

688 H 518

RODMARTON PARISH COUNCIL
MEETING IN THE VILLAGE HALL ON MONDAY 18 MAY 2020 at 7pm

- 1 APOLOGIES -
- 2 MINUTES OF THE PREVIOUS MEETING
- 3 MATTERS ARISING
- 4 PUBLIC FORUM / QUESTIONS
- 5 COUNTY COUNCILLOR / WARD COUNCILLOR / POLICE COMMUNITY LIAISON OFFICER
- 6 PLANNING :
- 7 FINANCIAL AT BANK AS AT 17 April 2020 Treasurers a/c 0238463 £1,932.43
Savings a/c 7156322 £13,857.58 (inc 1st tranche of precept : £4,875)
- To pay: Clerk: £325 re qtr jan/feb/march 2020,
- Progress re invoice for grass cutting at St Peter's, Rodmarton versus Watershed subvention
- 8 COMPLETE UTILITIES LTD – (Gigaclear)
- 9 PROTECTIVE POSTS ON GREEN AT RODMARTON – CHURCH SIDE
- 10 TELEPHONE BOXES – RENOVATIONS, etc – DEFIBRILLATOR UPDATE
- 11 GENERAL / IN CIRCULATION - as per e-mails eg:
- 12 COUNCILLORS/CLERKS REPORTS: eg.
Planning – Mark Grimes and others
Highways – John Kinmont
Church –
School – Mark Grimes
Grass cutting – Paul Drake
Kemble Airfield – Mark Grimes
Police Liaison – Paul Drake
Celebration Liaison - Sue Rooker: new Christmas Tree lights – P Drake to source industrial type ones.
Other
- 13 ANY OTHER BUSINESS --
- 14 NOTICE OF DATE AND TIME OF NEXT MEETINGS: in Rodmarton Village Hall – at 7.00pm
3rd Monday of ~~May~~, ~~July~~, November 2020: 18 May (inc AGM), 20 July, 16 November.

17 Feb
Filed
(due to
column)

And No
Tuly
meeting,
either.

Pass and
interview?
16 Nov
as
20 Nov.

RODMARTON PARISH COUNCIL

ANNUAL GENERAL MEETING

TUESDAY 18 MAY 2020 AT 7.00PM

to be followed by Ordinary Meeting in Rodmarton Village Hall

AGENDA

- 1 APOLOGIES –
- 2 MINUTES OF THE PREVIOUS MEETING (approved and signed in July 2019)
- 3 MATTERS ARISING
- 4 REPORT FROM COUNTY COUNCILLOR –
- 5 REPORT FROM DISTRICT COUNCILLOR –
- 6 REPORT FROM POLICE –
- 7 REPORT FROM CHAIRMAN -
- 8 FINANCIAL: In bank: End of Financial Year: 31 March 2020
Treasurers a/c 0238463; £1,932.43 Savings a/c 7156322 £8,982.20
'Audited' accounts 2018/19 , Unaudited accounts 2019/20
- 9 ELECTION OF NEW CHAIRMAN/VICE CHAIRMAN (postponed until 2021 due to Coronavirus)
- 10 ANY OTHER BUSINESS
- 11 QUESTIONS FROM THE PUBLIC
- 12 NOTICE OF DATE OF NEXT ANNUAL GENERAL MEETING – Monday 17 May 2021

RODMARTON PARISH COUNCIL

AGENDA

EXTRAORDINARY MEETING : 20 NOVEMBER 2020

(VIA INTERNET DUE TO COVID19 RESTRICTIONS)

1. TO AGREE AND SIGN OFF THE CERTIFICATE OF EXEMPTION – AGAR 2019/20

- see associated documents sent via email sent to all councilors.

- : Certificate of Exemption
- : Accounting Statement
- : RPC Cashbook
- : RPC Receipts and Payments Accounts

RODMARTON PARISH COUNCIL

AGENDA

MEETING : 21 NOVEMBER 2020

(VIA INTERNET DUE TO COVID19 RESTRICTIONS)

1. MINUTES OF LAST PHYSICAL MEETING - 17 February 2020

To approve in order for Chairman to sign –
(should have been done in May but due to Covid19 restrictions no meeting held.)

2. FINANCIAL

Agree the Precept amount for year 1 April 2021-31 March 2022
Proposal: £6,500 (same as the current year)

K P Gardens quote: kept prices the same as last year – no increase based on the usual 14 cuts:
Total £2,739.52 + VAT

All other usual proposed expenditure also to remain as per current year's figures (covering to 31 March 2021)

At Bank November 2020
current a/c no. 00238463 £1,813.38
savings a/c no. 07156322 £16,830.44

~~~~~

## Certificate of Exemption – AGAR 2019/20 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 2020, 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 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

RODMARTON PARISH COUNCIL

certifies that during the financial year 2019/20, 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 2019/20: 6,205.01

Total annual gross expenditure for the authority 2019/20: 6,296.94

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 2016
- In relation to the preceding financial year (2018/19), 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, 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 a public website\* before 1 July 2020. By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer Date 15/05/2020

Signed by Chairman Date

I confirm that this Certificate of Exemption was approved by this authority on this date:

as recorded in minute reference:

NO MEETING IN MAY DUE TO COVID-19 RESTRICTIONS BUT SUBSEQUENT APPROVED ONLINE VIA EXTRAORDINARY MEETING

Email of Authority

rodmarstonclerk@outlook.com

\*Published web address

www.rodmarston-pc.org

**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 2020. Reminder letters incur a charge of £40 +VAT**



Section 2 – Accounting Statements 2019/20 for

RODMARTON PARISH COUNCIL

|                                                                                     | Year ending        |                    | Notes and guidance                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------|--------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                     | 31 March 2019<br>£ | 31 March 2020<br>£ |                                                                                                                                                                                                                                                                                                               |
| 1. Balances brought forward                                                         | 10,058.53          | 11,006.56          | 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.<br><br>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                                                  | 5,050              | 6,000              | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.                                                                                                                                                                                       |
| 3. (+) Total other receipts                                                         | 1,481.28           | 205.01             | 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                                                                  | 850.00             | 1,975.00           | 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                                                           | 4,733.25           | 4,321.94           | 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                                                     | 11,006.56          | 10,914.63          | 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                                   | 11,006.56          | 10,914.63          | 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                         | 300.00             | 300.00             | 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 PMLB).                                                                                                                                                                                                              |
| 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.<br><br>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

*[Signature]*

Date 15/05/2020

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

as recorded in minute reference:

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

NO MEETING IN MAY DUE TO COVID19 RESTRICTIONS BUT SUBSEQUENTLY APPROVED ON LINE VIA EXTRAORDINARY MEETING