Black Torrington Parish Council

Leasefield Farm, Halwill Junction, Beaworthy EX21 5XU
Telephone: 07809 688 725 Email: clerkblacktorrington@outlook.com

To All Black Torrington Parish Councillors,

You are hereby summoned to attend a **Virtual Meeting of Black Torrington Parish Council**, which will be held on **Tuesday, 4th May 2021** by video conferencing, for the purpose of transacting the following business.
In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend, contact the clerk for details of how to do this.

This meeting will follow the AGM which begins at 7:00 pm

D Osborne **28/04/2021**

Members of the press and public requiring access to any of the documents mentioned in this agenda are asked to contact the Parish Clerk (electronic links to documents are provided where available).

AGENDA

1. **Declarations of Interest** - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda.
2. **Parish Council Minutes** - To approve and sign the minutes of the Black Torrington Parish Council meetings held on 14th March 2021 as a correct record.
3. **Public Question Time -** At the discretion of the Chairman, to receive questions from members of the public relevant to the work of the Council. Matters raised may be added to future agenda. Answers may be given in writing.
4. **Clerk & Councillor Reports -** At the discretion of the Chairman, to receive reports from Councillors (Parish, District, and County) - for information only.
5. **Action List (matters arising from the March minutes)**
6. **War memorial grounds maintenance and grass cutting**
7. **Website costs and maintenance under the new hosting company**
8. **Waste in the parish**
   - **Litter pick "A" board with litter pickers and bags for the parish**
   - **To consider a recycling bin for the playing fields**
9. **To consider what should be done with the horse chestnut tree at the entrance to the overflow car park**
10. **Is there any action the Parish Council should take about the "burger van bus"**
11. **Finances** –
    - Bills to pay, cheques to be raised
12. **Black Torrington Playing Fields**
    - Playing Field Committee Report.
    - Car boot sale.
    - Maintenance of the Playing field gates
13. **Planning**

Torridge District Council - Planning Applications **TDC Planning Public Access Portal**

Torridge District Council, the determining Authority, has **approved** the following planning application:

Reference: 1/0194/2021/FUL
Proposal: Creation of commercial fish pond
Location: Anglers Paradise, The Gables, Winsford Lane, Halwill Junction
Deadline for comment: 25th March 2021

Reference: 1/0049/2021/FUL
Proposal: Erection of a treehouse for holiday use
Location: Land Adjacent Kingsley Cottage, Black Torrington, Devon
Deadline for comment: 25th February 2021 (passed)

14. To consider standard responses to planning applications in collaboration with other parishes

15. To agree the date and venue of the next parish council meeting

16. Close

BLACK TORRINGTON PARISH COUNCIL

Minutes of the Black Torrington Parish Council Meeting held on Tuesday, 4th May 2021, at 7:30pm, by video link

Present: Cllrs, M Hall (MH)(Chair), C Lock (CL), E Barnes (EB), W Frost (WF), P Mills (PM), M Down(MD)
In Attendance: Two members of the public & Clerk

0405/01 Declarations of Interest – none
0405/02 Parish Council Minutes
It was **resolved** to approve and sign the minutes of the Parish Council meeting held on 9th March 2021.

0405/03 Public Question Time
A member of the public from Chilla has put up some flower boxes below the village signs for Chilla. Residents are willing to maintain the flower boxes and keep the grass cut down around the signs but asked if the Parish Council would be willing to reimburse the £50 cost of the boxes and brackets. It was agreed that the Parish Council would give £50 from reserves for the cost of the boxes.
Penny Mills (CPRE Branch Director) reported to the Parish Council that she has received representations from parishioners regarding a double decker bus parked near the water works. The CPRE planning consultant advises that this is agricultural land and there may be change of use etc issues that may be of interest to Torridge District Council. The chair reported that this is actually an agenda item for this meeting (Item 10).

0405/04 Clerk & Councillor reports
The Victoria Road sign has been damaged and removed. Torridge District Council asked if we knew if there was a better location for the sign. The sign was destroyed by the dust cart who couldn't get round the bend because of a car parked on the bend. The car is no longer there so the site is still considered suitable. The Clerk will let TDC know.
The Clerk has asked if TDC will replace the waste bin in the lay by at Windmiland Cross.
The Clerk has been in contact with Highampton Parish Council regarding their marvellous speed sign. Highways did not object so it seems possible Black Torrington could also fund one if they wanted and a suitable site can be found.
There are no ward or county councillors present because of the impending local elections

0405/05 Action List
The planter at Chilla has already been discussed and the war memorial is an agenda item.
0405/06 War memorial grounds maintenance and grass cutting
The war memorial grounds are not currently being maintained. It may be necessary to pay a gardener to maintain the grounds. WF reported that it is currently "No Mow May" which may provide a little breathing space. WF and EB may know someone who may do it, they will ask. There is £100 in the budget for war memorial grounds maintenance so if a gardener needs to be employed the money is available to get the grass cut before the next meeting.
0405/07 Website costs and maintenance under the new hosting company
The website is not being maintained. The previous host never charged to maintain the website but he has now retired. The new hosting company will charge for website maintenance. The Parish Council is legally obliged to publish its meeting and financial papers on a freely available website. There are commercial companies that will design council

websites. The clerk was asked to ask advise from DALC. PM will do some investigation into options. Penny Mills suggested Rowland Smith might be able to help.
Councillor P Mills will lead the effort to sort out the website.

0405/08 Waste in the parish

There are volunteers who pick litter in the parish. If litter picking tongs and equipment could be provided it might help encourage litter picking. WF intends organising a youth club litter pick. The Clerk reported that he has a number of litter pickers and sharps bins as does the CPRE. The Clerk will ask the CPRE if the youth club can borrow litter picking equipment.

◦ **Litter pick "A" board with litter pickers and bags for the parish**

The "A" boards cost about £200 though that is a bit uncertain. You can sponsor one for £120. It was agreed to wait to see whether education and litter picking has an effet.

◦ **To consider a recycling bin for the playing fields**

A recycling bin costs anywhere between £50 and £1,500. EB wondered if there was enough recyclable rubbish to warrant buying a recycling bin. MD thinks it would be better to try and persuade people to take their recycling home. The "A" board might help to educate people should the parish council agree to buy one.

0405/09 To consider what should be done with the horse chestnut tree at the entrance to the overflow car park

The Horse chestnut tree at the entrance to the overflow car park is dead. If it is removed the stump will have to be ground out and the ground made good to avoid a tripping hazard. It has been suggested that the tree could be felled quite high up the trunk and the remaining stump carved into something interesting. Carving costs about £100 per carved foot. Horse chestnut is not a durable wood. MD thought the tree should be sold as firewood and the money used to buy a bench. WF thought there should be a village consultation to decide what should be done.

CL suggested the trunk is carved but the carving placed inside [the Hall] to avoid weathering.
PM suggested something needs to be planted as a reminder of the COVID-19 pandemic.
EB thought an avenue of small deciduous trees (mountain ash, crab apple or cherry) along the path would be suitable. PM liked the idea of flowering fruit trees.
MH suggested the path could be named the "memorial walk" and a plaque explaining the history of the original tree and the pandemic.
If several alternative suggestions can be formed before the next meeting they can be discussed and advertised in the BT Times to see what the parishioners think. Tree planting is best done in the Autumn.

0405/10 Is there any action the Parish Council should take about the "burger van bus"

The clerk was asked to contact TDC to make them aware of the presence and intended use of the bus.
WF thought it worth talking to the owners of the bus to see if they are aware there may be planning considerations.

0405/11 Finances

- **Bills to pay, cheques to be raised**

The following payments were agreed

Date	Payee	Amount inc VAT £	Brief details
16/03/21	PMP	214.80	BT Times printing
01/04/21	DALC	116.29	Annual DALC & NALC subscription

0405/12 Black Torrington Playing Fields

- **Playing Field Committee Report.**

The fence around the MUGA is in progress. Costs have increased substantially. RoSPA have flagged a few issues which will be attended to. The new swing safety surface is in place and the swings are proving very popular.
The purchase of a new mower is progressing. A 3-point linkage rotary mower and tractor is the current preferred option. A tractor would also be needed. CL has cut the grass a couple of times with his own mower. The tractor and mower will be demonstrated so all those interested can attend.
The broken bench will be removed

- **Car boot sale.**

A car boot sale has been organised for the playing field subject to weather. Twelve cars have booked so far.

- **Maintenance of the Playing field gates**

The gates are rusted and some of the wrote iron scroll work has rusted. The gate needs shot blasting and repairing. Galvanising would be preferred to powder coating

0405/13 Planning

For information only

Torridge District Council, the determining Authority, has **approved** the following planning application:

Reference: 1/0194/2021/FUL
Proposal: Creation of commercial fish pond
Location: Anglers Paradise, The Gables, Winsford Lane, Halwill Junction

Reference: 1/0049/2021/FUL
Proposal: Erection of a treehouse for holiday use
Location: Land Adjacent Kingsley Cottage, Black Torrington, Devon

0405/14 To consider standard responses to planning applications in collaboration with other parishes

PM will circulate his proposed wording for discussion at a future meeting

0405/15 To agree the date and venue of the next parish council meeting

Tuesday July 13th at 19:00 at the Village Hall

0405/16 Close

The meeting closed at 21:10

Black Torrington Parish Council

Leasefield Farm, Halwill Junction, Beaworthy EX21 5XU
Telephone: 07809 688 725 Email: clerkblacktorrington@outlook.com

To All Black Torrington Parish Councillors,

You are hereby summoned to attend a **Virtual Annual Parish Council Meeting (AGM) of Black Torrington Parish Council**, which will be held on **Tuesday, 4th May 2021, 7:00 pm** by video conferencing for the purpose of transacting the following business.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend, contact the clerk for details of how to do this.

D Osborne

28th April 2021

Members of the press and public requiring access to any of the documents mentioned in this agenda are asked to contact the Town Clerk (electronic links to documents are provided where available).

AGENDA

The outgoing Chair will open the meeting

1. **To receive and accept apologies** (Please make any apologies known to the Parish Clerk)

   The Chair will now stand down

2. **Election of Chairman**
3. **Election Vice Chairman**
4. **Declarations of acceptances of office (documents to be signed at the earliest opportunity)**
5. **Review Policy Documents**
6. **Appointments to committees, outside organisations and charities**-
   a. Village Hall Committee appointment of PC trustee
   b. Playing Field Committee confirmation of members
   c. Appointment or confirmation of P3 coordinator.
   d. To appoint or confirm members of the planning committee
   e. Any other committees to be formed
7. **End of Year Financial Statements**
   a. **Review of Cheque signatories, signing mandate**
   b. **Review of ring-fenced amounts for future projects.**
   c. **To agree the Annual Governance Statements**
   d. **To agree exemption from Audit**
8. **Date of next AGM**
9. **Close**

BLACK TORRINGTON PARISH COUNCIL

Minutes of the Black Torrington Parish Council Annual Meeting held on Tuesday, 4th May 2021, at 7pm, by video link

Present: Cllrs, M Hall (MH)(Chair), C Lock (CL), E Barnes (EB), W Frost (WF), P Mills (PM) M Down(MD)

In Attendance: Two members of the public & Clerk

0405/01 To receive and accept apologies

Apologies were received from Councillor S Powell, D Haywood(DH) M Moulton, Ward Councillor P Watson and County Councillor B Parsons

0405/02 Election of Chairman

There was no one willing to stand as Chair for the Municipal Year 2021-22. Cllr Hall agreed to chair the meeting.

0405/03 Election of Vice-chairman

There was no one willing to stand as Vice-Chair for the Municipal Year 2021-22

0405/04 Declarations of acceptances of office

Deferred

0405/05 Review Policy Documents

The Policy documents (Standing Orders, Financial Regulations and Code of Conduct) were re-adopted without change. Next review May 2022

0405/06 Appointments to committees, outside organisations and charities-

a. Village Hall Committee appointment of PC representative

Councillor E Barnes was confirmed as the Village Hall Committee representative

b. Playing Field Committee confirmation of members

Will Frost, (chair) Ben Garrett, Dave Haywood, Kate Garrett (Treasurer), Sam Turner, Mike Down, Roger, Ian Scrivener.

c. Appointment or confirmation of P3 coordinator.

Councillor M Hall agreed to be the Parish Paths Partnership coordinator.

d. To appoint or confirm members of the planning committee

Councillors E Barnes, P Mills and C Lock were confirmed as members of the planning committee with a remit to comment on planning consultation requests where the deadline for comments comes before an ordinary meeting of the full council.

e. Any other committees to be formed

There are no other committees to be formed

0405/07 End of Year Financial Statements

a. Review of Cheque signatories, signing mandate

It was **resolved** to add Councillors E Barnes and P Mills to the approved signatories alongside Councillors D Haywood, M Moulton, M Hall and the Clerk for administrative but not cheque signing purposes

b. Review of ring-fenced amounts for future projects.

Ring fenced amounts were confirmed apart from the £100 ring fenced for tree uplift.

c. To agree the Annual Governance Statements

The Annual Governance Statements were read out and agreed

d. To agree exemption from Audit

It was agreed to ask Pkf. Littlejohn for an exemption from external audit as the parish council's turnover was below the threshold for smaller authorities.

0405/08 Date of next AGM

The Next Annual Parish Council meeting will be on the 3rd May 2022

0405/09 Close

Black Torrington Parish Council

Calendar of Meetings 2021-2022

April						4
M	T	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						5
M	T	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						6
M	T	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						7
M	T	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						8
M	T	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						9
M	T	W	Th	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						10
M	T	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						11
M	T	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						12
M	T	W	Th	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January			2021			1
M	T	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						2
M	T	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						3
M	T	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						4
M	T	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						5
M	T	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						6
M	T	W	Th	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Full Council
Annual Meeting of the Parish
Annual Meeting of the Parish Council

Halwill Parish Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)
The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

NOTICE

1. Date of announcement 12th June 2021

2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.
Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents will be available on reasonable notice by application to:

D Osborne, Clerk
PO Box 16,
Beaworthy Post Office
EX21 5ZG
email halwill.parish.clerk@hotmail.com tel: 07809 688 725

commencing on (c) __**Monday 14 June 2021**________________________

and ending on (d) ___**Friday 24 July 2021 - and beyond always available**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
15 Westferry Circus
Canary Wharf
London E14 4HD
(sba@pkf-littlejohn.com)

D. Osborne

5. This announcement is made by (e) _D Osborne, Clerk & RFO

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act, the Accounts and Audit Regulations 2015 and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. **Legislative changes have been made as a result of the restrictions imposed by the Coronavirus for the 2019/20 reporting year which mean that there is no requirement for a common period for public rights. The period for the exercise of public rights must however commence on or before 1 September 2020.** The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Certificate of Exemption – AGAR 2020/21 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2021, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

BLACK TORRINGTON PARISH COUNCIL

certifies that during the financial year 2020/21, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2020/21:	£10,334
Total annual gross expenditure for the authority 2020/21:	£4,206

There are certain circumstances in which an authority will be **unable to certify itself as exempt,** so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2017
- In relation to the preceding financial year (2019/20), the external auditor **has not:**
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2021.
By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	
SIGNATURE REQUIRED	04/05/2021		04/05/2021
Signed by Chairman	**Date**	**as recorded in minute reference:**	
SIGNATURE REQUIRED	04/05/2021	0405/7. d.	

Generic email address of Authority	Telephone number
clerkblacktorrington@outlook.com	07809 688 725

*Published web address

blacktorrington.org.uk

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2021. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2020/21

BLACK TORRINGTON PARISH COUNCIL

blacktorrington.org.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✔		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✔		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✔		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✔		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✔		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✔		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✔		
H. Asset and investments registers were complete and accurate and properly maintained.	✔		
I. Periodic bank account reconciliations were properly carried out during the year.	✔		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✔		
K. **If** the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")*	✔		
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	✔		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	✔		
N. The authority has complied with the publication requirements for 2019/20 AGAR *(see AGAR Page 1 Guidance Notes).*	✔		

	Yes	No	Not applicable
O. **(For local councils only)** 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: DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit: R G Wetherall

Signature of person who carried out the internal audit: SIGNATURE REQUIRED

Date: DD/MM/YYYY

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

BLACK TORRINGTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

	Yes	No	N/A	
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.	✔			*has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.*

*For any statement to which the response is 'no', an explanation must be published

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

04/05/2021

and recorded as minute reference:

0405/7. c 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 Code *(not part of the Annual Governance Statement)*	Yes	No
The authority website/webpage is up to date and the information required by the Transparency Code has been published.		

blacktorrington.org.uk

Section 2 – Accounting Statements 2020/21 for

BLACK TORRINGTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	*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.*
1. Balances brought forward	15,131	17,929	*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.*
2. (+) Precept or Rates and Levies	10,123	10,123	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	44,333	211	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	1,930	1,286	*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.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	49,729	2,919	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	17,929	24,058	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	17,929	24,058	*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.***
9. Total fixed assets plus long term investments and assets	84,180	84,980	*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.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	✔		*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 certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date DD/MM/YYYY

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

04/05/2021

as recorded in minute reference:

0405/ 7. MINUTE REFERENCE

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

SIGNATURE REQUIRED