

Merton Parish Council – Agenda Support Document

Agenda Item 8.4.21 b): To approve Certificate of Exemption from External Audit for the 2020-2021 year. (This is in a non-accessible format)

Certificate of Exemption – AGAR 2020/21 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2021, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

For Merton Parish Council

certifies that during the financial year 2020/21, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2020/21: £9,565

Total annual gross expenditure for the authority 2020/21: £6,780

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2017
- In relation to the preceding financial year (2019/20), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2021.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer Date

SIGNATURE REQUIRED

DDMMYYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DDMMYYYY

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

DDMMYYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

clerk.mertonparishcouncildevon@gmail.com

EMAIL ADDRESS

Telephone number

01837 83484

NUMBER

*Published web address

<https://www.mertondevon.com/home/merton-parish-council/>

WEBSITE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2021. Reminder letters incur a charge of £40 +VAT

Annual Governance and Accountability Return 2020/21 Part 2
Local Councils, Internal Drainage Boards and other Smaller Authorities

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Council meeting held on Monday 26th April 2021, 7.30pm via Zoom.

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Agenda Item 8.4.21 c): To complete and approve Annual Governance Statement 2020-21. (This is in a non-accessible format)

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENT Merton Parish Council IITY

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
			✓

*For any statement to which the response is ‘no’, an explanation must be published

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

DD/MM/YYYY

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

Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	✓	

<https://www.mertondevon.com/home/merton-parish-council/> /EBPAGE ADDRESS

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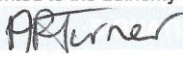
Agenda Item 8.4.21 d): To approve Annual Accounting Statement 2020-21 & supporting documents. (This is in a non-accessible format)

1. Annual Accounting Statement:

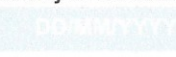
Section 2 – Accounting Statements 2020/21 for

Merton Parish Council				
	Year ending		Notes and guidance	
	31 March 2020 £	31 March 2021 £		
1. Balances brought forward	15,515	12,695	<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> <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> <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> <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> <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i> <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
2. (+) Precept or Rates and Levies	5,000	8,000		
3. (+) Total other receipts	1,643	1,565		
4. (-) Staff costs	4,094	3,369		
5. (-) Loan interest/capital repayments	0	0		
6. (-) All other payments	5,369	3,411		
7. (=) Balances carried forward	12,695	15,479		
8. Total value of cash and short term investments	12,695	15,480	<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> <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> <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
9. Total fixed assets plus long term investments and assets	69,352	69,352		
10. Total borrowings	0	0		
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


 Date 06/04/2021

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


 as recorded in minute reference:
MINUTE REFERENCE
 Signed by Chairman of the meeting where the Accounting Statements were approved
SIGNATURE REQUIRED

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2. Explanation of Variances:

This is a separate document marked “8.4.21 d) Explanation of Variances”

3. Bank Reconciliation:

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed “Year ending 31 March 2021 in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **Merton Parish Council**

County area (local councils and parish meetings only): **Devon**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Alice Turner Clerk/RFO**

Date: **06/04/2021**

	£	£
Balance per bank statements as at 31/3/21:		
Treasurers Account	15,479.7	
account 2		
account 3		
account 4		
[add more accounts if necessary]		
account 5		
account 6		
account 7		
account 8		
		15,479.7
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)		
item 1	0.00	
item 2		
item 3		
item 4		
[add more lines if necessary]		
item 5		
item 6		
item 7		
item 8		
Add: any un-banked cash as at 31/3/21		
Net balances as at 31/3/21 (Box 8)		<u>15,479.7</u>

Agenda Item 10.4.21 g) Consideration of participation in Spring Clean

THE GREAT BRITISH SPRING CLEAN 2021 HAS NOW LAUNCHED

This year, we want #LitterHeroes across the country to get outside and get active and help us on our mission to clean up a million miles of UK streets, coastline, parks, footpaths and neighbourhoods. And to do this, we need your help!

Please let us know if your Town or Parish Council will be joining us by filling in this [short survey](#).

Help us spread the word: We have developed a handy pack of assets and resources to help you engage local communities in the campaign. This includes a press release, assets for social media and key messages.

Council meeting held on Monday 26th April 2021, 7.30pm via Zoom.

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Getting Involved: This year, supporters can join us by again making a simple pledge and let us know how many minutes they'll clean-up for during the campaign (**28 May – 13 June 2021**).

We'll convert those minutes to miles with the hope that, come summer, we can all enjoy a cleaner, greener, litter-free environment.

People can pledge as an individual or as a group, ensuring they follow the latest Covid-19 guidance about group gatherings outdoors. On our site, we have all the latest safety advice and information.

In order to gain access to our free Great British Spring Clean bags and handy assets to help you engage your community in the campaign, please let us know you will join us as a partner for 2021.

Agenda Item 11.4.21 a) Annual inspection of the Play equipment – report received

Item 1 Litter Bin

Required emptying – what provision is there for regularly emptying the bin?

Item 2: Slide

1 remedial task – risk level low.

Slide barrier clamp fitting working loose - secure.



Item 3: Swing – Basket.

1 remedial task – risk level low.

The secondary chains are twisted on to the main chains. This will lead to premature wear.

Recommendation: Untwist the chains to prolong their life and check for wear.



Item 4: Swing – Mixed.

1 remedial task – risk level low.

The covers should be removed from the fitting at the top of the chain annually and the shackle bolt should be checked for wear. Replace at 70% of original diameter (30% wear).



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