed by Cllr S Raywood, seconded by Cllr Aldridge.

19/20 - 216 To discuss the money claim served on the Town Council and to agree any actions required

The Town Clerk advised that Cllrs Brennan, Danter and J Raywood would be attending the mediation session on Monday 16th March 2020. Cllr Aldridge advised that he would also be available to attend if required. It was RESOLVED to delegate authority to the above named Councillors and the Town Clerk to represent the Town Council in mediation and to make decisions as required, working with the Town Council's legal team in order to hopefully bring this matter to a satisfactory conclusion for the Town Council. Proposed by Cllr Rudge, seconded by Cllr Bowman.

There being no further business, the meeting closed at 6.45 pm.

Signature of Chairman upon approval of the minutes 8th June 2020

List of Payments made between 01/03/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2020	Ames Group Ltd	Std Ord	28.00		Pest Control
01/03/2020	Ames Group Ltd	STD ORD	-28.00		Reverse March Pmt
02/03/2020	Waterplus	0385050899	6.73		WH Water
03/03/2020	Opus Gas Supply Limited	25039029	527.74		Gas TH 19.01-16.02.20
04/03/2020	Thompson Bancks Solicitors	PNJ/WMH/TE	9,134.31		Legal fees
05/03/2020	Tewkesbury Big Weekend	GRANT	400.00		Grant - 2404
05/03/2020	Tewkesbury Big Weekend	GRANT	-400.00		Tewkesbury Big Weekend Grant
05/03/2020	Soundwave Audio Limited	2021	814.80		Hire of sound equipment JQ Quo
06/03/2020	Inty Cascade	DD	63.78		I.T.
09/03/2020	Trade UK (T/A Screwfix)	1051820464	5.94		Wall brackets
09/03/2020	Tewkesbury Borough Council	DEBT107527	18.00		Signs
09/03/2020	Fastsigns	22133	48.00		Public toilet signs
09/03/2020	Charlton Networks	5001108	666.00		Parts & PC tower
09/03/2020	GAPTC	6523	453.90		Auditor/mileage
09/03/2020	Hy-Clean Supplies Limited	17572	127.27		Draft Beer
09/03/2020	Gloucestershire Electrical Ser	SI-51	252.00		Maintenance work.
09/03/2020	Gloucestershire Electrical Ser	SI-52	96.00		Maintenance work.
09/03/2020	Gloucestershire Electrical Ser	SI-53	132.00		Maintenance work.
09/03/2020	Gloucestershire Electrical Ser	SI-54	420.00		Maintenance work.
09/03/2020	KB Heating	774	110.00		Maintenance works for SG
09/03/2020	Charlton Networks	5001113	360.00		Office equipment
09/03/2020	PAYROLLS UK LTD	3990	47.40		Payroll processing
09/03/2020	ABComplete Ltd	15125P	108.00		Pest control
09/03/2020	Timber & Hardware Supplies Ltd	17731	34.56		Hardware supplies
09/03/2020	Armitage Building & Carpentry	JAN2020	595.00		Maintenance works at WH
09/03/2020	Tewkesbury Medieval Festival	GRANT	2,000.00		Grant - 2402
09/03/2020	Severn Area Rescue Association	GRANT	2,200.00		Grant - 2403
09/03/2020	Tewkesbury Medieval Festival	GRANT	-2,000.00		Tewkes Medieval Festival Grant
09/03/2020	Payrolls UK	BACS	-47.40		Payroll Processing
09/03/2020	Payrolls uk	PAYROLLS U	94.80		staff payroll
10/03/2020	Contract Natural Gas Ltd	004919ACre	-231.07		Credit for final bill
10/03/2020	British Heart Foundation	2399	25.00		Funeral donation
11/03/2020	Poundland	CASH	1.00		Sundries
11/03/2020	SPA Security	362	288.00		Security 29.02.20
11/03/2020	Countrywide Grounds Maintenanc	107758	284.10		Grass cutting
11/03/2020	Tewkesbury Direct	9911	117.30		Advertising
11/03/2020	Poundland	CASH	-1.00		Sundries
13/03/2020	Waterplus	3509522	186.22		GR water
14/03/2020	Waterplus	3511755	217.52		Water TH
14/03/2020	Cellar Supplies Cheltenham Ltd	332656	698.46		Bar supplies
14/03/2020	Cellar Supplies Cheltenham Ltd	332495	1,024.90		Bar supplies
14/03/2020	GAB	Std Ord	3,900.00		Contractor Costs
17/03/2020	HMRC	BACS	1,712.77		NI & TAX
17/03/2020	Gloucester County Council	BACS	2,255.78		LGPS Salaries
17/03/2020	Gloucester Rural Comm Council	GRCC	25.00		Subscription
17/03/2020	Gloucester Rural Comm Council	BACS	-25.00		Subscription
17/03/2020	TTC Staff Wages	SALARIES	7,696.31		TTC Staff Wages

List of Payments made between 01/03/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/03/2020	Squeaky Clean Energy Ltd	MB3FPQ4/1	205.12		Electric TH 08.10.19-01.03.20
17/03/2020	Squeaky Clean Energy Ltd	MB3FPQ4/2	213.18		Electric WH 03.02-01.03.20
18/03/2020	Squeaky Clean Energy Ltd	MB3FPQ4/3	43.28		GR Electric 03.02-02.03.20.
18/03/2020	Squeaky Clean Energy Ltd	MB3FPQ4/4	97.67		SG Electric 03.02-02.03.20.
18/03/2020	Cellar Supplies Cheltenham Ltd	332956	434.89		Bar Supplies
18/03/2020	Cellar Supplies Cheltenham Ltd	332964	14.81		Bar Supplies
20/03/2020	TBC - Town Hall	50009540	412.00		Town Hall Rates
20/03/2020	TBC-Town Hall	50009540	-412.00		Raised in Error
22/03/2020	Payrolls Uk Ltd	4001	47.40		TTC Payroll processing
22/03/2020	Payrolls Uk Ltd	4001	-47.40		Payroll processing
23/03/2020	Digital Telecom Ltd	GEO003	49.80		Telephone WH Feb2020
23/03/2020	Digital Telecom Ltd	TEW005	76.25		Telephone TH
23/03/2020	Charlton Networks	34505	114.00		IT TH
24/03/2020	Tesco Mobile Top Up	TESCO T/UP	20.00	DH-Emergency	Tesco Mobile Top Up
25/03/2020	Cellar Supplies Cheltenham Ltd	333227	522.29		Bar supplies
26/03/2020	Lloyds Bank Charges	Std Ord	5.00		Lloyds Bank Charges
26/03/2020	HOPP Community Grant	GRANT	200.00		HOPP Community Grant
28/03/2020	Diversity Business Services	Std Ord	165.00		HR Support
29/03/2020	Waterplus	3617253	14.27		Water - Back Of Avon
29/03/2020	Waterplus	3617253	-14.27		Waterplus
30/03/2020	Opus Gas Supply Limited	25112834	448.47		Gas - WH
31/03/2020	Waterplus	3521879	21.13		Water WH
31/03/2020	NEST	NEST	117.45		Pension payment 01-31.03.20
31/03/2020	Tewkesbury Food Bank	GRANT	200.00		Emergency Grant
31/03/2020	Waterplus	3572596	268.48		Water - SG
31/03/2020	TKR Refrigeration Ltd	30814	226.20		Bottle cooler WH
31/03/2020	The Photo Studio (Tewkesbury)	1074	156.60		Photography
31/03/2020	Tewkesbury Borough Council	DEBT107584	49.61		Arrival Insurance
31/03/2020	SLCC Enterprises Ltd	SLCC Subs	300.00		SLCC Subscription
31/03/2020	Proactive Business Supplies Lt	532145	54.96		Stationery
31/03/2020	Matt Hale Tree Surgery Ltd	2254	540.00		Treeworks TH Garden
31/03/2020	Locksmiths Gloucester	322	110.00		WH Maintenance
31/03/2020	KB Heating	777	229.00		Toilet maintenance SG
31/03/2020	Inferno Brewery Ltd	111	90.00		Beer Kegs
31/03/2020	Hy-Clean Supplies Limited	HYCLEAN	138.61		Combined Consumables
31/03/2020	Herefordshire Fire Protection	HEREFORD	291.72		Fire inspection services WH
31/03/2020	Haywards Tewkesbury Ltd	HAYWARDS	243.34		Hardware supplies WH
31/03/2020	Greenfields Garden Services Lt	47688	530.40		Maintenance @ DG Play park
31/03/2020	Glos Rural Community Council	GRCC subs	25.00		GRCC Subscription
31/03/2020	Gloucestershire Electrical Ser	GES SI62/3	5,292.00		WH Projects
31/03/2020	GlosJobs Limited	2311	48.00		1 year of business listing.
31/03/2020	Fastsigns	22298	113.10		Signs
31/03/2020	Debbie Hill	D Hill	347.63		General Expenses 31.03.20
31/03/2020	Blue Moon Cleaning	14	65.00		Window cleaning TH
31/03/2020	Tewkesbury Borough Council	DEBT107625	196.00		GArden Waste Subscription X4
31/03/2020	Springboard Graphics Ltd	8353	132.00		Poster design & supply
31/03/2020	MG Signs Ltd	14905	1,303.86		Signs

Lloyds - Business Account

List of Payments made between 01/03/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/03/2020	Opus Gas Supply Limited	25130978	556.01		Gas - TH 17.02-18.03.20.
31/03/2020	HMRC	HMRC	1,789.19		NI & TAX
31/03/2020	Gloucester County Council	GCC	2,294.09		LGPS Pension
31/03/2020	Lloyds - 32 Day Notice A/C	Transfer	10.10		Transfer of interest
31/03/2020	Water Plus	WH WATER	6.73		WH Water
31/03/2020	Hy-Clean Supplies Limited	17384	75.84		Combined consumables.
31/03/2020	Hy-Clean Supplies Limited	17702	3.30		Combined consumables.
31/03/2020	Hy-Clean Supplies Limited	17708	28.20		Combined consumables.
31/03/2020	Timber & Hardware Supplies Ltd	47850	222.33		Maintenance WH
31/03/2020	Network Connections Uk Ltd T/A	700	3,630.00		CCTV Maintenance
31/03/2020	Proactive Business Supplies Lt	534870	87.55		Stationery
31/03/2020	GAB Services	74	300.00		FM Contractor
31/03/2020	Digital Telecom Ltd	26082	403.20		IT
31/03/2020	Expenses	CORRECTION	-1.66		Expenses
31/03/2020	Staff Costs	CORRECTION	-172.00		Staff Costs Reversal
31/03/2020	Waterplus	3521879	-21.13		Waterplus
31/03/2020	Opus Gas Supply Limited	25130978	-556.01		Opus Gas Supply Limited
31/03/2020	Hy-Clean Supplies Limited	17384	-75.84		Hy-Clean Supplies Limited
31/03/2020	Hy-Clean Supplies Limited	17702	-3.30		Hy-Clean Supplies Limited
31/03/2020	Hy-Clean Supplies Limited	17708	-28.20		Hy-Clean Supplies Limited
31/03/2020	Timber & Hardware Supplies Ltd	47850	-222.33		Timber & Hardware Supplies Ltd
31/03/2020	Network Connections Uk Ltd	700	-87.55		Network Connections Uk Ltd
31/03/2020	GAB Services	74	-300.00		GAB Services
31/03/2020	Digital Telecom Ltd	26082	-403.20		Digital Telecom Ltd
31/03/2020	Network Connections Uk Ltd	700	87.55		Network Connections Uk Ltd
31/03/2020	Network Connections Uk Ltd	700	-3,630.00		Network Connections Uk Ltd
31/03/2020	Proactive Business Supplies	534870	-87.55		Proactive Business Supplies
Total Payments			52,049.29		

Tewkesbury Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2020

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/03/2020	Lloyds Bank Current A/c	215,886.11
2	31/03/2020	Mayor's Charity	4,231.76
3	31/03/2020	Petty Cash	38.10
4	31/03/2020	Lloyds Bank Savings A/c	73,123.60
5	31/03/2020	Bar Takings	0.00
			293,279.57
<u>Other Cash & Bank Balances</u>			
		Cash Book Suspense	0.00
		Floats	800.00
			800.00
			294,079.57
<u>Unpresented Payments</u>			
1	30/01/2020	GRANT	210.00
1	09/03/2020	GRANT	2,200.00
			2,410.00
			291,669.57
<u>Receipts not on Bank Statement</u>			
0	31/03/2020	All Receipts Cleared	0.00
			0.00
			291,669.57
<u>All Cash & Bank Accounts</u>			
1		Current Bank A/c	213,476.11
2		Lloyds Bank - Mayor's Charity	4,231.76
3		Petty Cash	38.10
4		Lloyds Bank - Savings A/c	73,123.60
5		Bar Takings	0.00
		Other Cash & Bank Balances	800.00
		Total Cash & Bank Balances	291,669.57

14/05/2020

Tewkesbury Town Council

15:50

Balance Sheet as at 31st March 2020

31st March 2019

31st March 2020

31st March 2019		31st March 2020	
Current Assets			
0	Sales	661	
0	VAT Control A/c	4,721	
0	Prepayments	1,077	
0	Stock	2,300	
0	Current Bank A/c	213,476	
0	Lloyds Bank - Mayor's Charity	4,232	
0	Petty Cash	38	
0	Lloyds Bank - Savings A/c	73,124	
0	Floats	800	
<u>0</u>		<u></u>	300,428
	0 Total Assets		300,428
Current Liabilities			
0	Other Creditors	108	
0	Accruals	530	
0	Receipts in Advance	84	
0	Uncleared Electronic Payments	5,342	
0	Holding Deposits	1,217	
<u>0</u>		<u></u>	7,280
	0 Total Assets Less Current Liabilities		293,148
Represented By			
0	General Reserves		181,146
0	Earmarked Reserves		112,002
<u>0</u>		<u></u>	<u>293,148</u>

The above statement represents fairly the financial position of the authority as at 31st March 2020 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Museum Maintenance	6,635.00	686.00	7,321.00
321 EMR Town Hall Gardens	250.00		250.00
322 EMR Moorings Prior's Court	22,327.23	-2,433.00	19,894.23
323 EMR Warwick Place Playpark	32,250.00	-32,250.00	0.00
324 EMR Noticeboards	3,500.00	-2,000.00	1,500.00
325 EMR Derek Graham Playpark	2,066.00	-2,066.00	0.00
326 EMR Youth	5,000.00	-2,385.00	2,615.00
327 EMR Asset Management Project	3,821.00		3,821.00
328 EMR War Memorial	5,557.73		5,557.73
329 EMR Severn Ham	6,140.00		6,140.00
330 EMR CCTV	625.00	3,000.00	3,625.00
331 EMR Tree Maintenance	760.00	1,760.00	2,520.00
332 EMR Street Furniture	1,500.00	2,400.00	3,900.00
333 EMR Toilet Block Project	2,164.00	1,030.00	3,194.00
334 EMR Gloucester Road Maint.	1,219.00	-1,219.00	0.00
335 EMR Bus Shelters	1,222.00	-1,222.00	0.00
336 EMR Regalia	1,494.00	-1,494.00	0.00
337 EMR Website	2,160.00		2,160.00
338 EMR Professional	1,942.00		1,942.00
339 EMR Legal	6,839.00	-6,839.00	0.00
340 EMR Elections	1,000.00	1,000.00	2,000.00
341 EMR Tourism & Marketing	1,172.00	302.00	1,474.00
342 EMR Newsleter	500.00		500.00
343 EMR Weeding	2,000.00		2,000.00
344 EMR Severn Ham Tree Maint	5,000.00		5,000.00
345 EMR Hay Sowing Project	0.00	5,000.00	5,000.00
346 EMR Carver Knowles	0.00	2,050.00	2,050.00
347 EMR Comm. & Display	0.00	2,500.00	2,500.00
348 EMR Outreach Sessions	0.00	342.00	342.00
349 EMR Moorings Projects	0.00	4,263.00	4,263.00
350 EMR Watson Hall Lease	0.00	20,000.00	20,000.00
351 EMR Moorings St Mary's Lane	0.00	2,433.00	2,433.00
	<u>117,143.96</u>	<u>-5,142.00</u>	<u>112,001.96</u>

Tewkesbury Town Council
Income and Expenditure Account for Year Ended 31st March 2020

31st March 2019		31st March 2020
	Operating Income	
0	Finance	301,839
0	Mayor's Charity	4,048
0	Moorings	4,442
0	Town Hall	14,772
0	War Memorial	700
0	Play Parks	40,000
0	Spring Gardens	2,386
0	Gloucester Road	1,267
0	Severn Ham	58,211
0	Watson Hall	73,636
<u>0</u>	Total Income	<u>501,303</u>
	Running Costs	
0	Staffing	170,570
0	Finance	61,103
0	Mayor's Charity	5,280
0	Moorings	3,965
0	Museum	214
0	Town Hall	29,183
0	War Memorial	650
0	Play Parks	82,199
0	Spring Gardens	9,144
0	Gloucester Road	7,126
0	Cleaning & Consumables	2,388
0	Outside Spaces	15,387
0	Planning	158
0	Severn Ham	11,271
0	Watson Hall	68,003
0	Memorial Benches	70
<u>0</u>	Total Expenditure	<u>466,713</u>
	General Fund Analysis	
0	Opening Balance	141,414
<u>0</u>	Plus : Income for Year	<u>501,303</u>
0		642,717
<u>0</u>	Less : Expenditure for Year	<u>466,713</u>
0		176,004
<u>0</u>	Transfers TO / FROM Reserves	<u>(5,142)</u>
<u>0</u>	Closing Balance	<u>181,146</u>

TEWKESBURY TOWN COUNCIL.
Internal auditor's report for the year ended 31 March 2020
Date of Internal Audit: 3rd/4th February 2020
Name of Auditor: Liz Dowie

GAPTC internal audits comply with the proper practices outlined in the Governance & Accountability for Smaller Authorities – A Practitioners' Guide and the Accounts and Audit Regulations 2015.

The GAPTC internal audit reviews and reports on whether the systems of financial and other internal controls over its activities and operating procedures are effective. The audit tests a variety of documents, including agendas and minutes, policies, insurance and risk management processes, to ensure Council meets the requirements set out in the Annual Internal Audit Report in the Annual Governance & Accountability Return. The internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

Our auditors are independent of the Council and are competent to be able to carry out the requirements of the internal audit service.

1. Working documents

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
1.1	Have Standing Orders been tailored to council and formally adopted?	Yes	Adopted 11/12/2017	Website - Policies
1.2	Have Standing Orders been reviewed and minuted?	No	No reviews recorded in Minutes. Recommend that Standing Orders are updated to the more recent NALC model published in 2018.	Website – Policies
1.3	Have Financial Regulations been	Yes	Adopted 11/12/2017	Website - Policies

	tailored to council and formally adopted?			
1.4	Have Financial regulations been reviewed and minuted?	Yes, see comments	Financial Regulations are currently under review. Draft Regulations are to be considered by Full Council at February meeting.	Website – Policies Minutes – Finance 13/1/2020 F19.128 F Full Council 20/1/2020 19/20 - 162
1.5	Does the council have a grant awarding policy?	Yes	Grants policy adopted in Sept 2014. Council may wish to review policy.	Website – Our Services – Community Grants
1.6	Have items / services above the recommended amount been competitively purchased in accordance with Financial and Procurement Regulations? (LARGE COUNCILS)	No, but see comments	Contract Finder was not used for contract to update recreation areas (granted to Wicksteed approx. 3 years ago). However, 3 quotes were obtained.	Clerk, Deputy Clerk Payment to Wicksteed on 17/12/19 for £57, 216
1.7	Code of conduct reviewed?	No	Adopted on 18/5/2015. No evidence of review. Recommend that review is carried out following each election.	Website - Policies

2. Admin

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
2.1	Has the General Power of Competence been adopted (e.g. a minute reference)?	Yes	Adopted following 2019 election	Minutes - Full Council 3/6/2019 19/20 - 027
2.2	Is there a separate account for s.137 payments and within statutory limits?	N/A		
2.3	Council authorisation of Direct Debit list and Standing Orders?	Yes	Finance Committee approves and minutes all new Standing Orders and Direct Debits, with actual payments being authorised within requirements of Financial Regulations. Direct Debit list reviewed annually by Finance Committee. Subscriptions paid by Standing Order are reviewed annually.	Minutes New D/D Finance 5/11/19 F.19.087 D/D review Finance 19/6/19 F.19.017 Subscriptions Full Council 3/6/19 19/20 - 023
2.4	Was Petty Cash expenditure approved, if any?	Yes	Effective authorisation process in place and since Jan 2020 all petty cash withdrawals will be approved by Finance Committee. Monthly use of petty cash usually in region of £80 - £100 and regularly used for larger items. Recommend that Council considers using a charge card for items over £10.	Petty Cash record sheets April 2019 – Jan 2020 Minutes - Finance 13/1/2020 F.19.123 Larger items – Phone £24.99 (June), phone top-up £45.00 (July), key cutting £19.24 (Jan).
2.5	Receipts issued for cash income?	Yes	Receipts issued for cash received at Reception. Processes in place to ensure safe transit of cash bar takings between Watson Hall and Office, but recommend that these receipts are also signed for. Cash wages to casual bar staff are recorded but receipt not obtained – however, this is to be rectified when these staff are added to payroll w.e.f 1/4/2020.	Receipts book Bar takings summary sheets

2.6	Is all expenditure supported by VAT invoices, if applicable?	Yes		Invoices
2.7	VAT - recorded and paid / reclaimed properly?	Yes		VAT claims, bank statements Claim submitted 4/11/2019 £5,476.83 received in bank 8/11/2019
2.8	Purpose of loan and power identified, if applicable?	N/A		

3. Risk management

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
3.1	Insurance policy in place?	Yes		Insurance Policy – WPS Brokers Renewed 1/7/2019 – 30/6/2021

3.2	Evidence of review of insurance cover to ensure still fit for purpose?	Yes		Minutes – FC 8/7/2019 19/20 - 050
3.3	Copy of Risk Management policy and Risk Assessment seen?	Yes	Reviewed annually.	Risk Management Register Review minuted – Finance 2/5/19 F.18.185
3.4	Evidence that internal controls take place and are documented	Yes	A very robust and detailed internal checking procedure is in place. Carried out by 2 councillors.	Quarterly internal check list Financial checking report 1/4/19 – 31/7/19 Appointment of checkers FC 8/7/19 19/20-046
3.5	Asset register seen and reviewed regularly?	Yes	Regularly reviewed and updated. Reviewed in July 2019. Also checked as part of internal control procedure. Records will be transferred to new RBS system when time permits.	Asset Register Financial checking report 1/4/19 – 31/7/19 Review - Finance 19/6/19 F.19.018 - FC 3/6/19 19/20 - 021
3.6	Evidence that assets have been inspected for risk, reported in minutes and actions undertaken?	Yes	Condition reports and risk assessments presented at relevant Committee meetings and minutes of these meetings are noted at subsequent Full Council meeting.	Minutes FC, B&M, E&A Condition reports eg E&A 3/9/19 19/034
3.7	Review of investments, including bank accounts?	Yes	Ongoing consideration by Finance Committee	Minutes eg Finance 5/11/19 F.19.086
3.8	Is 'two councillor signatures' rule applied for payment orders?	Yes, but see comments	Within sample of transactions, one payment was identified where the online list of payments had not been initialled by the authorising councillors, and one cheque payment where the cheque stub had not been initialled. Overall, robust procedures in place and adherence to procedures very good in light of the volume of	Online Payment 14/5/19 GES £456.00 Cheque 2378 14/5/19 C Danter £126.00

			transactions processed.	
3.9	If credit / debit / prepaid cards in use, are proper procedures in place?	N/A		
3.10	Electronic and physical records backed up?	Yes	IT support contract Accounting software RBS – back ups	

4. Transparency Code

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
4.1	Details of public land and building assets on website (if applicable)?	Yes		Website – Budget and Finance Reports
4.2	Minutes published on	Yes		Website - Meetings

	website in draft form within one month (mandatory for councils with a turnover of less than £25,000)?			
4.3	Compliance with Transparency Code for councils with turnover of less than £25,000 and over £200,000?	Yes	Payments over £500 published	Website – Financial Information

5. Budgetary controls

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
5.1	Was a budget properly prepared, adopted and minuted?	Yes	Committee budgets to Finance Committee, then approved by Full Council	Minutes Finance 7/1/19 F.18.117 FC 21/1/19 18/19 - 315
5.2	Were the objectives of the reserves identified?	Yes	Earmarked reserves are identified and reserves reviewed by Finance Committee.	AGAR Accounting Statement Box 7 £258,558 Precept 2019/20 £301,288 Review: Finance 19/6/19 F.19.014

5.3	Was the precept demand properly minuted in full council?	Yes		Minutes FC 21/1/19 18/19 - 316
5.4	Did council regularly review bank reconciliations and reconcile them with the cash book?	Yes	Bank reconciliations presented at each Finance Committee meeting. RFO and Finance Committee member initial balances on reconciliations and bank statements.	Bank reconciliations Bank statements Minutes eg Finance 19/6/19 F.19.008
5.5	Did the council regularly compare the actual income and expenditure to the budget (as detailed in the financial regulations) and evidenced in the minutes?	Yes	Income and Expenditure reports reviewed at every Finance Committee meeting. Monthly finance reports presented at every Full Council meeting	Minutes eg Finance F.19.010 FC 9/12/19 19/20 - 137
5.6	Are any significant unexplained variances from budget reported?	Yes	Incorporated within RBS reports	No significant variances identified within sample

6. Payroll

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
6.1	Do all staff have a contract of employment?	Yes, but see comments	Staff appointed before 1/4/19 have contracts based on old salary scales. Recommend that council reviews contracts to reflect new spinal column points and pay scales which came into effect on 1/4/19	Staff contracts
6.2	Do salaries paid agree with those approved by Council?	Yes		Staff contracts Monthly payroll - February 2020

6.3	Has the Council registered as an employer with HMRC and have PAYE / NIC been properly dealt with (including year-end procedures)?	Yes	Payroll outsourced to Payrolls UK	
6.4	Minimum wage paid?	Yes		Staff contracts
6.5	Are Councillor's allowances and expenses properly authorised & controlled, if any?	Yes	Mayor's Allowance £1,500 approved by Full Council	Minutes FC 3/6/19 19/20 - 014
6.6	Pension provision – eligible employees offered pension scheme and outcome minuted?	Yes	NEST or LGPS provision is available to all staff.	Staff contracts
6.7	Has auto-enrolment registration with Pension Regulator been reviewed (if applicable)	Yes	Reviewed at Staffing Committee on 29/1/20	Draft minutes not available at time of audit.

7. Year-end procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
7.1	Are debtors and creditors recorded properly on separate balance sheet if using Income & Expenditure reporting?	Yes	Recorded on RBS reports and presented to each Finance Committee meeting.	RBS reports Minutes eg Finance 20/8/19 F.19.047
7.2	Council as a whole to consider the year-end accounts?	Yes		Minutes FC 27/6/19 19/20 - 039
7.3	Annual Governance Statement, section 1 of Annual Return,	Yes		Minutes FC 27/6/19 19/20 – 038

	approved by whole council			
7.4	Annual Statement of Accounts, section 2 of Annual Return, approved by whole council?	Yes		Minutes FC 27/6/19 19/20 - 040
7.5	Are all sections of the Annual Governance & Accountability Return published on the website (mandatory for councils with turnover under £25,000)?	Yes		Website – Financial Information – Annual Accounts
7.6	Previous internal audit report reviewed by council and action taken where recommended?	Yes		Minutes Finance 19/6/19 F.19.012 FC 27/6/19 19/20 - 037
7.7	Previous external audit report (for councils with turnover over £25,000) reviewed by council and action taken where recommended?	Yes	Exercise of Public Rights – to be corrected this year A legal opinion is being sought regarding the Council's position as trustee of the Watson Hall and the inclusion of the Hall's income and expenditure within the AGAR Section 2 Accounting Statements. This matter is ongoing and will not be resolved before the year end and is therefore likely to be raised by the external auditor again this year.	

8. Other matters

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
8.1	Policies in place for compliance with GDPR, such as Data Protection Policy for Staff & Councillors and for the public?	Yes, but see comments	A General Privacy Statement for residents and members of the public is published on the website. Recommend that a Privacy Statement for Staff, Councillors and Role Holders is also published. (ICO template available on the GAPTC website)	Website - Policies
8.2	Is the Council a Managing Trustee?	Yes	Watson Hall (in part). As stated above, Council is seeking a legal opinion to resolve the complex trusteeship issues.	Clerk
8.3	Do trustees meet at least once a year and publish separate accounts?	Yes	Separate accounts are maintained. However, see 7.7.above regarding the end of year Accounting Statements.	RBS reports
8.4	Did council formally appoint GAPTC as the Internal Auditor?	Yes		Minutes – Finance 28/11/19 F.19.106

9. Procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments	For use by Council
9.1	Minutes – DPIs or other interests recorded?	Yes		Minutes – Full Council and Committees
9.2	Minutes initialled on each page and final page signed?	Yes		Minute books
9.3	List of members' interests held and published on the website?	Yes		Website – Councillor Profiles
9.5	Agendas signed and displayed 3 clear days' prior to meeting?	Yes		Website - Meetings
9.6	Summons issued in proper format?	Yes		Website - Meetings

10. Sampling

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
10.1	Is income properly recorded and promptly banked and receipts issued for cash income?	Yes	See comments under 2.5 re receipts for cash income	Receipts book Bar summary sheets Bank paying in books
10.2	Audit trail for selected sample transactions?	Yes	Every invoice bears a stamp to record evidence of authorisation by councillors. Due to the volume of transactions, payments are ratified at the next Committee or Full Council meeting, with two councillors signing the relevant payments list. The total of the payments list is now included in the Minutes for cross-referencing purposes. However, on 2 transactions sampled there was no record on the invoice of where the payment was recorded in the minutes. Recommend that all invoices record the date and title of the meeting and that the payments lists also record this information in order to further improve the cross-referencing system. See also comments under 3.8	See sample of transactions worksheet
10.	Are registers up to date for council-owned burial grounds and purchase of Exclusive Rights of Burials certificate completed?	N/A		

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 the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', 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 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2019/20

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 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. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
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

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

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

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

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

Section 1 – Annual Governance Statement 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 – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. 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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 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)

AGENDA ITEM 20 – RATIFICATION OF EMERGENCY PROCEDURES DUE TO COVID-19 PANDEMIC

Members were advised by email on 24th March 2020 of the following emergency measures put in place to ensure the continued operation of Tewkesbury Town Council, to be ratified at the first available Full Council meeting:

- For expenditure, the DA of the Town Clerk remains unchanged at £250 and £1,000 in the case of an emergency. For expenditure up to £2,000 the Town Clerk will liaise with the relevant committee chair, for expenditure above £2k the Town Clerk will liaise with all committee chairs.
- Payments lists will be sent round to all committee chairs for approval
- Any staffing issues are being handled by all committee chairs



Draft Tewkesbury Town Council Response to the Ashchurch bridge project public feedback consultation – May/June 2020.

Question 1:

The proposed location of the bridge makes sense.

- Agree
- Disagree
- Neither agree or disagree

Question 2:

The bridge will enable new communities to come together by enabling access from east to west

- Agree
- Disagree
- Neither agree or disagree

Question 3:

The bridge will enable old and new communities to walk and cycle more

- Agree
- Disagree
- Neither agree or disagree

Question 4:

The bridge represents good use of public spending by investing in infrastructure to support new communities in the area

- Agree
- Disagree
- Neither agree or disagree

Question 5:

The information found on tewkesburygardentown.co.uk is useful and informative

- Agree
- Disagree
- Neither agree or disagree

Question 6:*Other comments*

The Town Council has experienced some difficulty in providing a useful response to this consultation due to the limited context within which this proposed bridge will operate. It is difficult to determine the potential effectiveness of such a bridge when it is unknown how the surrounding infrastructure will link it with communities and the existing network. Whilst the Town Council is generally supportive of the provision of infrastructure in advance of new development, in this case, it is unclear due to a lack of information on the approach roads, how this bridge will operate within the wider context and its impact on the operation of the surrounding highway and transport network. It is understood that the bridge location is responding to the constraints outlined in the supporting information, but it is felt that there is still a concern regarding the impact on hydrology and flooding. The Town Council is also concerned that the geological conditions may make the construction of a suitable bridge structure difficult.

The Town Council considers that this bridge should encourage journeys by active travel and public transport as well as private vehicles. We would urge that extra consideration is given to providing the footway/cycleway as segregated facilities or at least providing passive provision to facilitate this to be done in the future. Whilst the 4-metre shared footway and cycleway has the potential to provide sufficient space post-development, shared infrastructure is potentially less desirable to the users of these modes. The Town Council notes that the span of the bridge allows for two tracks to be provided but is aware of the potential need identified in the Western Route Utilisation Strategy dating from 2015 for dynamic passing loops between Ashchurch and Eckington which may require space to be provided for four tracks. It would be regrettable if some passive provision was not made and either the bridge needed to be replaced by Network Rail or the requirements of the national railway network was impeded by this bridge.

Data Protection

You agree to us sharing your information with third parties if we are unable to deal with your request directly:

- Yes
- No

Form feedback

What was your overall experience of using this form:

- Positive
- Negative

Please enter any further comments regarding your experience of using this form (optional):

Recommendation

Full Council considers the draft response to the Ashchurch Bridge Consultations and agrees amendments.