

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

CURDRIDGE 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 2020, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

16/07/20

and recorded as minute reference:

20.135.2

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk



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

www.Curdridge-PC.gov.uk

Section 2 – Accounting Statements 2019/20 for

CURDRIDGE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	77,329	83,460	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	45,641	49,118	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,224	15,500	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	13,524	14,935	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	29,210	24,538	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	83,460	108,605	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	83,460	108,605	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	132,226	119,301	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	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	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 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

J Whittle

Date

16/07/20

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

16/07/20

as recorded in minute reference:

20.135.3

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

E O'Neil

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Curdrige Parish Council – HA0075

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

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

None

3 External auditor certificate 2019/20

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

16/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



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Parish Council Manager :
Mrs Jennifer Whittle

CURDRIDGE PARISH COUNCIL VARIANCES 2019-2020

Box 3 Other Receipts – Increase by £12,276 (380%)

Increase is because of the sale of the minibus (£10,685), VAT refunds (£1,396) and miscellaneous income £195.

Box 6 All Other Payments – Decrease by £4,672 (16%)

Decrease for fencing (£1,420), Height Barrier (£3,000) and general signage (£252).

Box 9 Assets – Decrease by £12,925 (10%)

Decrease for minibus sold £15,495 netted down by new Speed Limit Reminder Sign (£2,570).

CURDRIDGE PARISH COUNCIL 2019-2020

BANK RECONCILIATION

Lloyds Bank Current Account 20852260

Balance per Bank Statement to 1 April 2020

£ 111,106.93 £ 111,106.93

LESS cheques not cleared

374	£	1,261.06
379	£	1,090.55
380	£	57.00
382	£	13.03
	£	80.78

Less unrepresented NEST BACS payment

£2,502.42

£ 108,604.51

CASHBOOK RECONCILIATION

Cashbook Balance as at 1 April 2020

B/Fwd

£ 83,459.67

ADD Receipts

£ 64,617.68

LESS Payments

-£ 39,472.84

£ 108,604.51

CURDRIDGE PARISH COUNCIL ASSETS REGISTER (updated May 2020)

Allotment Recreation (no asset value)	0.00
Parish Quay (no asset value)	0.00
Cricketers Pond (no asset value)	0.00
The Parish Pound (no asset value)	0.00
Small piece of land at top of Kitnocks Hill (no asset value)	0.00
Burial Ground (cost at purchase)	2000.00
Glebe Land (cost at purchase)	28000.00
BT Phone Box – St Peter's Close (cost at purchase, inc H&S Renovations)	1000.00
Bus Shelter (St Peters Close)	6360.00
Car Park Surface (Cemetery Car Park)	33901.00
Fencing burial ground (Cemetery)	2386.00
Car park fence and gate (Cemetery)	1695.00
Fencing – car park (Cemetery)	2940.00
Fencing – Allotments	3387.00
Fencing/Platform at Cricketers Pond	2270.00
Height Barriers (Cemetery & Allotment)	3000.00
<u>Insurance value in all cases below:</u>	
Notice board - Botley Station, Station Hill	781.00
Noticeboard - Reading Rooms Car Park	1167.00
Noticeboard Horse & Jockey Car Park Curbridge	1205.00
Noticeboard - Cemetery Car Park	954.00
2 Street lights (Vicarage Ln & St Peters Close)	2402.00
9 Benches:	6500.00
(Allotment Rec. x2; Cemetery x2;	
Cricketers Pond x1; Pound x1; Lockhams Rd x1;	
Kitnocks Triangle x1; Wangfield Ln x1)	
3 Litter Bins:	599.00
(Allotment Rec. x2; Triangle Bus Stop x1)	
Drinking fountain (Botley Station)	4004.00
Drinking fountain (Allotment)	1096.00
Road Signs x3 (Ducks – Cricketers Pond)	155.00
3 Village Nameplates (used to be 4 Burr ridge one stolen - value adjusted):	2454.00
(Cudridge to Bishops Waltham Rd; Curdr ridge/Wickham; Botley/Curdr ridge)	
10 Village Gates:	833.00
(2 Wangfield Ln; 2 Burr ridge Rd; 2 Wickham Rd; 2 Botley Rd; 2 Curdr ridge Ln)	
4 "Slow Down" Signs for Village Gates	216.00
(1 Wangfield Ln; 1 Curdr ridge Ln; 1 Botley Rd; 1 Wickham Rd)	
1 st Speed Limit Reminder Sign	2625.00
1 st Speed Limit Reminder Sign Batteries	135.00
1 st Speed Limit Reminder Sign Padlocks	11.00
2 nd Speed Limit Reminder Sign	1799.00
2 nd Speed Limit Reminder Sign batteries/charger	285.00

2 nd Speed Limit Reminder Mounting Bar	147.00
2 nd Speed Limit Remind Sign Posts (& Clips)	339.00
Community Speedwatch Device	1882.00
Speed Watch Safety Gear (Hi-Vis Jackets & Digital Voice Recorder)	150.00
Road Mirror (Chapel Lane/Lockhams Rd) - old broken; replaced	9.90
Office Equipment (PC, printer etc)	2500.00
2 CPC Teardrop Flags (stored at Kevan Bundell's house)	109.00
Hand held heavy duty loppers (stored at Lynne Newton's)	38.00
Bulb Planting Device (stored at Lynne Newton's)	50.00
Pond – Mesh & Waders (waders stored at Lynne Newton's)	70.00
TOTAL ASSETS	119454.90

LEASES/LICENCES TO OTHER PARTIES

The Parish Council has a Lease with the Portsmouth Diocesan Board of Finance on Glebe Land (the Cemetery Car Park) at a rent the same as that paid by the tenant of the remaining land for a term of fifty years. The Parish Council have erected the Cemetery Car Park on it and fenced this land. The Council can end the lease at any time during the term on giving not less than six months notice in writing.

Curdrige Parish Council entered into a Licence with Winchester City Council on 26th June 2008 for use of land to construct a bus shelter at St. Peters Close at a peppercorn rent for 15 years until 25th June 2023. The Licence may be determined by either party giving 28 days notice upon the expiry of the current bus route operating through Curdrige or by Winchester City Council giving notice to the Licensee, upon any material breach of any provision of the licence. Upon determination of the licence Curdrige Parish Council must remove the Shelter.

Curdrige Parish Council entered into a Licence with Fullers Brewery to Licence the land owned by Council within their car park/pub garden

to the brewery from 22 March 2012 to 22 March

2032 in the sum of 5 pence per annum, for a period of 20 years, subject to Fullers, Smith & Turner PLC and any future owners/tenants of the Horse & Jockey ensuring that full public access to the Parish Quay and the National Trust Woodland Walk will be retained at all times throughout the term of the Licence, failing which Curdrige Parish Council retains the right to break the Licence at any time throughout the 20 year term.

BORROWINGS

None

TENANCIES

The allotment land has been partially turned back into allotments which have been let out at no cost to the Curdridge and Curbridge Allotment Association. The remaining open space/recreation has not been let out.

ANNUAL GRANTS BY CPC TO SUPPORT COMMUNITY:

£275 to Curdridge Parochial Church Council to support the Parish Newsletter, under LGA 1972, s.142;

£1,200 to Reading Rooms as a maintenance grant towards the upkeep of the Recreation Ground (and facilities) and Skinner’s Field, under the 1875 Public Health Act s164;

£1200 (in the year) to cover the room rental charges for the fortnightly Lunch Club at the Reading Rooms, under LGA 1976 S.19 & S.145.

Signed Chairman:

Signed Parish Council Manager: