

KINGTON LANGLEY **PARISH COUNCIL**

STATEMENT OF EXPENDITURE, AUDIT & GOVERNANCE for the Financial Year 2019-20

This document is published and approved by the Parish Council. Queries or clarifications may be forwarded to the Parish Clerk/Responsible Finance Officer. Contact Details are provided at Page 7.

KINGTON LANGLEY **PARISH COUNCIL**

Introduction

The Local Audit (Smaller Authorities) Regulations 2015 set out a new audit framework for local public authorities which are currently covered by the Audit Commission regime. Under the new audit framework smaller authorities, including parish councils may be exempt from routine external audit. In place of routine audit, smaller authorities will be subject to new transparency requirements laid out the Transparency Code for smaller authorities published by the Department for Communities and Local Government, December 2014. The document is published to meet the requirements of the Transparency Code.

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Kington Langley Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

	Notes
1. The audit of accounts for Kington Langley Parish Council for the year ended 31 March 2020 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Kington Langley Parish Council on application to:	
(a) <u>MRS S. WEBB, KLPC CLERK /RFO</u> <u>20 HADDONS CLOSE,</u> <u>MALMESBURY WILTS</u> <u>SN16 0JG. TEL: 01666824620</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>10.00hrs to 15.00hrs MONDAY</u> <u>TO FRIDAY.</u> <u>(SUBJECT TO PRIOR APPOINTMENT)</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £ <u>6</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>S. D. WEBB</u> <u>CLERK /RFO</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>11/11/2020</u>	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

KINGTON LANGLEY 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:

13/07/20

and recorded as minute reference:

036.20d

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

Chairman *Maurice Dixon*
Clerk *S. Dello*

Other information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address
KINGTONLANGLEY-ORG > PARISH-COUNCIL

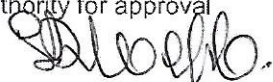
Section 2 – Accounting Statements 2019/20 for

KINGTON LANGLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	16615	14345	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	19806	20796	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3178	7500	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	7650	7960	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	1990	1990	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	15614	9667	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	14345	23024	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	14345	23024	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	99811	99811	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	7337	5602	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	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 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



Date

13/07/20

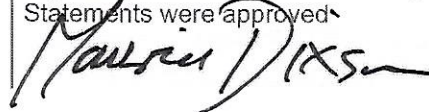
I confirm that these Accounting Statements were approved by this authority on this date:

13/07/20

as recorded in minute reference:

036.20 d

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



Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Kington Langley Parish Council – WI0133

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:

- Information received from the smaller authority indicates £35 of other payments have been included as staff costs in Section 2, Box 4 of the prior year. Boxes 4 and 6 for the prior year should therefore read £7,615 and £15,649 respectively.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

22/10/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

EXPLANATION OF VARIANCES

Local Council Name: **KINGTON LANGLEY PARISH COUNCIL**

Financial Year Ending: **31 March 2020**

Section 1	2018/19	2019/20	Variance	Variance %	Detailed explanation of variance
Box 2 Precept	£19,806	£20,796	£990	5%	Wilts CC increase
Box 3 Other income	£3,178	£7,500	£4,322	240%	Grants for Pending Projects
Box 4 Staff costs	£7,650	£7,960	£310	4%	
Box 5 Loan interest / capital	£1,990	£1,990	£0	0%	
Box 6 Other payments	£15,614	£9,667	£5,947	-60%	
Box 9 Fixed Assets and Long Term Assets	£99,811	£99,811	£0	0%	
Box 10 Total borrowings	£7,337	£5,602	£1,735	-31%	

Reconciliation between Box 7 and Box 8 in Section 1 (year ended 31 March 2020):

None

BANK RECONCILIATION**Page 1 of 2**

Local Council Name: KINGTON LANGLEY PARISH COUNCIL

Financial Year Ending: 31 March 2020

Prepared by: Mrs. S Webb (*Parish Clerk / Responsible Financial Officer*)

Date: 13 July 2020

Balance per Bank Statements as at 31 March 2020:Nett Balance at 31 March 2019 **£14,344.54**

Current Account £ 11,387.45

Deposit Account £ 10,583.58

Defibrillator Account £ 1,052.60***Net balances as at 31 March 2020*** **£23,023.63***The net balances reconcile to the Receipts and Payments account for the year, as follows:***Receipts and Payments Account:**

Opening Balances 1 April 2019:

Current Account £ 3,910.08

Deposit Account £ 9,381.86

Defibrillator Account £ 1,052.60

Total Balances 1 April 2019 £ 14,344.54

Add:

Receipts in the year £ 28,296.36Payments in the year at 31 March 20 £ 19,617.27***Closing balance per Receipts and Payments
Book as at 31 March 2020:*****£ 23,023.63**

KINGTON LANGLEY PARISH COUNCIL – CONTACT INFORMATION

Councillor Dr. Maurice DIXSON (Chairman)
Pound House, Middle Common
SN15 5NW
Home: 01249-758171
m.dixson@poundhouse.org.uk
Responsibilities: The Press.Financial Internal Control. Planning.Area Board.

Mrs Sue WEBB (Parish Clerk)
20 Haddons Close, Malmesbury SN16 0JG
Home: 01666 824620
Mobile: 07733 267703
clerkkingtonlangley@gmail.com
Responsibilities: Community's Council Contact / Responsible Financial Officer

Councillor Mrs. Betty BIRD
Shipways Bungalow, Upper Common
SN15 5PG
Home: 01249-750551
Mobile: 07746-715163
bettydbird@btinternet.com
Responsibilities: United Charities (Alms Houses) :

Councillor Mrs Susan A PATTEMORE
Acorns
Old Draycot Lane
Kington Langley
SN15 5PA
Tel: H 01249 750442
M – 07760234049
Email: sueandchrisspattemore@gmail.com
Grass cutting contractor management
Contact for Parish Steward/Highways

Councillor Alan LAWER
Mole End
Parkers Lane
Kington Langley
SN15 5PL
Tel: 01249 750855
Mobile: 07802608599
Email: aelawer@btinternet.com
Responsibilities: Planning, N.P. Rep

Councillor Geoff TAYLER
The Moors
Kington Langley
SN14 6HT
Tel: 01249 750288
Mobile: 07973 503230
Email: geofftaylor@hotmail.com
Responsibilities: ROW

Councillor Mrs Lindi REYNOLDS
The Bungalow, Plough Lane
SN15 5PS
Home: 01249-750380
Mobile: 07940-355161
l.reynolds795@btinternet.com
Responsibilities: School liaison, Bulb planting, Defib management, Police Liaison.

Councillor Charlie Armor
Sedgebrook
Middle Common
SN15 5NN
Tel: 01249 750135
Email: Charlie@armor.co.uk
Responsibilities:

Councillor Max Sealy
Whitelands Cottage
Kington Langley
SN15 5PD
Home/office 01249 750151
Mobile 07768867339
maxsealy@fcgagric.com
Responsibilities: Environment to include village pond.

Councillor Graham TRICKEY
3 Fairleigh Rise, Lower Common
SN15 5QF
Home: 01249-750359
Mobile: 07768-780650
graham@trickey.net
Responsibilities: Parish Website

Community Emergency Volunteer:
email: p.hart165@btinternet.com

Peter Hart H 01249 750428 M 07831 828022

County Councillor: Howard Greenman Wiltshire Council Details: Democratic & Members' Services Wiltshire Council
Trowbridge, Wiltshire
BA 14 8JN
Tel: 01225 713018
committee@wiltshire.gov.uk

County Councillor: Howard Greenman, Elba, High Street, Sutton Benger, Chippenham, Wiltshire, SN15 4RE
Home: 01249 7721799
Office: 01249 720425
Mobile: 07970 047686
Email: Howard.Greenman@wiltshire.gov.uk

Village Mag : klmag.kb@btinternet.com

Village Hall Booking Clerk: Julia Cook, Furrows, Plough Lane, Kington Langley, SN15 5PW. Email bookings@klvh.org Mobile 07864 981217 – Also Parish Council representative of the CIO

Union Chapel Tony Shepherd tel: 01249 750014 email: tonyshepherd35@gmail.com

Village Hall website - Contact Valerie Young webadmin@klvh.org

Press issues Tony Shepherd tel: 01249 750014 email: tonyshepherd35@gmail.com

RBL Wreath - Lisa Thomson, Lyptate, Days lane, SN15 5PA 01249 758324
goldenbell.thomson@btinternet.com

POLICE

PC Les Fletcher- Beat Manager- leslie.fletcher@wiltshire.pnn.police.uk

PCSO – Charlotte Windle – charlotte.windle@wiltshire.pnn.police.uk Monkton Park
Police Station, Chippenham, SN15 1ER
www.wiltshire.police.uk

Emergencies 999, non-emergencies 101

Kington Langley Web site – KingtonLangley.org/parish-council

Sue Hart – Transport Co-ordinator email sumah1@btinternet.com

**KINGTON LANGLEY PARISH COUNCIL
2019/20 ASSET REGISTER**

Item	2016/17	2017/18	2018/19	2019/20
Parish:		present value	Replacement Value	Replacement Value
Millennium Footpath	£40,000.00	£40,000.00	£40,000.00	£40,000.00
The Commons				
The Pond				
Grass Crete	£10,000.00	£10,000.00	£10,000.00	£10,000.00
Malmesbury Rd Bus Shelter	£9,254.68	£9,254.68	£10,000.00	£10,000.00
Swindon Road Bus Shelter	£6,477.93	£6,477.93	£7,000.00	£7,000.00
Days Lane Bus Shelter	£4,494.70	£4,494.70	£4,500.00	£4,500.00
Defibrillators + 3	£6,000.00	£6,000.00	£6,000.00	£6,000.00
Earth Anchors Litter Bin	£422.83	£300.00	£400.00	£400.00
Five Litter Bins:	£676.52	£676.52	£2,000.00	£2,000.00
Outside Hit or Miss Pub				
By Swindon Road Bus Shelter				
By Middle Common Seat				
By Upper Common				
By Malmesbury Road Bus Shelter				
9 Public Seats:	£4,830.00	£4,830.00	£5,000.00	£5,000.00
Green opposit Plough P H				
Outside Hit or Miss Pub				
Outside Church				
Middle Common				
Upper Common				
Plough Hill				
Plough Lane				
Newlands Green				
Malmesbury Road junction				
Bench Ashes lane	£685.98	£685.98	£685.98	£685.98
Bollards +36	£3,090.00	£3,090.00	£4,000.00	£4,000.00
Galvanised metal gates +2	£136.86	£136.86	£200.00	£200.00
Five Notice Boards				
Upper Common	£1,064.60	£1,000.00	£2,000.00	£2,000.00
Outside Hit or Miss Pub	£1,064.60	£1,064.60	£2,000.00	£2,000.00
Outside Village Hall		£2,000.00	£2,000.00	£2,000.00
Bottom of Plough Lane		£0.00	£2,000.00	£2,000.00
Outside The Plough Pub		£0.00	£1,500.00	£1,500.00
Office Equipment:				
Photocopier Brother DCP8070D	£320.00	£320.00	£400.00	£400.00
Wooden Gavel in Oak Box				
Filing Cabinet - 4 drawer		£25.00	£125.00	£125.00
Note: Values in bold are replacement	£88,518.70	£90,356.27	£99,810.98	£99,810.98