



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

A meeting of this Council was held at the New Cricket Pavilion on Tuesday 22nd June 2021. Meeting commenced at 19:15

Present:

Cllr J O'Dwyer (Chairman)	Cllr P Gavigan
Cllr R Poulton (Vice Chairman)	Cllr P Hedges
Cllr A Ahmed	Cllr D Jones
Cllr N Akhter	Cllr F Panrucker
Cllr S Drew	Cllr G Thompson

In attendance: John Vickery Town Clerk

No members of the public were in attendance.

1. **APOLOGIES**

Apologies for absence were received from Cllr S Bhattacharya, Cllr A Fisher, Cllr T Hudson, Cllr S Krintas, Cllr J Patel, Cllr D Sharma, Cllr J Simpson and Cllr E Spanner acceptable reasons for absence were given.

It was:

RESOLVED to accept the apologies from Cllr S Bhattacharya, Cllr A Fisher, Cllr T Hudson, Cllr S Krintas, Cllr J Patel, Cllr D Sharma, Cllr J Simpson and Cllr E Spanner.

2. **MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION** for items on the agenda.

There were no declaration of interest or request for dispensation

3. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURNS (AGARS)**

To receive a report from the Town Clerk.

3.0 Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2021

The AGAR part 3 for the year ended 31st March 2020 has been prepared in accordance with the statutory requirements.

3.1 Annual Internal Audit Report 2020/21

The Town Clerk meet the Internal Auditor on the Wednesday 9th June 2021. The Internal Auditor went through the attached Internal auditor's check list (copy attached) and examined the documents and went through the processes of

Signed

Date 6th July 2021.

1-5

Cambourne Town Council. On the conclusion of the visit the Internal Auditor completed and signed the Annual Internal Audit Report 2020/21.

It was:

RESOLVED; That Cambourne Town Council receive the Annual Internal Audit Report and note the findings. No actions are required to be taken.

3.2 AGAR Section 1: Annual Governance Statement 2020/21

Annual Return Section 1 Annual governance statement 2020/21.
Cambourne Town Council must consider statements 1-9 individually prior to approving that the Town Chairman and Town Clerk sign the declaration on behalf of the Town Council.

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Yes', means that this authority:

prepared its accounting statements in accordance with the Accounts and Audit Regulations

It was:

RESOLVED; to respond **YES**, The Town Council has appointed the Town Clerk as the Responsible Financial Officer who is responsible for ensuring the statements are correctly produced.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Yes', means that this authority:

made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

It was:

RESOLVED; to respond **YES**, The Town Council regularly reviews the Financial Regulations (based on the NALC model Financial Regulations) and follows them. All payments are inputted to the electronic banking system by an Officer and authorised by two of the appointed signatories. Bank Reconciliations and Budget Statements are reported regularly to the Town Council.

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.

Yes', means that this authority:

has only done what it has the legal power to do and has complied with Proper Practices in doing so.

It was:

RESOLVED; to respond **YES**, The Town Council follows its adopted Financial Regulations and when setting the budget takes account of the relevant powers and duties under which it operates. The Town Council exercises *the* General Power of Competency.

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.

Yes', means that this authority:

during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.

It was:

RESOLVED; to respond **YES**, The Council published on its web site and on the Town, Notice Boards the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Accounts for the Year Ended 31 March 2020 for the required period including the required sections of the AGAR.

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.

Yes', means that this authority:

considered and documented the financial and other risks it faces and dealt with them properly.

It was:

RESOLVED; to respond **YES**, The Town Council maintains a Risk Assessment and follows the Financial Regulations that set out the internal controls the Council follows including reporting to the Council expenditure and the processes for making payments. The Council is also fully insured for its actions.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Yes', means that this authority:

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.

It was:

RESOLVED; to respond **YES**, An Internal Auditor was appointed and carried out the Internal Audit Report discussed under Item 3.1.

7. We took appropriate action on all matters raised in reports from internal and external audit.

Yes', means that this authority:

responded to matters brought to its attention by internal and external audit.

It was:

RESOLVED; to respond **YES**, The internal report for 2020/21 was revived at the Council meeting held on Tuesday 14th July 2020 and no actions were required. In relation to the External Audit Box a was amended as set out in the External Auditors report this is noted under Item 3.3 of this report. This was also considered and noted at the Finance and Policy Committee FIN/M79 on the 15th December 2020.

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.

Yes', means that this authority:

disclosed everything it should have about its business activity during the year including events taking place after the yearend if relevant.

It was:

RESOLVED; to respond **YES**, The Town Council has no relevant events taking place.

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', means that this authority:

has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

It was:

RESOLVED; That the Town Council has no Trust funds so this statement is **N/A**

It was:

Signed

Date 6th July 2021.
4-5

RESOLVED; That Cambourne Town Council authorise the Town Chairman and Town Clerk to sign Section 1 of the Annual Return: Annual governance statement 2020/21,

3.3 AGAR Section 2: Accounting statements 2020/21

Annual Return Section 2 Accounting statements 2020/21: for approval and signature by the Town Chairman copy attached. Note previous year box 8 has been amended as requested as part of the External Auditors Section 3 matters raised of the AGAR 2019/20.

Attached the following documents used to complete the Accounting Statement:

Statement of Income and expenditure for the financial year 2020/21 on which the Annual Return is based.

Yearend bank reconciliation for the financial year 2020/21.

It was:

RESOLVED; That Cambourne Town Council approve and authorise the Town Chairman to sign Section 2 of the Annual Return: Accounting statements 2020/21.

3.4 Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Accounts for the Year Ended 31 March 2021

As amended last year there is a requirement for the Responsible Financial Officer to set the dates when the accounts will be open for inspection this period will commence on Friday 25th June 2021 and ending on Monday 9th August

Copy of Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Accounts for the Year Ended 31 March 2021 attached.

It was:

RESOLVED; That the report be received.

- 4. DATE OF NEXT MEETING** – 6th July 2021
The meeting closed at 19.23