

ASHBY ST MARY PARISH COUNCIL

TRANSPARENCY CODE REGISTER

2020 – 2021

## COUNCILLOR OR MEMBER RESPONSIBILITIES

Annual publication of councillor or member responsibilities no later than 1 July in the year immediately following the accounting year to which it relates.

### Names of councillors

Sarah Kings [Elected]	Terry Kitt [Elected]	Carol Powell [Elected]	Mark Rolph [Elected]
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### Committee membership and function (if Chairman or Vice-Chairman)

Terry Kitt	Mark Rolph
Vice Chairman Representative - Highways matters	Representative for Neighbourhood Security - Ashby Update Service - Police Alerts
	Ashby St Mary Oil Syndicate Parish website maintenance

### Representation on external local public bodies (if nominated to represent the authority)

Carol Powell  
Nominated Member – Chairman of Ashby St Mary & Thurton Village Hall Management  
& Playing Field Committee

## LOCATION OF PUBLIC LAND AND BUILDING ASSETS

Annual publication of councillor or member responsibilities no later than 1 July in the year immediately following the accounting year to which it relates.

Parish councils to publish details of all public land and building assets - either in its full assets and liabilities register or as an edited version.

a] description (what it is, size/acreage)

None

b] location (address or description of location)

Not applicable

c] owner / custodian e.g. the authority manages the land or asset on behalf of a local charity

Not applicable

d] date of acquisition (if known)

Not applicable

e] cost of acquisition (or proxy value)

Not applicable

f] present value

Not applicable

## MINUTES, AGENDAS AND PAPERS OF FORMAL MEETINGS

Publication of draft minutes from all formal meetings not later than one month after the meeting has taken place.  
Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place.

Examples produced by Ashby St Mary parish council :

Agendas of parish council meetings

Minutes of parish council meetings

Agendas of parish council annual general meetings

Minutes of parish council annual general meetings

Agendas of annual parish meetings

Minutes of annual parish meetings

# TRANSPARENCY CODE REGISTER

## ANNEX A - PT 1

Bank Reconciliation 2020-21

Financial Year Ending

31<sup>st</sup> March 2021

Prepared by T Higlett

28<sup>th</sup> July 2021

Balance as per bank statement 31 <sup>st</sup> March 2021	£
Community Account	7842.62
Business Savings Account	500.00
<b>Total</b>	<b>8342.62</b>
Opening balance b/f 1.4.2020	7591.58
Receipts per spreadsheet	3120.22
Payments per spreadsheet	(2369.18)
<b>Total</b>	<b>8342.62</b>

-  
Explanation of Variances Year ended 31<sup>st</sup> March 2021

Section 1	2019-20	2020-21	Variance	Detailed explanation of variance (with amounts £)
	£	£	(+/-) £	
Box 2 Precept	3117	3117		Precept set by South Norfolk as failure to complete precept form
Box 3 <i>Other Income</i>	4087	3.32	-4083	No CIL Income
Box 4 <i>Staff Costs</i>	716	864	148	Clerk paid until December 2020. No clerk in post in 2021
Box 5 <i>Loan Interest/ Capital</i>	nil	nil	0	
Box 6 <i>Other Payment</i>	2489	1505	-984	<i>No hire of venue due to Covid 19. No NALC subscription paid prior to end of year and dog waste bin emptying service not paid during 2020/21</i>
Box 7 Balances Carried Forward	7592	8343	751	<i>Clerk's salary and failure to make payments on time in 2020/21</i>
Box 9 <i>Fixed &amp; Long Term assets</i>	3090	3090		
Box 10 <i>Total Borrowings</i>	0	0	0	

**ASHBY ST MARY PARISH COUNCIL**

**Receipts and Payments Financial Statement for 2020-21**

**RECEIPTS**

<u>Date</u>	<u>Item</u>	£
01-Apr	Bank Interest	0.21
29-Apr	Precept	1,558.30
03-Jun	Bank Interest	2.08
06-Sep	Bank Interest	1.14
30-Sep	Precept	1,558.29
05-Dec	Bank Interest	0.20

3,120.22

**BALANCE BROUGHT FORWARD**

Community Account	500.00
Business Premium Account	7,091.58
Web Site Account	/
	<u>7,591.58</u>

**TOTAL 10,711.80**

**PAYMENTS**

<u>Date</u>	<u>Method</u>	<u>Item</u>	£
05-Jun	BT	J Casey Clerk 6m Salary	432.00
05-Jun	BT	J Casey Clerk 6m Expenses	76.00
06-Jul	OLB	Came & Co, Insurance	218.00
11-Aug	OLB	Thurton Pre-School donation	500.00
11-Aug	OLB	Ashby church donation	500.00
15-Feb	BT	Website / domain	139.18
01-Mar	BT	J Casey Clerk 6m Salary	432.00
01-Mar	BT	J Casey Clerk 6m Expenses	72.00

2,369.18

**CLOSING BALANCE**

Community Account	500.00
Business Premium Account	7,842.62
Web Site Account	/
	<u>8,342.62</u>

**TOTAL 10,711.80**

I have examined the receipts and payment accounts of the Council for the period above and certify that to the best of my knowledge this statement is true and correct.

Signed:  Chairman/Internal Auditor, Ashby St Mary Parish Council

Date: 01-09-21



# TRANSPARENCY CODE REGISTER

## ANNEX A - PT 2

NO CERTIFICATE OF EXEMPTION WAS

APPLIED FOR COVERING 2020-21

## Annual Internal Audit Report 2020/21

ASHBY ST MARY PARISH COUNCIL

www.ashbystmary.org.uk ADDRESS

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.			✓ NO PETTY CASH
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. If the authority has an annual turnover not exceeding £25,000, it 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).		✓	
<b>O. (For local councils only)</b> 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

30/08/2021

Name of person who carried out the internal audit

ANNE ELIZABETH BARNES

Signature of person who carried out the internal audit

ANNE E. BARNES

Date

31/08/2021

\*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).

THE ANNUAL GOVERNAMCE STATMENT

FOR 2020-21 IS AWAITED

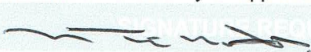
## Section 2 – Accounting Statements 2020/21 for

ANBY ST. MARY PARISH COUNCIL.

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	3593	7592	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	3117	3117	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4084	3	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	716	864	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	2489	1505	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	7592	8343	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	7592	8343	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	3090	3090	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).
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 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



Date

26/08/2021

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

01/09/2021

as recorded in minute reference:

6.14.d

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

