

NEIL HITCH
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23rd April 2021

Dear Councillor,

I hereby summon you to attend a meeting of the Petersfield Town Council to be held on **Thursday 29th April at 6.30 p.m.** via Zoom teleconference/video-conference facility as permitted by UK Government legislation during the current Covid-19 pandemic. The log in details to join via Zoom are as follows: <https://zoom.us/> with meeting ID 871 1669 1880 (members of the public are asked to email committee.admin@petersfield-tc.gov.uk in advance, and by no later than 5pm on the day of the meeting, for the password).

Yours sincerely,

Neil Hitch
Town Clerk

A G E N D A

1. Town Mayor's comments.
2. To receive and record apologies for absence.
3. To consider the granting of a dispensation under Section 33 of the Localism Act (2011) to enable members to participate in, and vote on, an item of business on the agenda where they would otherwise have a Disclosable Pecuniary Interest and to confirm how long this dispensation may have effect.
4. To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, members may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must



withdraw from the Chamber when the meeting discusses and votes on the matter.

5. To approve as a correct record and authorise the signing of the minutes of the meeting of the Petersfield Town Council held on 18th March 2021 (*previously distributed*).
6. Public Representation - Councillors to receive representation (including agenda items) from members of the public provided they (public) have given due notice of their intention to the Town Clerk no later than 10.30 a.m on the day of the meeting. The maximum time limit allowed per person is 3 minutes although this may be reduced if a large number of people express their wish to address councillors.
7. To receive County Councillor's Report for April 2021 (*attached*).
8. To receive District Councillor's Report (*to follow*).
9. To receive Town Clerk's report (*attached*).
10. To receive the reports of the meetings of the following committees and approve any recommendations contained therein:

Planning Committee held on 6th April (*previously distributed*)
Finance & General Purposes Committee held on 26th April (*to follow*)
11. To approve a date for the Annual Meeting of Council (currently set for 22nd May but with a provisional alternative date of 6th May).
12. To approve the format and means of promoting and advertising the Annual Meeting of the Town on 12th May.
13. To receive and note the Internal Auditors Report (*attached*).
14. To receive and approve the Annual Governance Statement (*attached*).
15. To receive and approve the Accounting Statements for 2020/2021 (*attached*).
16. To receive and consider a report regarding the Dedication of the Allies' Stone, 100 Year Anniversary of the unveiling of the War Memorial and the 100 Year Anniversary of the creation of the Royal British Legion (*attached*).
17. To receive and approve the Schedule of Payments for March 2021 (*attached*).

CONFIDENTIAL

18. To consider any staff or other confidential matters.
- ~ End ~





COUNTY COUNCILLOR REPORT TO ALL PARISH COUNCILS IN PETERSFIELD HANGERS

1 APRIL 2021

1. Hampshire is included in Project Gigabit

I was pleased by the Government announcement on 19 March about Project Gigabit, in which Hampshire is included in Phase 1b (we are Lot 27). This is an “outside in” approach which aims to subsidise broadband delivery in the hardest to reach places. Building Digital UK (BDUK) will manage this £5bn process.

I was also pleased that the Government is planning to continue to work with Local Authorities on delivery. There had been some uncertainty as to whether the Government would deal directly with the telecoms industry. It is not yet completely clear to me how it is all going to work but I am working hard to find out. In the meantime, I include the relevant extract from the White Paper below:

“For these and subsequent procurements, we will be managing the Open Market Review and/or Public Review as centralised and scalable BDUK processes, working with local authorities and telecoms providers to build an accurate picture of commercial and subsidised gigabit build plans. From this, we will be able to assess procurement boundaries for Regional Supplier and Local Supplier contracts, and how best to time procurements.”

2. Community Champions programme

I would like to let you know about the Community Champions initiative. The new scheme, which was launched on 9 March, aims to tackle health inequalities by finding people who can help members of their community to pursue better, healthier lifestyles. This may involve supporting someone to give up smoking, take up exercise or eat more healthily, or encouraging someone to get more involved in local activities. Champions will get training, networking invitations and support.

I think it is especially welcome that the programme covers mental health as well as physical health. There is a focus on men's health and the funding comes from the Step by Step programme.

Anyone who might like to consider registering as a Community Champion can visit this web page for more information.

<https://www.hants.gov.uk/socialcareandhealth/publichealth/communitychampions>

3. New Campaign to encourage businesses to move to Hampshire

The campaign – 'Make Hampshire work for you' – has been devised by the County Council's Economic Development service, Business Hampshire, in collaboration with local authority partners, and invites London commuters to 'Work Smarter – Live Happier – Commute Closer'.

The COVID pandemic has transformed the way lots of people work, with many re-thinking the need for a long commute five days a week. In Hampshire, as we emerge out of lockdown and enter recovery, we are moving towards a greener and more digital working future. Offering satellite business offices in this way is just a first step to recognising our county as an even greater place to do business, in the light of the accelerating change arising from the pandemic and with all its existing advantages as a flagship green economic powerhouse and international gateway.

With support from Commercial Property specialists, the campaign showcases flexible office solutions across key locations in Hampshire including Basingstoke, Farnborough, Hart, East Hampshire and Winchester. Find out more at:

<https://businesshampshire.co.uk/land-property/satellite-offices>

4. South Downs Enterprise Partnership

Last month I mentioned the revamp of the South Downs Partnership (SDP) which is set to get a new Chair and a more prominent role. This month I would like to let you know about another new initiative: the South Downs Enterprise Partnership (SDEP). We must be careful not to confuse these two entities!

The SDEP is a business community for likeminded local economic and social enterprise partners who positively contribute to the National Park. It is our aspiration that the creation of a business community will strengthen the rural

economy, improve collaboration between SDNP businesses, promote stronger & shorter rural supply chains, promote a 'think and act locally' approach, promoting social responsibility & environmental sustainability, facilitate the positive contribution of SDNP businesses to meeting the challenge of climate change and compliment and add value to existing business support offered by our partners.

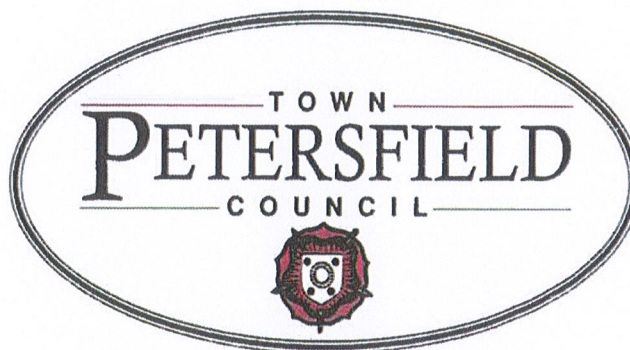
Priority sectors will be land-based, the visitor economy and food and drink producers. Networking events will be organised and other benefits include:

- 1) Association and Connection with the South Downs brand** – use of the South Downs logo and wording stating that they are 'accredited' Members of the South Downs
- 2) Marketing** - Widen marketing reach and benefit sales through the South Downs website, e-newsletters to the public and between Members, social Media platforms and through events
- 3) Business Skills** - Build business skills through workshops, seminars and information sharing.
- 4) Connection between Members** - Inspire collaboration & support with other businesses. Shorten and strengthen rural supply chains, and use of B2B platform
- 5) Access to evidence and research** – SDNPA hold useful research for businesses, i.e. Market Segmentation Report, Visitor Surveys

There will be no initial fees for participation in the SDEP. It is hoped that after four years there may be between 3-5 "corporate partners" who will contribute fees but these will probably be larger businesses such as vineyards.

If you or anyone you know would be interested to find out more or join, please contact: enterprise@southdowns.gov.uk

RUSSELL OPPENHEIMER
County Councillor for Petersfield Hangers



CLERKS REPORT

Members are reminded that the items within this report are provided for information only and are not available for debate. If it is considered that an item listed within the report should be debated fully by members, then it will be placed on the next appropriate Committee or Council agenda. Any member wanting clarification or further information on any aspect of items within the report, please contact me in advance of the meeting.

General Reading and Information

The following publications have been received and are available for members to read:

- ✱ South Downs News issued by the South Downs National Park Authority
- ✱ Clerks & Councils Direct magazine
- ✱ Local Council Review magazine issued by The National Association of Local Councils
- ✱ Enewsletter issued by Community First
- ✱ The Rural Bulletin issued by the Rural Services Network
- ✱ Newsletter for Local Authority Partners Issue number 20, 21, 22 and 23 from the Office for National Statistics Census 2021
- ✱ Monthly enewsletter issued by East Hampshire District Council
- ✱ Community Rail News issued by the East Hampshire Community Rail Partnership
- ✱ Monthly Newsletter March 2021 issued by The Campaign to Protect Rural England Hampshire Branch
- ✱ April Access Newsletter from Hampshire Rights of Way Countryside Service
- ✱ Your Crime Prevention Update issued by Hampshire Police Crime Prevention Team
- ✱ Petersfield Museum News
- ✱ Hampshire Views magazine issued by the Campaign to Protect Rural England
- ✱ Fieldwork Spring 2021 issued by the Campaign to Protect Rural England
- ✱ Countryside Voices Magazine Spring 2021 issued by the Campaign to Protect Rural England
- ✱ Discover our Countryside 2021 Members Guide issued by the Campaign to Protect Rural England

Other Information

- 1 All members need to be aware of their Disclosable Pecuniary Interest Forms and consider whether there have been any changes since it was last written. If there is a need for any change to be made please contact me and I will supply a fresh document for completion.
- 2 I have received confirmation from the South Downs National Park Authority that the Council's bid for Section 106 monies totalling £8,075 towards the new town centre heritage fingerposts has been approved. There is a condition that the fingerpost to be placed outside Lloyds Bank replaces one of the two that are already there to avoid street clutter.
- 3 Correspondence has been received from The Kings Arms and Petersfield Museum thanking the Council for the continued perennial grant funding for the new financial year.
- 4 Advice has been received from EHDC that their councillor grant scheme will once again be operative in the new financial year. Each councillor has a budget of £4,500 of which at least £1,000 must be allocated to environmental projects following the Climate Emergency declaration in 2019.
- 5 EHDC has announced details of its Supporting Communities Fund. It is a £1million grant fund launched by the Council in 2019 to support community groups and organisations in the district. Applications open on Thursday 1st April and close at 5pm on Monday 31st May 2021. Organisations can apply to this fund for both revenue (on-going) and capital (one-off) costs. For revenue applications the limit is £10,000 per annum (for up to 3 years) and for capital applications the maximum request is £25,000.

Neil Hitch
Town Clerk
22nd April 2021

Annual Governance and Accountability Return 2020/21 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 2020/21

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 **must** be completed by the authority's internal auditor.
 - Sections 1 and 2 **must** 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 on the authority website/webpage **before 1 July 2021**.
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 2021**. 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 2021
 - 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 2020/21

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 the authority website/webpage:

Before 1 July 2021 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 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 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 (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. 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 before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- 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 authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR 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 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage 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 2021**.

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 2021 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 2020/21

PETERSFIELD TOWN COUNCIL

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE 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.	✓		
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")			N/A
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.			N/A
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).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		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

Name of person who carried out the internal audit

19/11/2020 10/03/2021 21/04/2021

ELLEN M. ST. GEORGE AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

21/4/21

*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:

EN Petersfield Town 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' 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
	✓		

*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

www.petersfield-tc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

EN Petersfield Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	1,869,974	1,760,121	<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	634,522	849,852	<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	723,213	559,652	<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	408,201	448,031	<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	0	0	<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	1,059,387	1,033,516	<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	1,760,121	1,688,079	<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	1,712,414	1,755,961	<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	12,237,913	12,443,972	<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	0	0	<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.</i>
	✓		<i>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 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

22/04/2021

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's Report and Certificate 2020/21

In respect of

El Petersfield Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2020/21

(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 2020/21

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 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY



Initial Ideas for Armistice Day – Thu 11 November 2021

1. Background

1.1 Following on from the planning of a number of Anniversaries in 2021, Armistice Day has been identified as the most popular date to carry out the following:

- Annual Act of Remembrance – format as for previous years
- A Service of Dedication for the Award of the RBL Pennant for the Petersfield Standard.
- Stone Dedication 75th Anniversary

1.2 It should be noted that we may still be dependent on any National restrictions of gathering. So it may be that we reduce the attendance and activities as required so long as we achieve the principles we are aiming for thus negating any further postponement. In addition we would not wish to overshadow the Main Annual Event of Remembrance Sunday for which planning hopefully will resume as per normal.

1.3 First off – we aim high (as ever). However much will depend on other views.

2. Proposed Programme

2.1 Initial vision and format is suggested as follows:-

- Form Up/Parade at the War Memorial – attendance depends on availability
- Act of Remembrance as per
- Dedication of the Standard Pennant – including formal presentation from the Town Mayor to RBL President / Chairman.
- Parade 'processes' to Allied Stone Site – if a larger parade escorted by Police presence
- Allied Stone Dedication followed by General Salute of some sort
- Light Refreshments in Rose Room

3. Guests

3.1 This could be an opportunity to invite guests – it is not considered a major (major) event due to Remembrance Sunday following on 14 Nov 21. A list is proposed as follows:

- Chairman – EHDC
- Two County Councillors
- Leader and Deputy Leader EHDC
- 5 x EHDC Councillors
- PTC Mayor and Councillors as hosts
- School Reps – to be discussed as they may be doing their own 'thing'

4. Logistics

The following will need to be addressed in the near future if going ahead:-

- Temp Road Closure/Police Presence
- Band / Drummer?
- Souvenir Programme for the Event
- Booking of Rose Room (if vaccination programme allows etc)
- Provision of Refreshments

4. Summary

4.1 The nature of the event is still being worked on but again will depend on national situation at the time and also the availability of organisations/individuals. Council will be kept informed.

<Ends>

List of Payments made between 01/03/2021 and 31/03/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/03/2021	Eden Springs UK Ltd	ESUKL	24.19		Office water
01/03/2021	TV Licensing	TVL001	157.50		Purchase Ledger DDR Payment
01/03/2021	Wex Europe Services (uk) Ltd	WEC_b	158.17		Purchase Ledger DDR Payment
01/03/2021	Lex Autolease Limited	LXL001	355.50		Purchase Ledger DDR Payment
03/03/2021	WPS Insurance Brokers & Risk S	WPS/Mar	1,111.82		CouncilGuard - renewal
05/03/2021	L&S Waste Management Ltd	LSWM	318.00		Skip hire
05/03/2021	The Play Inspection Company Lt	PICL	503.58		Outdoor annual inspections
05/03/2021	Elite Playground Inspections	SASP	90.00		Replace net at heath
05/03/2021	Trade UK	SFD	68.37		Refurb supplies
05/03/2021	Tudor (UK) Ltd t/a Tudor Envir	TE01	18.48		Karabiners 45kn
08/03/2021	Wex Europe Services (uk) Ltd	WEC	341.06		Fuel - truck & equipment
10/03/2021	Foster Wilson Architects	FW001	50,000.00		1 of 5 for RIBA Stage 3
10/03/2021	Kalamazoo (Adare SEC Ltd)	KSPL	469.14		Minute book sheets
10/03/2021	British Telecommunications plc	BT/Feb	1,488.58		Phone, broadband etc
11/03/2021	Foster Wilson Architects	FW001_	54,421.60		1 of 5 for RIBA Stage 3
11/03/2021	LeasePlan UK Ltd	NET	358.62		Truck rental HX67 RZO
12/03/2021	HMRC PAYE/NI Feb	PAYE/NI 11	6,568.80		HMRC PAYE/NI Feb
12/03/2021	Ampella Maintenance Ltd	AML001	166.58		Boiler maintenance
12/03/2021	Agrovista UK Ltd t/a Pitchcare	AUKL001	993.60		Plifix grass tufts
12/03/2021	Broxap Ltd	BROX	345.60		2 removable bollards
12/03/2021	CIPFA	CIPFA	210.00		VAT advice subscription
12/03/2021	CPC	CPC	294.46		CCTV for Town Hall
12/03/2021	Fireskills Ltd	FSK	816.00		Fire risk assessments
12/03/2021	H. Monfared (Builders) Ltd	HMBL	1,257.01		SSE-related work
12/03/2021	JB Corrie & Co Ltd	JBCL001	64.56		Panels and posts
12/03/2021	Martin Cashmore Fencing Ltd	MCFL001	32.57		Posts for Heath toddler area
12/03/2021	Trade UK	SFD	1,134.55		Office refurb supplies
12/03/2021	SGL Forestry Ltd	SGLF01	1,174.80		Tree work at Tilmore allotment
12/03/2021	Sage (UK) Ltd	TAS	244.80		Pensions module
12/03/2021	Travis Perkins Trading Company	TP	117.39		Cutting disc and boots
12/03/2021	U.K. OFFICE SYSTEMS LTD	UKOS	765.19		Copier charges
12/03/2021	VoxIT Limited	VOX	120.00		Server support/maintenance
12/03/2021	Winchester Garden Machinery	WGM	101.52		Chain oil & 2-stroke
12/03/2021	Dyce Energy Ltd	DEL001	147.35		Gas - Ave Pav
12/03/2021	Quadient UK Ltd	NP	52.19		Postage
12/03/2021	LLoyds Fees & Charges	LL CHARGES	12.92		LLoyds Fees & Charges 12
15/03/2021	SmartestEnergy Business Ltd -	DEHT	104.12		Electric - Heath toilets
15/03/2021	Wex Europe Services (uk) Ltd	WEC	152.28		Fuel - grounds trucks
15/03/2021	LLoyds Credit Card	C/Card DD	42.99		Credit card Feb DD
15/03/2021	Crown Oil Ltd t/a Crown Gas &	CGP001	1,436.16		Gas - Town & Festival Hall
16/03/2021	Traditional Stone Restoration	TRAD1263	1,420.39		Granite stone -engraved
16/03/2021	Yu Energy Retail Limited	YERL001	36.30		Electric - Ave Pav
16/03/2021	Haven Power Ltd	HP	943.81		Electric - Town & Fest Hall
16/03/2021	Pear Technology Services Ltd	PT	240.00		Tech support & software update
16/03/2021	Alpha Graphics	AG	640.80		Stay Safe banners
18/03/2021	Milk & More	MILK	6.80		Office milk
18/03/2021	Elite Playground Inspections	SASP	310.00		Monthly inspections

List of Payments made between 01/03/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/03/2021	Travis Perkins Trading Company	TP	62.51		Plaster & board
18/03/2021	Ellis Whittam Ltd - Insurance	EWI001	345.72		Insurance
18/03/2021	Ellis Whittam Limited	EW	2,584.36		Combined core - year 3
18/03/2021	HAMPSHIRE COUNTY COUNCIL	HCC	211.03		Janitorial supplies
18/03/2021	Imp & Dev Agency for Local Gov	LGA	561.60		Employer link subscription
18/03/2021	Martin Cashmore Fencing Ltd	MCFL001	345.00		Sleepers etc
18/03/2021	Microshade Business Consultant	MICRO	992.16		Software support & maintenance
18/03/2021	Society of Local Council Clerk	SLCC	166.00		Membership - Michelle Snow
18/03/2021	Winchester Garden Machinery	WGM	25.18		Coupling sleeve
18/03/2021	Dep Rtn Playball S17886	PLAYBALL	150.00		Dep Rtn Playball S17886
19/03/2021	Staff wages March 2021	STAFFWAG12	22,546.60		Staff wages March 2021
22/03/2021	LGPS Hants Pension March 21	PENSION 12	7,090.47		LGPS Hants Pension March 21
22/03/2021	Wex Europe Services (uk) Ltd	WEC	204.64		Fuel - truck & equipment
24/03/2021	Beaver Tool Hire	BTH	133.20		Digger hire, oil & tape measur
24/03/2021	CPC	CPC	297.84		CCTV equipment
24/03/2021	Rake Garden Centre	RGC001	9.88		Builders sand
24/03/2021	Southern Planning Practice Ltd	SPPL01	2,628.60		Fees for pond planning
24/03/2021	VoxIT Limited	VOX	60.00		Web design/coding
24/03/2021	St John Ambulance Shared Servi	SJA001	276.00		First aid course - A Rickhuss
24/03/2021	Rake Garden Centre	RGC001	1.97		Builders sand
25/03/2021	Cavendish Communications	CC	133.80		Mobile calls & charges
25/03/2021	Focus Group	FOC	297.55		Calls, rental & charges
26/03/2021	Boppin C D'Cruze Dep RtnS17720	BOPPINCRUZ	250.00		Boppin C D'Cruze Dep RtnS17720
26/03/2021	M Organ Dep Rtn S7033	M ORGAN	150.00		M Organ Dep Rtn S7033
26/03/2021	Milk & More	MILK	6.80		Office milk
26/03/2021	Brendon Powerwashers	BPW	31.14		Inline strainer
26/03/2021	Blendworth Tyres Ltd	BTL	27.00		Breakaway cable
26/03/2021	CPC	CPC	38.35		Junction boxes
26/03/2021	Fields in Trust	FIT	65.00		Membership fee
26/03/2021	HAMPSHIRE COUNTY COUNCIL	HCC	552.29		Janitorial supplies
26/03/2021	H. Monfared (Builders) Ltd	HMBL	1,056.00		Plastering reception
26/03/2021	SGL Forestry Ltd	SGLF01	720.00		Elm removal
26/03/2021	Tudor (UK) Ltd t/a Tudor Envir	TE01	93.90		Gloves, safety glasses & oil
26/03/2021	Travis Perkins Trading Company	TP	189.61		Screws & handsaw
26/03/2021	U.K. OFFICE SYSTEMS LTD	UKOS	114.00		Printer callout
26/03/2021	Messagemaker Displays Ltd	MDL001	3,360.00		Speed detection equipment
26/03/2021	SSE Scottish Hydro/SSE Energy	SSESH01	341.07		Electric - depot
29/03/2021	Eden Springs UK Ltd	ESUKL	24.38		Office water
29/03/2021	Castle Water Ltd	CWL001/OAc	116.86		Purchase Ledger DDR Payment
29/03/2021	Veolia ES (UK) Ltd	OUKL	297.89		Waste removal
29/03/2021	Wex Europe Services (uk) Ltd	WEC	314.22		Fuel - truck & equipment
31/03/2021	AM Davis Dep Rtn S17741	AMD001	150.00		AM Davis Dep Rtn S17741
31/03/2021	G Germey Allot Dep Rtn 25B	017239	60.00		G Germey Allot Dep Rtn 25B
31/03/2021	Boorer Lock & Safe Co Ltd	BLS	256.00		Heath Barrier lock repair & Pa
31/03/2021	ACD Environmental Ltd	ACDEL	630.00		Penns field B impact assess
31/03/2021	Beaver Tool Hire	BTH	82.70		Floor saw hire Love lane
31/03/2021	EAST HANTS DISTRICT COUNCIL EHDC169340		1,000.00		Depot rent

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31/03/2021	C. Kates & Son	KATES	63.36		Fix burst water pipe
31/03/2021	Travis Perkins Trading Company	TP	10.30		Galvanised wire coil
31/03/2021	First Data	FD	25.60		Lease - credit card equipment
31/03/2021	SUEZ Recycling and Recovery UK	SITA/SUEZ	1,408.51		Waste removal
Total Payments			<u>180,397.24</u>		