



## East Ilsley Parish Council

### VIRTUAL ANNUAL MEETING of the PARISH COUNCIL

I hereby give you Notice that the Annual Meeting of East Ilsley Parish Council is to be held on:

Tuesday 4<sup>th</sup> May 2021 at 7.30pm via Zoom

<https://us02web.zoom.us/j/86521533141?pwd=V1drbm9RcHZKY1c1T0Z6TFJRdUNRUT09>

Meeting ID: 865 2153 3141

Passcode: annual

All members of the Council are hereby summoned to attend this virtual Annual Parish Council Meeting.

### AGENDA

1. To elect the Chairman of East Ilsley Parish Council for 2021 / 2022.
2. To elect the Vice Chairman of East Ilsley Parish Council for 2021 / 2022.
3. To complete the Acceptance of Office forms for both the Chairman and Vice Chairman.
4. To receive apologies for absence from members of the Council.
5. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation for items on the agenda.
6. To receive a report from our District Councillor, Carolyne Culver.
7. To receive questions or comments from members of the public regarding items on the agenda and representations from any member who has declared a personal interest.
8. To approve the [minutes](#) of the previous meeting on 27<sup>th</sup> April 2021.
9. Annual Governance & Accountability Return (AGAR) 2020 / 2021
  - a. To consider the findings of the [Internal Audit Report](#) from Heelis & Lodge
  - b. To approve the [Annual Governance Statement](#) by resolution
  - c. To consider the [Accounting Statement](#) and the [Receipts and Payments Summary](#)
  - d. To approve the Accounting Statements by resolution. (ensure visible on screen)
10. To review and confirm the [Staffing Committee](#) members and Terms of Reference.
11. To determine the appointment of any new Committees.
12. To review and confirm the Standing Orders for East Ilsley Parish Council.
13. To review and confirm the Financial Regulations for East Ilsley Parish Council.
14. To review and confirm the [subscriptions](#) to:
  - a. BALC / HALC / NALC / CCB
  - b. To consider splitting the cost of the SLCC Clerk membership with Aldworth Parish Council

15. To review the [Direct Debits](#) approved by the Council.
16. To confirm our eligibility to exercise the [General Power of Competence](#) (Localism Act 2011).
17. To review the [Asset Register](#).
18. To review the [insurance](#) cover in respect of all risks.
19. To review the following policies:
  - a. Complaints Policy
  - b. Freedom of Information Policy
  - c. Data Protection Policy (new)
  - d. Media Policy
  - e. Employment Policies (Anti-Bullying / Grievance & Disciplinary / Equality Policies)
20. To review the [S.137 expenditure](#) incurred for 2020 / 2021.
21. To determine the time and place for [future meetings](#) of the Parish Council.
22. To consider areas of [responsibility](#) for each member of the Council.
23. To agree to the creation of an Action Log for meetings.
24. To consider making a donation towards the purchase of a 'Covid Memorial Bench' for the Downland Practice Surgery in Chieveley.
25. To receive the [Clerk's Report](#): Finance, Correspondence, and miscellaneous items.
26. To discuss matters for future consideration.
27. Further questions or comments from members of the public.

Next Meeting of the Parish Council: TBC

All are welcome to attend.

Clerk to the Council: Mrs. Fenella Woods. Dated: 27/04/2021

Signature: 

# Minutes of the Meeting on 27<sup>th</sup> April 2021



## East Ilsley Parish Council

### Minutes of the Virtual Extraordinary Parish Council Meeting

Tuesday 27<sup>th</sup> April 2021 at 7.00pm via Zoom

Minute Ref: 001/270421/VEPCM

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<b>Members Present:</b>	Cllr. Andrew Sharp (Chairman), Cllr. Tracey Murray (Vice-Chair), Cllr. Stephen Meadows, Cllr. Mike Lewis and Cllr. Mike Pembroke
<b>Members Absent:</b>	1
<b>Officers Present:</b>	Fenella Woods (Clerk & RFO)
<b>In Attendance:</b>	Cllr. Carlyne Culver, Geoff Armstrong (Manor Oak Homes), Nick Watkins (Flood Warden) and 10 members of public
<b>Meeting Start Time:</b>	19.02pm
<b>Meeting End Time:</b>	20.38pm

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- 001/21 Cllr. Sharp welcomed everyone to the meeting. Apologies were received from Cllr. McGrath which were accepted by the Council. Quorum confirmed.
- 002/21 There were no declarations of interests declared.
- 003/21 A member of public asked for more information on item 6 of the agenda (Manor Oak Homes). Cllr. Sharp explained that we would receive a presentation from them based on the results of the housing needs survey conducted in 2020. There were no further questions.
- 004/21 The minutes of the meeting dated 9<sup>th</sup> March 2021 were **agreed** as a true and accurate record. They will be signed when safe to do so.
- 005/21 There were no matters arising, the Clerk advised all actions from the meeting had been completed. Cllr. Murray advised that Mr Jeffs was thrilled with his 90<sup>th</sup> Birthday poster in the East Ilsley Communicator and that he has been presented with a framed colour version and he was delighted with the socially distanced outdoor gathering to wish him a happy birthday. Cllr. Sharp thanked all involved for marking this special occasion.
- 006/21 Geoff Armstrong of Manor Oak Homes presented the findings of the housing needs survey. 78 responses were received, of those 78 responses, 8 needs were identified from people in the village. They consisted of a need for 1 and 2 bed houses to rent, and 2 and 3 bed houses for mortgage, potentially as shared ownership and / or via a Housing Association. The area of Pen Meadow has been identified as an 'exception site' meaning

it can meet the needs of the local area. A map of the area was shared on screen as was a bird eye view of the proposed idea showing 12 dwellings, 8 to meet the needs identified in the survey and 4 for sale on the open market. It is very much an early mock up, considerations would need to be made for car parking and the criteria that would be used to allocate the housing (e.g., existing residents of the village, young people born here, young families etc.). West Berkshire Council have been updating their Local Plans and there are no other sites allocated for housing in the village. It was discussed that some homes could be marketed as 'First Homes' which attract a 30% discount to get people on to the property ladder. Outside of the housing development a green open space can be seen, called 'Meadow'. The area along the High Street would be preserved due to the history of the area (site of the old Sheep Fair and trees). It could potentially be transferred to the care of the Parish Council. There is the addition of a SUD by Fidlers Lane, this is to provide natural drainage. Existing tree and hedge lines remain, along with further additions of landscaping in the area. In the centre is a 'Home Office' which could be a zone for people to rent desks / have meeting etc.

Cllr. Sharp called to suspend the meeting at 19:41 so questions could be asked regarding the plans shown on the screen.

Q1: Only 11 dwellings could be counted, where was number 12? It was pointed out on the screen where the 12 dwellings were located.

Q2: How would the eligibility criteria be established for the rental properties? A Housing Association would be used to match bidders with the criteria. No conversations had yet taken place but this was normal practice and experience has been had of this in The Gallops.

Q3: It was queried whether it was legal to say only residents couple apply to live there, it was advised that by using a Housing Association and the criteria to match bidders with properties this could be done. It was also raised that the percentage of response was very low (8 needs) out of the 78 responses, what about those people who had identified that they had no need for further development in the village? The response was that this exception site would meet the needs of the people as identified in the survey, and that was the primary purpose of the survey; to find out if there were any needs.

Q4: Flooding is an issue in the village, would the new SUD on the plan further contribute to the flooding issues the village already has? A detailed drainage strategy would need to be completed prior to any building. Any issues raised can be worked on in conjunction with WBC and East Ilsley Parish Council to alleviate the problems.

Q5: Fidlers Lane is a 30mph zone, however speeding traffic is a concern; how safe will an entrance and exit on Fidlers Lane be? A traffic survey will need to be carried out, along with capacity checks, it may mean traffic calming measures can be introduced but that would be once survey results had been received.

Q6: A query was raised over the management of the 'Meadow' and who would look after it and give it what purpose. Manor Oak Homes are open to suggestion on ownership plans.

Q7: Clarification was requested on the split of rent / mortgaged properties and it was confirmed it would be a mixture of both. The for sale homes would come under the 'First Homes' scheme at a reduced price and shared ownership options can be looked at.

Cllr. Sharp thanked Geoff for his time and for the plans. It will be considered and we will be in touch to talk about next steps.

The meeting resumed at 19:41.

- 007/21 After reviewing the 4 quotations for Grounds Maintenance and discussing the advantages and disadvantages of the different pricing, all were **in favour** of continuing with A D Clark for a further 2 years. The Clerk will write to advise we accept their quotation.
- 008/21 After reviewing the 2 quotations (and understanding the issues of obtaining the third quotation), all were **in favour** of awarding TL Contracting the Pond Excavation work. This is due to the inclusion of silt testing which will be essential for the land owner whose field the silt will dry out on. The Clerk will write to advise we accept the quotation. It was requested that the silt testing is undertaken first prior to committing to the work. Nick Watkins informed the Council that an agreement was in place with Ian Wilson that the silt would be dried out on the old football pitch in Haydon Lane which means no transportation of wet matter. The reeds can be dried out at the side of the pond, to allow any animals or insects to return safely to the pond. The results of the silt test will be shared with Ian Wilson for his approval prior to excavation works starting. Thank you to Ian for assisting us with this project. Work looks set to commence in late August / early September, due to cutting of hay in the field and the diary of TL Contracting. The village will be kept up to date with the timeline and progress throughout.
- 009/21 The Clerk had received a response to the questions the Council raised with the Settlement Boundary Review plan. The questions were answered satisfactorily and all were **in favour** with the proposed amendments to the settlement boundary. The Clerk will write to the Planning Team at WBC to advise them of this and we thank WBC for allowing an extension of 1 week for our comments due to the public morning for The Duke of Edinburgh.
- 010/21 The council reviewed the CA17 Notice from WBC on behalf of Beeswax Dyson, although there is no formal consultation, the thoughts were that they were **not in favour** of this proceeding. One query raised was that if a development was added in the future, then a joining footpath could not be created which could cause issues with active travel. The Clerk will respond to Stuart Higgins at WBC with the comments.
- 011/20 A new Members Bid from WBC via Cllr. Culver is now live, until 23<sup>rd</sup> June. It was **agreed** that we would bid for help towards the cost of a Covid-19 Memorial Bench for donation to the Downland Practice. Other Clerks in the area are asking their Council's to make a donation and the Clerk is managing this. A bid will be written after the Annual Meetings in May when we will know the value of contributions from other Councils.
- 012/21 It was proposed that as our Asset Register now stands at over £100K due to the large quantities of playground equipment purchased in the last year that we look at investing in an asset management system. Rialtas who already manage our accounts have quoted an initial fee of £221.25 (including a 25% discount) followed by annual costs of £119.00. The clerk will require 2 hours training at £70 which can come out of the training budget. All Councillors were **in favour** of purchasing this software and the Clerk will work with Rialtas to add to the existing software.
- 013/201 The East Ilsley Local History Society have requested financial support with their website hosting and administration to the value of £120 per year. A member of the public has generously offered to provide the financial support for this year and the Clerk will put them in contact with each other. The Council will add this request to their budget planning moving forward and will **review** in October of this year. Thank you to Stuart Hall for his generous offer.
- 014/21 It was proposed that a new tree and plaque could be donated and planted on the land by the way marker sign in the High Street by Mrs Mo Moulton. This is to replace the cherry tree that was condemned. All councillors were **in favour** of this and we look forward to seeing it in situ. Kay Sanderson has kindly offered us a quince tree and it was **agreed** this

could be added to the Community Orchard at the allotments, Kay will discuss further with Cllr. Meadows.

- 015/21 The Clerk informed the Council of the following:
- a. The CiLCA Certificate was received this week, Clerk is now fully qualified.
  - b. The Internal Audit has been received, ready for the Annual Meeting, passed with outstanding comments and feedback.
  - c. A request has been sent to WBC for a replacement street sign at St Patrick's Close and for it to be re-positioned so it can be viewed better.
  - d. The new resident of 1 St Patrick's Close has a company van, the deeds to the house state 'No Commercial Vehicles' on the land. His company are willing to provide a car, as opposed to a van if they receive a letter from the Parish Council. All Councillors were **in favour** of supporting this. The Clerk will draft a letter for approval.
  - e. The Downland Practice will hold a PPG meeting at Compton on 12<sup>th</sup> May at 2:30pm. We need someone to attend this. If no Councillors can make it the Clerk will go on their behalf.
  - f. The Clerk will undertake a free 2 day training session run by BALC in May "Introduction to Health and Safety for Clerks and Officers".
  - g. A new horse(s) have been found for Prestwell Field, the owner is going to view the site and advise if they would like to use it. Also, sheep will be added soon to aid the grass as per our agreement with Natural England. There is a small amount of fencing that needs repairing and it was **proposed** to ask Pete Goddard and all were **in favour**. Costs will be discussed via email and ratified at the next meeting.

016/21 There were no further questions or comments from the public.

With there being no further business, Cllr. Sharp closed the meeting at 20.38pm. Thanks were given to the Clerk for the successful audit and completing the qualification and also thank you to all who attended the meeting.

<b>Actions from the Meeting:</b>			
	Description	Assigned to	Completed
1	Plan next steps for Manor Oak Homes proposal	All	
2	Award Grounds Maintenance Contract to A D Clark	Clerk	✓
3	Arrange Silt Testing of Pond via TL Contracting with a view to warding the contract to them	Clerk	✓
4	Respond to WBC re Settlement Boundary	Clerk	✓
5	Respond to WBC re CA17 Notice	Clerk	✓
6	Write Bid Proposal for Covid-19 Memorial Bench	Clerk	
7	Purchase Asset Register software	Clerk	✓
8	Consider Local History Society support in the next budget	Clerk / All	
9	Write letter to 1 St Patrick's Close re use of Van	Clerk	✓
10	Source pricing for fencing in Prestwell Field via Pete Goddard	SM	

Signed: .....

Date: .....



# HEELIS & LODGE

## Local Council Services • Internal Audit

### **Internal Audit Report for East Ilsley Parish Council – 2020/2021**

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £44,127.32      Expenditure: £72,297.15      Reserves: £34,868.71

#### AGAR Completion:

Section One: Yes – to be signed

Section Two: Yes – to be signed

Annual Internal Audit Report 2018/19: Yes

Certificate of Exemption: No

**Proper book-keeping** Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

*All were found to be in order. LGAs137 and VAT payments are tracked and identified within the year end accounts.*

*The Council use the RBS accounting software. The cashbook is referenced providing a clear audit trail and supporting paperwork is in place and well referenced.*

**Financial regulations** Standing Orders and Financial Regulations  
Tenders  
Appropriate payment controls including acting within the legal framework with reference to council minutes  
Identifying VAT payments and reclamation  
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes  
Reviewed: 28/5/2020 (Ref: 003/28052020/VAMPC)  
Financial Regulations in place: Yes  
Reviewed: 28/5/2020 (Ref: 003/28052020/VAMPC)

VAT reclaimed during the year: Yes      Registered: No

General Power of Competence: No

*Terms of Reference for the Staffing Committee were reviewed at the Annual meeting held on 28/5/2020 (Ref: 11.).*



*There was no evidence of tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.*

## **Risk Assessment**

Appropriate procedures in place for the activities of the council  
Compliance with Data Protection regulations

Risk Assessment document in place: Yes  
Data Protection registration: Yes (Ref: Z3620657)

### **Data Protection**

*The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.*

Privacy Policy published: Yes

*Insurance was in place for the year of audit and was reviewed at the Annual meeting held on 28/5/2020 (Ref: 17.). The Risk Assessment, including Internal Controls were reviewed at a meeting held on 15/9/2020 (Ref: 11.).*

*The Council have effective internal financial controls in place. Cheque stubbs and invoices are initialled by signatories. The Clerk provides financial reports to council meetings. Councillors are provided with comprehensive monthly reports and supporting information to enable them to make informed decisions.*

*The annual play area inspection has been undertaken (Ref: January 2020).*

*A review of the following policies was undertaken at the Annual meeting held on 28/5/2020:*

- *Complaints Procedure*
- *FOI Requests*
- *Press/Media Policy*

*The Grievance and Disciplinary Policies were adopted at a meeting held on 19/1/2021 (Ref: 12.).*

Fidelity Cover: £150,000

*The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.*



## Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No

Website: <https://www.eastilsley-pc.gov.uk>

*The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.*

Under **The Local Audit (Smaller Authorities) Regulations 2015 9(6 & 7)** a smaller council having certified itself as an Exempt Authority must publish on their website:

Under **The Accounts & Audit Regulations 2015 15(15)** councils must publish on their website:

External audit report

*2019 Annual Return, Section Three Published – Yes*

Under **The Accounts & Audit Regulations 2015 15(2b)** councils must publish on their website:

Notice of period for the exercise of public rights

*Published – Yes*

Period of Exercise of Public Rights

Start Date [15/6/2020](#)

End Date [24/7/2020](#)

## Budgetary controls supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £19,935 (2021-2022)

Date: 19/1/2021 (Ref: 10.)

Precept: £14,430 (2020-2021)

Date: 14/1/2020 (Ref: 9.)

*Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.*

## Income controls

Precept and other income, including credit control mechanisms

*All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.*

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP

Tel: 07732 681125

Email: [heather@heelis.eu](mailto:heather@heelis.eu)

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

**Petty Cash**

Associated books and established system in place

*A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held. Expenses details are thorough and provide a clear audit trail.*

**Payroll controls**

PAYE and NIC in place where necessary.  
Compliance with Inland Revenue procedures  
Records relating to contracts of employment

PAYE System in place: Yes  
Employer Ref: 475/WA63643

*The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. All supporting paperwork is in place and a P60 has been produced as part of the year end process.*

*It is noted that the Council undertook a review of salaries at a meeting held on 14/1/2020 (Ref: 8.) and again on 1/9/2020 (Ref: 5.).*

*It is noted that the Clerk was paid for untaken annual leave at the end of the 2019-2020 financial year. Whilst the Working Time Regulations were amended due to Covid to enable employees to carry forward statutory leave, there was no provision to pay employees for untaken leave. This can only be done where an employee is leaving and is owed leave at the end of their employment.*

**Recommendation:** *To note the above for future reference.*

**Asset control**

Inspection of asset register and checks on existence of assets  
Cross checking on insurance cover

*A separate asset register is in place. Values are recorded at cost value/insurance value. The total value of assets are recorded at £100,406. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.*

**Bank Reconciliation**

Regularly completed and cash books reconcile with bank statements

*All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.*

*Bank Balances at 31 March were confirmed as:*

<i>Unity Trust Current</i>	<i>xxxx2874</i>	<i>£10,234.11</i>
<i>Unity Trust Deposit</i>	<i>xxxx2887</i>	<i>£24,634.60</i>

**Reserves** General Reserves are reasonable for the activities of the Council  
Earmarked Reserves are identified

*The Council have adequate general reserves (£10,476.68) and have identified earmarked reserves (£24,392.03) in their year end accounts.*

**Year-end procedures** Appropriate accounting procedures are used and can be followed through from working papers to final documents  
Verifying sample payments and income  
Checking creditors and debtors where appropriate.

*End of year accounts are prepared on a Receipts & Payments basis.*

**Sole Trustee** The Council has met its responsibilities as a trustee

*The Council is not a sole trustee.*

**Internal Audit Procedures**

*The 2020 Internal Audit report was considered by the Council at a meeting held on 28/5/2020 (Ref: 9.).*

*Heelis & Lodge were appointed as Internal Auditor at a meeting held on 10/11/2020 (Ref: 9.).*

**External Audit**

*The External Auditor's report was considered at a meeting held on*

*The following matters were brought to the attention of the Council:*

*Section 2, Box 9 of the 2020 AGAR requires restating for 2018-2019. This will require 2019-2020 to be restated in the 2021 AGAR. This was completed on 31/3/2021.*

**Additional Comments/Recommendations**

- The Annual Parish/Town Council meeting was held on 28/5/2020. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for her assistance during the course of the audit work and thank her for the excellent standard of record keeping and presentation of documentation provided for the audit.



**Heather Heelis**  
**Heelis & Lodge**  
23 April 2021

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP  
Tel: 07732 681125  
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM  
Lynne Lodge Dip HE Local Policy





## 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 <b>the dates set for the period for the exercise of public rights</b> , 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 <b>31 March 2021</b> 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? <b>NB:</b> 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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2020/21

East Ilsley Parish Council

www.eastilsley-pc.gov.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.			✓ 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.			✓

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

23/04/2021

Name of person who carried out the internal audit

H. Heelis (on behalf of Heelis & Lodge)

Signature of person who carried out the internal audit



Date

23/04/2021

\*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).



## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

East Ilsley Parish Council  
ENTER NAME OF AUTHORITY

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
			✓
			<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:

04/05/2021

and recorded as minute reference:

001/040521/VAMPC REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.eastilsley-pc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2020/21 for

### East Ilsley Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>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.</i>
1. Balances brought forward	53,882	63,039	<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	13,650	14,430	<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	15,363	29,697	<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	4,857	6,714	<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	14,999	65,583	<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	63,039	34,869	<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	63,039	34,869	<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	74,965	100,406	<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 04/05/2021

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

04/05/2021

as recorded in minute reference:

001/040521/VAMPC REFERENCE



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

SIGNATURE REQUIRED



# Accounting Statement (Annual Return)

**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 MARCH 2021**  
**East Ilsley Parish Council 2020/2021**

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Receipts and Payments.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
<b>1</b> Balances brought forward	53,882	63,039	Total balances & reserves at the beginning of the year as recorded in the Financial Records
<b>2</b> Annual Precept	13,650	14,430	Total amount of Precept income received in the year
<b>3</b> Total other receipts	15,363	29,697	Total income or receipts as recorded in the cashbook minus the Precept receipts
<b>4</b> Staff costs	4,857	6,714	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
<b>5</b> Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
<b>6</b> Total other payments	14,999	65,583	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
<b>7</b> Balances carried forward	63,039	34,869	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
<b>8</b> Total Cash & Investments	63,039	34,869	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
<b>9</b> Total Fixed Assets	74,965	100,406	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
<b>10</b> Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March



# Receipts & Payments Summary

## East Ilsley Parish Council 2020/2021

### Summary Receipts and Payments for Year Ended 31st March 2021

Last Year Ended 31st March 2020		Current Year Ended 31st March 2021
	<b>Operating Income</b>	
28,103.22	Income	37,712.80
909.96	VAT Data	6,414.52
<u>29,013.18</u>	Total Receipts	<u>44,127.32</u>
	<b>Running Costs</b>	
8,206.05	Land	44,855.53
3,131.19	Fees, Dues, Subscriptions	2,291.15
6,826.82	Clerk & Office	11,137.21
467.32	Miscellaneous	5,346.97
1,225.22	VAT Data	8,666.29
<u>19,856.60</u>	Total Payments	<u>72,297.15</u>
	<b>Receipts and Payments Summary</b>	
53,881.96	Opening Balance	63,038.54
29,013.18	Add Total Receipts(As Above)	44,127.32
82,895.14		107,165.86
19,856.60	Less Total Payments(As Above)	72,297.15
<u>63,038.54</u>	Closing Balance	<u>34,868.71</u>
	<b>These cumulative funds are represented by:</b>	
23,443.43	Unity Current A/C	10,234.11
39,595.11	Unity Deposit A/C	24,634.60
0.00	Bank of Ireland	0.00
0.00	Alto prepaid debit card	0.00
0.00	Trade UK A/C	0.00
0.00	Commercial Multipay Credit	0.00
<u>63,038.54</u>		<u>34,868.71</u>
	<b>Reserve Balances are represented by:</b>	
9,156.58	Current Year Fund	-28,169.83
27,646.15	General Reserves	38,646.51
2,000.00	EMR - Land Registration	2,000.00
600.00	EMR - Village Info Board	600.00
2,456.95	EMR - S106 Grant	2,456.95
20,350.00	EMR - Play area repair/replace	0.00
4,514.79	EMR - CIL 18/19	3,468.09
1,514.41	EMR - Emergency Planning	880.45
0.00	EMR - Pond	10,877.54
0.00	EMR - Prestwell Field	4,109.00

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East Ilsley Parish Council 2020/2021

Summary Receipts and Payments for Year Ended 31st March 2021

Last Year Ended  
31st March 2020

68,238.88

Current Year Ended  
31st March 2021

34,868.71

Signed : \_\_\_\_\_ (Chairman) \_\_\_\_\_ (RFO)





## Staffing Committee

Current Members: Andrew Sharp, Brendan McGrath and Tracey Murray

Terms of Reference:

### East Ilsley Parish Council

#### Terms of Reference for the Staffing Committee

a) General

- i. Membership of the Staffing Committee and its quorum will be determined by Council.
- ii. The Committee will be mindful:
  - 1) of the legal framework for, and good practice in, employment matters
  - 2) of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
  - 3) of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council
  - 4) of relevant council protocols and policies

b) Matters for recommendation to council

The Committee will receive reports from the Clerk and make recommendations to Council regarding:

- i. staffing & office requirements including budget allocations
- ii. all policy issues relating to staff

c) Matters for delegation to the staffing committee

The Committee will receive reports from the Clerk and will:

- i. be responsible for staff recruitment
- ii. confirm individual Contracts of Employment and all terms and conditions
- iii. make arrangements for an annual appraisal of the Clerk's performance by this committee and take necessary action thereon
- iv. decide upon annual salary awards
- v. appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk
- vi. consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon
- vii. as and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting
- viii. Consider recommendations from the Appeal Panel and take necessary actions thereon.

To be approved at the Council Meeting on 10<sup>th</sup> March 2020





## Subscriptions

- 1) BALC / HALC / NALC = £135.14
- 2) Connecting Communities Berkshire = £35.00
- 3) SLCC = £109.00 (potentially now £112.00) - request to agree to pay 50/50 with Aldworth Parish Council this year. The Clerk has been offered Principle Membership, Principal members receive all the services the SLCC has to offer (as with full membership above) as well as the benefits of joining the Professional Development Scheme (PDS). In addition to Full membership subscription cost, the cost to become a Principal member is £55 per annum, again split 50/50 with Aldworth.



## Direct Debits

- 1) Castle Water (Allotment) - £212.20 annual amount
- 2) Google Ireland (Gmail [eastilsleypc@gmail.com](mailto:eastilsleypc@gmail.com)) - £4.60 per month
- 3) ICO - Data Protection Fee - £35.00 annual amount
- 4) Lloyds Bank - Monthly Credit Card Fee - £3.00
- 5) Unity Trust Bank - Quarterly Service Charge - £18.00 x 4 = £72.00

Other Direct Debits only active when used:

- 1) The Good Exchange - Platform Fee if used (amount dependant on amount raised)
- 2) ScrewFix UK - balance of Trade Card is collected by Direct Debit (currently £0)
- 3) Lloyds Bank MultiPay Card - Credit Card is collected by Direct Debit (currently £0)



## General Power of Competence

The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. In simple terms, it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. It applies to all principal councils (district, county and unitary councils etc). It also applies to eligible parish and town councils. It replaces the wellbeing powers in England that were provided under the Local Government Act 2000.

An eligible council is one which has resolved to adopt the GPC, with at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012).

Members declared Elected: Andrew Sharp, Brendan McGrath and Stephen Meadows.

Clerk Qualification: CiLCA

We meet the criteria to confirm eligibility for the General Power of Competence.

Parish and town councils, in particular, have found being eligible to adopt GPC (as outlined in the previous section) a major boost to their confidence to act and also that of their members in general. They have used the GPC to provide the basis for taking on responsibility for services previously provided by one of the principal authorities for the area, for example because these are being withdrawn as a result of financial pressures and a review of priorities. Clerks to town and parish councils have found it positive to be able to advise members that it is possible for their councils to do more things, where this is aligned to council and community priorities and at reasonable cost. Even when not used to support new services or innovation, it has saved time and resources in searching for more specific powers.



## Asset Register

### East Ilsley Parish Council Asset Register for 2020/2021

Asset	Location	Purchase Date	Value (Nominal or Insured)
<b>Land</b>			
Prestwell Field (Common Field)	Between Sunrise Hill & Summerdown Stables	03/12/1941	£1.00
Land along side of Compton Road	Strip of land by Community Orchard	21/09/1978	£1.00
Pond and land surrounding it	Church Hill	21/09/1978	£1.00
Pit Meadow / Allotment Land	By Prestwell Field & Summerdown Stables	21/09/1978	£1.00
Recreation Ground (3.21 acres)	Top of Church Hill	02/12/1965	£1.00
Church Green	In front of St. Mary's Church	21/09/1978	£1.00
Land along Broad Street	By Noticeboard / Phone Box / Post Box	21/09/1978	£1.00
Land along High Street	Opposite Pen Meadow	21/09/1978	£1.00
<b>Playground</b>			
Aerial Run / Swing	Recreation Ground	Unknown	£3,325.00
Junior Swings	Recreation Ground	August 2007	£1,300.00
Basketball Post / Net / Board	Recreation Ground	August 2007	£1,383.00
Nest Rotator	Recreation Ground	August 2007	£6,000.00
Bollards / Stepping Stones	Recreation Ground	August 2007	£359.10
Welcome Sign	Recreation Ground	August 2007	£750.59
Train & Carriages	Recreation Ground	August 2007 (refurbished in June 2020)	£6,018.00
2 Goal Posts & Nets	Recreation Ground	August 2008	£440.00
Toddler Multi Play Centre	Recreation Ground	July 2020	£15,530.00
Baby Swings	Recreation Ground	July 2020	£3,790.00
5m Pyramid Sky Net	Recreation Ground	November 2020	£17,540.40
<b>Benches</b>			
4 x Picnic Benches	Recreation Ground	August 2007	£2,000.00
Single Benches	Recreation Ground, Pond, High Street, Millennium Green, Church Green	Unknown	£4,452.00
<b>Small Buildings</b>			
Bus Shelter	Broad Street	Unknown	£8,000.00
Well	Beside the Pond	Unknown	£1,000.00
Large Storage Container	Allotments	November 2014	£1,415.00
Small Storage Container	Community Orchard	February 2020	£2,154.00
Red Phone Box	Broad Street	October 2015	£1.00

Asset	Location	Purchase Date	Value (Nominal or Insured)
<b>Noticeboards</b>			
Main Noticeboard	Broad Street	November 2012	£1,525.00
Small Noticeboard	Outside Primary School	November 2021	£275.00
<b>Lighting</b>			
3 x Street Lights	Churchside & Church Hill	Unknown	£2,401.00
<b>Fencing</b>			
Fencing at Millennium Green	Top of Church Hill (behind Recreation Ground)	March 2014	£871.50
Fencing at Prestwell Field	Between Sunrise Hill & Summerdown Stables	March 2014	£11,791.68
<b>Flood Defence Equipment</b>			
3 x Petrol Generators	Small Storage Container, Community Orchard	March 2020	£1,594.32
1 x Salt Spreader	Small Storage Container, Community Orchard	March 2020	£580.00
Hi Vis Jackets x 5 & 20 x Vests	Small Storage Container, Community Orchard	April 2020	£276.36
2 x Dirty Water Pumps	Small Storage Container, Community Orchard	April 2020	£198.35
Brush Cutter	Small Storage Container, Community Orchard	August 2019	£498.00
Various smaller items	Small Storage Container, Community Orchard	April 2020	£900.00
<b>Office Equipment</b>			
Old Clerk Laptop (Back up)	Swimbrels, Newbury Hill, Hampstead Norreys	March 2017	£394.00
New Clerk Laptop	Swimbrels, Newbury Hill, Hampstead Norreys	April 2020	£823.53
Filing Cabinet	Swimbrels, Newbury Hill, Hampstead Norreys	November 2019	£148.00
<b>Miscellaneous Items</b>			
Defibrillator	Red Phone Box, Broad Street	February 2017	£1,775.00
Roll of Honour	St Mary's Church	March 2015	£222.85
Rex Wells War Memorial	St Mary's Church	July 2020	£665.00
<b>Total</b>			<b>£100,405.68</b>



## Insurance

Your period of insurance:

Date this cover starts: 1st October 2020

Date this cover expires: 30th September 2021

Renewal date: 1st October 2021

Your 3 Year Long Term Agreement Premium

Premium: £796.90

Insurance Premium Tax (IPT) at the current rate: £95.63

Total: £892.53

### Quote covers

<b>Property damage section</b>	<b>Included</b>
<b>Property insured</b>	<b>Sum insured</b>
All risks including theft	
Buildings including subsidence (unless otherwise specified)	£0.00
General Contents	£1,173.01
Gates & Fences	£3,320.09
Mowers & Machinery	£759.14
Natural Surfaces	£0.00
Other Surfaces	£12,135.21
Office Contents	£0.00
Outside Equipment	£0.00
Playground Equipment	£44,456.79
Sports Equipment	£608.42
Street Furniture	£26,042.88
War Memorials	£2,200.00
<b>Additional covers</b>	
<b>Cover</b>	<b>Limits</b>
Bequeathed property	Buildings: 100,000 or 10% of the buildings sum insured, whichever is the lower. Contents: £10,000 any one item £25,000 in total
Capital additions	10% of building sum insured or £500,000 whichever is the lower
Contents kept at home	£25,000 or 10% of contents whichever is the lower
Contract works	10% of the buildings sum insured or £100,000 whichever is the lower
Discharge of oil	£10,000 aggregate
Drains clearance	£5,000
Environmental protection	10% of sum insured
Exhibitions	£25,000 or 10% of contents whichever is the lower
Fire extinguishing expenses	£10,000
Freezer contents	£5,000
Fund raising cover	£5,000
Fund raising and catering cover	£5,000
Further investigation expenses	10% of the sum insured or £100,000 whichever is the lower
Glass breakage	£10,000

AXA Schedule070419





## Section 137 Spend for 2020-2021

27/04/2021

East Ilsley Parish Council 2020/2021

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### Nominal Ledger Details

Nominal A/c 4305 S.137 Expenditure				Annual Budget	3,500.00
Centre 230 Miscellaneous				Committed Exp	0.00
Date	Reference	Source	Transaction	Debit	Credit
<b>Opening Balance</b>				<b>0.00</b>	<b>0.00</b>
10/11/2020	BACS	Cashbook	Annual Donation Poppy Appeal	200.00	
02/02/2021	BACS	Cashbook	S137 Library Donation	100.00	
<b>Account Totals</b>				<b>300.00</b>	<b>0.00</b>
<b>Net Closing Balance</b>				<b>300.00</b>	

27/04/2021

East Ilsley Parish Council 2020/2021

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### Nominal Ledger Details

Nominal A/c 4320 Donations Made				Annual Budget	600.00
Centre 230 Miscellaneous				Committed Exp	0.00
Date	Reference	Source	Transaction	Debit	Credit
<b>Opening Balance</b>				<b>0.00</b>	<b>0.00</b>
28/01/2020	BACS	Cashbook	Annual Donation	100.00	
07/08/2020	BACS	Cashbook	Annual Grant	400.00	
23/02/2021	BACS	Cashbook	Donation for Rabbit Culling	200.00	
12/03/2021	BACS	Cashbook	Donation to CAB	175.00	
<b>Account Totals</b>				<b>875.00</b>	<b>0.00</b>
<b>Net Closing Balance</b>				<b>875.00</b>	

Total S137 Expenditure = £1,175.00

Amount allowed to spend in 2020/2021 = £3,036.80



## Future Meeting Dates

### Ordinary Meetings:

- Tuesday 13<sup>th</sup> July 2021
- Tuesday 14<sup>th</sup> September 2021
- Tuesday 9<sup>th</sup> November 2021
- Tuesday 11<sup>th</sup> January 2022
- Tuesday 8<sup>th</sup> March 2022
- Tuesday 10<sup>th</sup> May 2022

Annual Staffing Committee Meeting - Tuesday 11<sup>th</sup> May 2021 (Clerk Appraisal)

Planning Meetings ad-hoc or added into an ordinary meeting.



## Councillor Responsibilities

Allotments Officer:

Playground Officer:

Common Land Officer:

Digital Officer:

Footpaths Officer:

Pond Officer:

Traffic & Highways Officer:

Village Design Statement Officer:

To be agreed at the Annual Meeting.



## Clerk's Report

Bank Accounts (as of 27<sup>th</sup> April 2021):

Current Account: £10,126.10

Deposit Account: £24,634.60

Transactions in April 2021:

01/04/2021	DD	ICO Data Protection Fee	-£35.00
09/04/2021	DD	Credit Card	-£258.41
09/04/2021	Credit	Allotment Rent	+£40.00
09/04/2021	Credit	Allotment Rent	+£20.00
09/04/2021	Credit	Allotment Rent	+£50.00
12/04/2021	Credit	Allotment Rent	+£10.00
12/04/2021	DD	Google Ireland	-£4.60
12/04/2021	Credit	Allotment Rent	+£20.00
12/04/2021	Credit	Allotment Rent	+£10.00
20/04/2021	Credit	Allotment Rent	+£20.00
23/04/2021	Credit	Allotment Rent	+£20.00

Transactions to leave by 30<sup>th</sup> April 2021:

Clerk Salary - £517.55

Internal Audit - £250.00

