



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

NOTICE IS HEREBY GIVEN that a Special Meeting of the **Town Council** will be held at the **Hub Community Centre**, Cambourne on **21st June 2022 at 19.15** to which members of the Council are hereby summoned to attend for the purposes of the following business.

Members of the public and press are also invited to attend.

John Vickery, Town Clerk to the Town Council

15th June 2022

AGENDA

PUBLIC ADDRESS TO COUNCIL

"Public question time is dealt with prior to the commencement of the meeting and doesn't form part of the formal business of council (or committee) and is limited to 15mins (an additional 15 minutes can be allocated in exceptional circumstances at the discretion of the Chairman)." **Each resident wishing to speak will be allocated a maximum of 3 minutes in order to allow other people to also speak without the public session exceeding its allotted time.**

Please Note: Councillors will not be able to respond on items on the agenda but will take notice of the views put forward.

1. **APOLOGIES FOR ABSENCE**
2. **MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION** for items on the agenda.
Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.
3. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURNS (AGARS)**
To receive a report from the Town Clerk.
4. **TO CONFIRM DATE OF NEXT MEETING** – 5th July 2022

John Vickery, Clerk to Cambourne Town Council. Town Office, The Hub, Cambourne Community Centre, High Street, Cambourne, Cambridge. CB23 6GW. Tel 01954 714403 E-Mail clerk@cambourneparishcouncil.gov.uk

CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Council Meeting 21st June 2022

3.0 Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2022

The AGAR part 3 for the year ended 31st March 2022 has been prepared in accordance with the statutory requirements.

3.1 Annual Internal Audit Report 2021/22

The Town Clerk meet the Internal Auditor on the Friday 17th June 2022. The Internal Auditor went through the attached Internal auditor's check list and examined the documents and went through the processes of Cambourne Town Council. The Internal Auditor's Annual Internal Audit Report 2021/22 will follow.

Recommendations;

That Cambourne Town Council receive the Annual Internal Audit Report and note the findings.

3.2 AGAR Section 1: Annual Governance Statement 2021/22

Annual Return Section 1 Annual governance statement 2021/22.
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*

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.*

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.*

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.

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 2021 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.

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.

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.

YES, The internal report for 2020/21 was revived at the Council meeting held on Tuesday 22nd June 2021 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.*

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.*

The Town Council has no Trust funds so this statement is N/A

Recommendation;

That Cambourne Town Council authorise the Town Chairman and Town Clerk to sign Section1 of the Annual Return: Annual governance statement 2021/22,

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

E Cambourne Town Council Y

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 2022, 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

Cambournetowncouncil.gov.uk ICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

3.3 AGAR Section 2: Accounting statements 2021/22

Annual Return Section 2 Accounting statements 2021/22: for approval and signature by the Town Chairman copy attached.

Attached the following documents used to complete the Accounting Statement:

Statement of Income and expenditure for the financial year 2021/22 on which the Annual Return is based.

Yearend bank reconciliation for the financial year 2021/22.

Recommendations;

That Cambourne Town Council approve and authorise the Parish Chairman to sign Section 2 of the Annual Return: Accounting statements 2021/22.

Section 2 – Accounting Statements 2021/22 for

E Cambourne Town Council Y

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	575,175	811,864	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.	
2. (+) Precept or Rates and Levies	532,290	551,700	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	458,673	1,196,910	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	366,438	465,211	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.	
5. (-) Loan interest/capital repayments	33,906	33,906	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	353,930	1,390	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	811,864	671,794	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	682,662	121,661	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.	
9. Total fixed assets plus long term investments and assets	6,687,787	8,428,778	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.	
10. Total borrowings	33,307	500,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	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 certify that for the year ended 31 March 2022 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

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.

**CAMBOURNE TOWN COUNCIL
BANK RECONCILIATION AT 1st April 2022**

Prepared by John Vickery Parish Clerk and RFO

11/04/2021

Total Receipts of the Council up to 31st March 2022		2,098,840.50
Total Receipts of the CPEF up to 31st March 2022		1,270,064.94
Total Payments by the Council up to 31st March 2022		2,035,973.30
Total Payments by the CPEF up to 31st March 2022		1,211,384.03
Balance	A	121,548.11

Barclays Bank PLC		
Account No 93936082		
Statement from Bank dated 1st April 2022		1,450.00
Account No 90496049		
Statement from Bank dated 1st April 2022		54,161.41
Account No 23365964 CPEF		
Statement from Bank dated 1st April 2022		58,680.91
Total		114,292.32

Unpresented cheques at 31st March 2022
Barclays

	TOTAL	-
Unrecorded income at 31st March 2022	TOTAL	7,255.79
Balance	B	121,548.11
Check A-B		- 0.00
Petty Cash	Total	112.98
Balance including Petty Cash	Total	121,661.09

Signed
Chairman Clerk Date

Independent Councillor Check Date

TOTAL RECEIPTS

1,552,026.42	2,141,673.71	-117,163.57	535,963.76	2,560,473.90
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1,196,910

Expenditure

	2020-2021 £	2021-2022 £		
Employees	372,413.43	465,211.48	0.00	465,211.48
Loan Repayment	33,905.72	33,905.67	0.00	33,905.67
Financial	34,821.19	50,008.65	12,188.22	47,914.46
Grant (Section 137)	0.00	0.00	0.00	0.00
Grant	1,100.00	1,400.00	0.00	1,400.00
Youth Support Grant	30,000.00	30,000.00	0.00	30,000.00
Community Development Grant	10,817.08	11,675.05	0.00	11,675.05
Sport Development Grant	75.00	5,102.80	0.00	5,102.80
Parish office	21,631.67	27,125.51	0.00	27,125.51
Health & Safety, Training & Conferences	500.00	690.74	0.00	690.74
Cemeteries	963.22	1,034.23	0.00	1,034.23
Allotments	1,287.34	976.32	0.00	976.32
Public Open Spaces & Play Areas	50,031.30	72,743.27	0.00	72,743.27
Sports Services	29,771.86	33,820.51	0.00	33,820.51
Community Centre	106,506.64	117,912.98	0.00	117,912.98
Trailer Park (Section 137)	6,783.09	7,273.93	0.00	7,273.93
Sports Pavilions	43,043.37	40,330.47	0.00	40,330.47
Capital Schemes	7,343.75	920,269.36	0.00	920,269.36
Section 106 funding	0.00	0.00	0.00	0.00
Cambourne Parish Energy Fund	75.05	84.96	0.00	84.96
VAT	9,780.61	71,207.88	0.00	71,207.88
TOTAL EXPENDITURE	760,850.32	1,890,773.81	12,188.22	1,888,679.62

1,389,562 Square 6

RECEIPTS LESS PAYMENTS

VAT	0.00	0.00		671,794.28
Previous years adjustment	791,176.10	250,899.90		
	-108,663.58	-129,351.79		
Balance Carried Forward, Monies held in Bank as at 31st March 2018	682,512.52	121,548.11		671,794.28
Balance in Petty Cash	149.05	112.98		112.98
Total Cash and Investments	682,661.57	121,661.09		671,907.26

121,661 Square 8

CHECK CALCULATION

Balance carried forward	812,013.36	671,907.26
Cash	682,661.57	121,661.09

Debtors	41,256.54	126,462.53
Receipts in advance	75,907.03	409,501.23
Creditors	0.00	0.00
Prepayments	12,188.22	14,282.41
Stock	0.00	0.00
Provisions	0.00	0.00
VAT	0.00	0.00
	<u>812,013.36</u>	<u>671,907.26</u>
Check	0.00	0.00

Signed by Chairman

Clerk

Date