

# **AULT HUCKNALL PARISH COUNCIL**

Clerk and Responsible Finance Officer – E R Price  
117 Station Road, Hephthorne Lane, North Wingfield, Chesterfield S42 5JQ  
telephone – 07587 107122  
e mail – [theclerk@aulthucknallparishcouncil.gov.uk](mailto:theclerk@aulthucknallparishcouncil.gov.uk)

11<sup>th</sup> June 2020

Dear Member

I have to inform you that the next meeting of **AULT HUCKNALL PARISH COUNCIL** will be held on **WEDNESDAY 17<sup>th</sup> JUNE 2020** at **4.00 p.m.** and will be a Virtual Meeting which can be joined by clicking here:

<https://zoom.us/j/94158785539>

## **FOR MEMBERS OF THE PUBLIC**

If you would like to join the meeting please e mail the clerk  
[theclerk@aulthucknallparishcouncil.gov.uk](mailto:theclerk@aulthucknallparishcouncil.gov.uk)  
and she will forward the link to you

Yours sincerely



Clerk & RFO

## **A G E N D A**

1. Declaration of Interests
2. To receive and approve dispensations relating to disclosable pecuniary interests (if any)
3. Apologies for absence
4. Public Forum
5. To confirm the minutes of the e mail decisions held on 29<sup>th</sup> April 2020
6. Police Matters
7. To consider a report from the County Councillor
8. To consider a report from the District Councillor
9. Doe Lea Centre – Notes of the Meeting of Ault Hucknall Parish Community Management Committee
10. Request from Resident – Litter Picking in Rowthorne
11. Parish Projects
  - (a) Allotments/Garden Competition
12. Allotments Issues (if any)
13. Applications for Grant Aid
14. Financial Matters
  - (a) Annual Governance and Accountability Return – Audit of Final Accounts 2019/2020
    - To consider and approve the signing of the Governance Statement
    - To consider and approve the signing of the Accounting Statements
  - (b) Payment of accounts
15. Planning Matters
  - Planning Applications
16. Date of Next Meeting

# **AULT HUCKNALL PARISH COUNCIL**

Minutes of Virtual Meeting held

29<sup>th</sup> April 2020

Present

A Syrett  
(Chair)

T Trafford  
S Poole  
T Howell

H Perkins  
D Adsetts Moseley  
L Adsetts Moseley

In attendance:

R Price - Parish Clerk & RFO  
Councillor C Moesby DCC

## **166/19 Standing Orders**

It was Resolved that Standing Orders be amended as follows:

A person shall notify the meeting when requesting to speak by means of electronically or physically raising a hand

Voting on a question will be by a show of hands electronically or physically or by each councillor giving their vote verbally one at a time

The Standing Orders relating to the holding of the Annual meeting in May shall be suspended until such time as restrictions for meeting in person are allowed.

The last date for approval of the Annual Accounts be amended from 30<sup>th</sup> June to 31<sup>st</sup> August 2020.

## **167/19 Apologies for Absence**

Apologies for absence were received from N Darby and P Clough

## **168/19 Declaration of Interests**

T Howell declared an interest in Item 13 on the agenda.

## **169/19 Public Forum**

There were no items from the public

## **170/19 Minutes of Last Meeting**

The minutes of the last meeting of the Parish Council decisions taken by e mail 18<sup>th</sup> March 2020 were approved and confirmed as a true record

## **171/19 Scheme of Delegation**

Resolved that the Parish Clerk & RFO in consultation with the Chair of the Council be delegated authority to undertake business and make urgent decisions on behalf of the Parish Council during the current situation and that all decisions be reported back to the first available meeting of the Parish Council following the taking of the decisions

## **172/19 Police Matters**

A member reported that there had been some suspicious activity locally and the PCSO had said he would look in to it.

### **173/19 Report of County Councillor**

Councillor Moesby reported that a Cabinet Meeting had been held at Matlock and that they were projecting an underspend on the budget. In the current circumstances they were expecting a loss of around £10m per month. Country parks had now been reopened but recycling sites remained closed for the time being. Civic Enforcement Officers were on limited duty but were mainly trying to make sure that vehicles were not causing obstructions.

Councillor Moesby was unsure as yet about the Community Grant funding

### **172/19 Report of District Councillor**

Councillor Clough submitted her apologies

### **173/19 Staffing, Financial and Administrative Arrangements**

The Clerk reported that the Parish Council was not eligible for furlough payments as staff were paid directly from the precept. Staff would continue to be paid during this crisis period. The Parish Warden was in the high risk category and would be isolating for 12 weeks. The Parish Clerk continued to work as normal. With regards to the Doe Lea Centre the Manager was continuing to work from home for the time being and the Centre Supervisor, Caretaker and Cleaner were furloughed as they are employees of the Management Committee.

The Final Accounts for 2019/2020 have been completed and passed to the internal auditor for him to prepare his report. The deadline for submission to the External Auditor has been extended from 30<sup>th</sup> June to 31<sup>st</sup> August. However the Clerk anticipated being in a position to present them to Council and submit them before the end of June

The requirement to hold the Annual Parish Council Meeting in May 2020 has been removed with the option to hold it at any time up to May 2021. Under the legislation the Parish Council must meet a minimum of three times per year. The Parish Council have adopted a clear scheme of delegation in order to ensure that urgent business can be carried out.

### **174/19 Closure of Footpath No 10**

The Clerk reported that she had received notification that Footpath No. 10 would be closed from 23<sup>rd</sup> April 2020 to 12<sup>th</sup> May 2020.

### **175/19 Doe Lea Centre**

The Manager gave a report on the closure of the Centre and the projected effect on income. He explained that the Centre had been able to access the £10,000 Government grant which would give some level of support during this difficult period, and that the Centre was also entitled to the 80% contribution for furloughed staff. He explained that he was hoping to be involved in and had ideas for a partnership relaunch event once there was an indication that Centres could re-open. He was beginning to lay out some draft plans for activities and events that may form part of a programme once the Centre could begin to become active again.

### **176/19 Parish Projects**

#### **Garden and Allotments Competition**

Harry Perkins reported that he had been able to obtain a judge for the proposed Garden and Allotment Competition It was agreed that a 1<sup>st</sup> prize of £25 and a 2<sup>nd</sup> Prize of £15 be awarded for the gardens and a 1<sup>st</sup> prize of £25 for the tidiest allotment. The judging to take place on Monday 29<sup>th</sup> June

**177/19 Allotment Matters**

There were no allotment issues

**178/19 Applications for Grant Aid**

There were no applications for grant aid.

**179/19 Financial Matters****(a) Investments**

The Chair reported that the current crisis had had an inevitable effect on the Council's investment. However the Portfolio Manager had managed to keep losses to a minimum and this meant that the investment yield continued to be sufficient to enable the grant aid to support the Centre.

**(b) Payment of Accounts**

The following accounts were approved for payment

<b>Parish Council</b>		
E R Price	Clerk Salary April	£1006.08
K Gent	Parish Warden Salary April	£583.06
HMRC	PAYE & NI	£420.40
Doe Lea centre	Hire of Meeting Room	£70.00
BDC	NNDR Changing rooms	£122.898
AML	Office 365 & AVG	£14.28
Zoom	Standard Pro Licence for 1 year	£71.94
Vodafone	Parish Mobile	£33.87
Clarkes Cemetery Services	Doe Lea Sports Ground Grass cut	£330.00
AML Midlands Ltd	Office 365 Business & Cloudcare	£14.28
Outdoor Projects	Grass cutting hamlets	£325.00
<b>Doe Lea Centre</b>		
Amazon	Stationery & Provisions	£60.50
Crown Gas & Power	Gas	£292.64
Cathedral Leasing	Hygiene Services	£46.02
BDC	Trade Refuse	471.64
AML Midlands Ltd	Line rental & Broadband Service	£81.60
	MS Office & Internet Security	£43.14
	VOIP Calls	£4.85

**180/19 Planning Applications**

There were no planning applications for consideration

**181/19 Date of Next Meeting**

It was agreed that the next meeting of the Parish Council be called when required

Item 13(a)

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

### AULT HUCKNALL PARISH 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 2020, 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:

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

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

Authority web address

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2019/20 for

### AULT HUCKNALL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<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	90,590	79,015	<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	36,000	37,500	<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	62,558	62,340	<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	57,626	63,095	<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	52,507	60,629	<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	79,015	55,131	<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	66,913	55,131	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	1,531,962	1,526,112	<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. 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 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

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



# Annual Internal Audit Report 2019/20

## AULT HUCKNALL PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	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 and year-end bank account reconciliations were properly carried out.	✓		
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. <b>IF</b> the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YY

DD/MM/YY

DD/MM/YY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

\*If the response is 'no' you must include a note to 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).

**Agenda Item 13 (b)**

## Payment of Accounts

<b>Parish Council</b>		
E R Price	Clerk Salary May	£1013.08
K Gent	Parish Warden Salary April	£621.92
HMRC	PAYE & NI	£354.18
BDC	NNDR Changing rooms	£598.80
Vodafone	Parish Mobile	£32.78
Clarkes Cemetery Services	Doe Lea Sports Ground Grass cut	£330.00
AML Midlands Ltd	Microsoft 365 Business & Cloudcare (21405)	£14.28
Outdoor Projects	Grass cutting hamlets	£325.00
Cartridge Save	3 x toners	£89.82
Zurich Municipal	Insurance premium	£1884.51
DALC	Annual Subs	£334.60
EON	Changing Rooms electric	£68.55
D Howell	Allotments	£125.00
<b>Doe Lea Centre</b>		
Martin Bruno	Payroll provider	£198.00
Crown Gas & Power	Gas	£158.58
Cathedral Leasing	Hygiene Services May & June	£92.04
Midshire	Photocopier	116.32
AML Midlands Ltd	Annual Web hosting (21223)	£84.00
	MS Office & Internet Security (21349)	£43.14
	VOIP Rental and broadband May (21233)	£85.20
	VOIP calls (21421)	£5.72
	VOIP Rental and broadband June (21449)	£72.60
Southern Electric	Electric	£447.09