

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the Full Council to be held on Monday 27 June 2022, starting at 18.45 in the Council Chamber, Town Hall, Market Square, Crewkerne.

Note:

- Members of the public who wish to view the meeting proceedings, either in real time or afterwards, can access the meeting through the following link:
<https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>

K. Sheehan, Town Clerk (signed on original)
21 June 2022

Agenda

Open Forum: Questions may be put to the Council in person during this Public Participation Session of up to 15 minutes and a maximum of 3 minutes per person. Issues notified to the Clerk a minimum of 3 working days before the meeting (i.e., by 5pm on the preceding Wednesday) will receive a response during this session. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda.

1. To note apologies for absence.
2. Declarations of interest in items on the agenda.
3. To confirm the minutes of the Town Council meetings held on 16 and 23 May 2022.
4. To receive reports from the County and District Councillors.
5. Clerk's progress report: to receive an update report (for information).
6. Planning: to consider applications due before the next meeting of Planning and Highways
 - a. 22/01411/OUT: Land adjacent Cloudshill, Hewish Lane, Crewkerne.
7. Finance:
 - a. To approve the accounts for payment for June 2022 as listed.
 - b. To report the bank reconciliation for May 2022 has been completed.
 - c. To receive the second report of the Internal Auditor.
 - d. To approve the Annual Return for the year ending 31 March 2022:
 - i. Section 1: to approve the Annual Governance Statements.
 - ii. Section 2: to approve the Accounting Statements.
 - iii. To receive the Internal Auditor's Audit report.
 - iv. To authorise the signatures of the Mayor and Clerk.
 - e. To note the value of the grants awarded at the meeting on 24 January 2022 in accordance with the recommendation of the Internal Auditor.
 - f. To note that the Risk and Asset Registers were reviewed in-year at the February meeting of P&R.

8. Land at Severalls tennis courts: to consider a proposal to open the land around the tennis courts at Severalls.
9. Land at Town Hall:
 - a. Transfer of ownership: to resolve to authorise Councillors to sign the legal transfer document to transfer the Land at Town Hall from SSDC to Crewkerne Town Council and to authorise the Town Clerk to apply the Council seal.
 - b. Parking enforcement: to consider a proposal from SSDC to add the parking spaces at Town Hall to the existing Service Level Agreement for enforcement purposes.
10. Unit 2, Crewkerne Business Park: to resolve to authorise Councillors to sign the renewed lease agreement for the above premises, and to authorise the Town Clerk to apply the Council seal.
11. HR Support: to consider the early renewal of the Council's HR/Employment Law Support Service.
12. Streaming and broadcasting of Council meetings: to consider the future of streaming and broadcasting of Council meetings.
13. Outside bodies: to appoint a Town Council representative to the Patient Participation Group.
14. To receive the following minutes and approve any recommendations contained therein:
 - a. Staffing Committee held on 6 June 2022.
 - b. Planning & Highways Committee held on 11 April and 23 May 2022.
 - c. Joint Burial Committee held on 5 April 2022.
 - d. Amenities Committee held on 14 March 2022.
15. To receive Matters of Report (for information only).
16. Next meeting: Monday 24 July 2022 at 18.45, Council Chamber, Town Hall.

This meeting will be followed by a meeting of the War Memorial Commemoration Trust (see separate agenda).

ACCOUNTS FOR PAYMENT - JUNE 27th 2022

Checked by: *Subina*

Date: 20/6/22

Chq No.	Gross	Vat	Net	Payee	Description
O P Jun 1	£25.13	£4.19	£20.94	Arco	Grounds PPE
O P Jun 2	£37.55		£37.55	James Hardware	Sundries
O P Jun 3	£200.00		£200.00	Total Buzz Training	Grounds staff trailer towing training
O P Jun 4	£13.95		£13.95	CB Plants	Cemetery plants
O P Jun 5	£616.03	£102.67	£513.36	Iris Business Software Ltd	Payroll remote hosting software
O P Jun 6	£9.60	£0.45	£9.15	British Gas Business	Gas Cemetery Lodge 16/4 - 15/5/22
O P Jun 7	£358.63	£59.77	£298.86	Ricoh UK Ltd	Rent for photocopier/printer May - Jul 22
O P Jun 8	£3,413.22		£3,413.22	SCC Pension Fund	Pension contributions May 22
O P Jun 9	£2,544.19		£2,544.19	HM Revenue & Customs	Tax & NI Contributions May 22
DD22	£8.92	£0.42	£8.50	British Gas Business	Gas Victoria Hall 12/4 - 16/5/22
DD43	£0.37		£0.37	Lloyds Bank	Bank charges Bus Call account May 22
DD33 C.Card	£6.50	£1.08	£5.42	Amazon Marketplace	Stationery
DD33 C.Card	£2.99	£0.50	£2.49	Amazon Marketplace	Stationery
DD33 C.Card	£7.49	£1.25	£6.24	Amazon Marketplace	Stationery
DD33 C.Card	£48.99	£8.17	£40.82	Amazon Marketplace	Binding machine
DD33 C.Card	£126.00	£21.00	£105.00	Amazon Marketplace	Game for Jubilee event
DD33 C.Card	£14.01	£2.34	£11.67	Amazon Marketplace	Stationery
DD30	£119.70	£5.70	£114.00	British Gas Business	Electricity Public toilets 13/4 - 9/5/22
DD33 C.Card	£21.00		£21.00	SSDC	TEN licence for Jubilee event
DD33 C.Card	£49.94	£7.50	£42.44	Celebrity Cutouts	Queen cutout for Jubilee event
DD21	£39.95	£1.90	£38.05	British Gas Business	Electricity Happy Valley floodlights 18/4 - 18/5/22
O P Jun 10	£223.78	£37.30	£186.48	Darkin Miller Ltd	Cemetery Audit Fees 2021/22
O P Jun 10	£377.28	£62.88	£314.40	Darkin Miller Ltd	Internal Audit 2nd visit 2021-22
O P Jun 11	£113.91	£18.99	£94.92	Tiger Bay Gifts Ltd	Decorations for Jubilee event
O P Jun 12	£400.00		£400.00	The Shed	Fairground attractions for Jubilee event
O P Jun 13	£150.00		£150.00	Footprintz	Programmes for Jubilee event
O P Jun 14	£200.00		£200.00	Chris Howat Magic	Entertainment Jubilee event
O P Jun 15	£122.40	£20.40	£102.00	Allen Computer Services	Wifi Maintenance
O P Jun 16	£25.00		£25.00	The Menders	Keys for allotments
O P Jun 17	£124.80	£20.80	£104.00	Bobs Tyres	Vehicle tyre
O P Jun 18	£200.00		£200.00	Champion Plants	Cemetery plants
O P Jun 19	£55.00		£55.00	Green Dragon Bookshop	Book tokens for Jubilee event
O P Jun 20	£165.00		£165.00	Strawberry Jam Entertainment	Entertainment for Jubilee event
O P Jun 21	£1,113.50		£1,113.50	M C Commercial Cleaning	Cleaning May 22
O P Jun 22	£1,606.50	£267.75	£1,338.75	Ellis Whittam Ltd	Employment Law 1/6/22 - 31/5/23
O P Jun 23	£186.00	£11.00	£175.00	Ellis Whittam Ltd	Employment Insurance 1/6/22 - 31/5/23
O P Jun 24	£79.20	£13.20	£66.00	Ocean Fire & Security	Fire/Intuder alarm/CCTV Jun 22
O P Jun 25	£45.60	£7.60	£38.00	Paperchase Recycling	Cemetery general waste collection May 22
O P Jun 25	£76.80	£12.80	£64.00	Paperchase Recycling	GRC general waste collection 12/4 - 24/5/22
O P Jun 26	£1,457.67		£1,457.67	Active Learning & Skills	Provision of youth service May 22
O P Jun 27	£168.00	£28.00	£140.00	Pear Technology Services Ltd	Mapping software support 1/6/22 - 31/5/23
O P Jun 28	£600.00		£600.00	Parkland Property Service	Cemetery Chapel interior wall redecoration
O P Jun 29	£250.00	£41.67	£208.33	Stokes Partnership	Search fees for transfer of War Memorial
O P Jun 30	£99.00		£99.00	Henhayes Centre	Room hire for Jubilee event
O P Jun 31	£100.00		£100.00	Project Dance	Marshalls for Jubilee event
O P Jun 32	£350.00		£350.00	Clare's Circus	Entertainment for Jubilee event
O P Jun 33	£250.00		£250.00	Mirabelle Arts	Entertainment for Jubilee event
O P Jun 34	£300.00	£50.00	£250.00	LST Services Ltd	Stage equipment for Jubilee event
O P Jun 35	£130.16	£6.20	£123.96	Swaffield J.H.	Fuel for ride on mower Apr/May 22
O P Jun 36	£98.59	£16.43	£82.16	Prism	Stationery
DD59	£49.86	£2.37	£47.49	British Gas Business	Gas GRC 28/4 - 30/5/22
DD58	£76.72		£76.72	Water2Business	GRC water rates 19/11/21 - 20/5/22
DD33 C.Card	£143.88	£23.98	£119.90	Zoom Video Communications Inc	Zoom video call subscription 3/6/22 - 2/6/23
DD43	£16.61		£16.61	Lloyds Bank	Bank charges May 22
DD57	£184.57	£30.76	£153.81	British Telecom	GEC telephone & broadband Jun 22
DD53	£23.60	£3.93	£19.67	O2	Mobile WIFI May 22
DD46	£104.88	£17.48	£87.40	Somerset Web Services Lrd	Email hosting Jun 22
DD47	£32.36	£5.39	£26.97	Biffa	Hire of Grounds Maint skip May 22
DD33 C.Card	£40.00		£40.00	British Gas Business	Electricity Cemetery Lodge meter top up
DD11	£549.00		£549.00	SSDC	Rates Grounds workshop Jun 22
DD2	£1,073.00		£1,073.00	SSDC	Rates Town Hall/Victoria Hall Jun 22
DD51	£724.00		£724.00	SSDC	Rates GRC Jun 22

Signed:.....Date:.....

ACCOUNTS FOR PAYMENT - JUNE 27th 2022

Checked by:.....

Date:

DD55	£176.00		£176.00	SSDC	Council Tax Cemetery Lodge Jun 22
DD20	£319.00		£319.00	SSDC	Rates Cemetery Chapel Jun 22
DD13	£1,371.52		£1,371.52	Royal and Sun Alliance	Insurance Jun 22
O P Jun 37	£69.78		£69.78	Sheehan, Katharine	SLCC conference expenses
O P Jun 38	£80.98		£80.98	Singleton Lucy	Items for Jubilee event activities
O P Jun 39	£1,860.00	£310.00	£1,550.00	Fern Garden Tree Services	Cemetery grass cutting May 22
O P Jun 39	£348.00	£58.00	£290.00	Fern Garden Tree Services	Treework Henhayes
O P Jun 40	£141.80	£0.80	£141.00	Society Of Local Council Clerks	Local Council Administration book
O P Jun 41	£744.90	£124.15	£620.75	Purple Hire Solutions	Hire of portable toilets for Jubilee event
O P Jun 42	£285.40		£285.40	Stokes Partnership	Legal fees for acquisition of land adjoining Victoria Hall
O P Jun 43	£125.00		£125.00	Norman, Christopher	Security services for Jubilee event
O P Jun 44	£33.95	£5.66	£28.29	Bradforas	Materials for cemetery flower beds
O P Jun 45	£1,404.00	£234.00	£1,170.00	Zonkey Solutions Ltd	Website hosting and maintenance Mar 22 - Feb 23
DD17b	£36.15	£1.73	£34.42	Edf Energy 1 Ltd	Electricity street lighting Henhayes 19/2/22 - 22/5/22
DD49	£258.77	£43.13	£215.64	The Business	Fuel May 22
DD33 C.Card	£93.90	£15.65	£78.25	Flagmakers	Union Jack flag
DD33 C.Card	£45.98	£7.66	£38.32	Amazon Marketplace	Decorations Jubilee event
DD33 C.Card	£10.99	£1.83	£9.16	Amazon Marketplace	Games for Jubilee event
DD33 C.Card	£13.99	£2.33	£11.66	Amazon Marketplace	Decorations Jubilee event
DD33 C.Card	£50.97	£8.49	£42.48	Amazon Marketplace	Art supplies Jubilee event
DD33 C.Card	£9.95	£1.66	£8.29	Amazon Marketplace	Flag Jubilee event
DD33 C.Card	£99.36	£16.56	£82.80	Amazon Marketplace	Art supplies Jubilee event
DD33 C.Card	£13.61	£0.65	£12.96	Edf Energy 1 Ltd	Electricity Street Lighting Middle Path 21/4 - 21/5/22
DD23	£395.00	£18.81	£376.19	British Gas Business	Electricity Town Hall 20/4 - 20/5/22
DD31	£14.94	£2.49	£12.45	Iris Business Software Ltd	Payroll Auto Enrolement software May 22
DD	£7.26	£1.21	£6.05	Iris Business Software Ltd	Payroll payslips software May 22
DD48	£26.18	£1.25	£24.93	E. O N	Electricity Grounds workshop May 22
DD52	£319.79	£53.30	£266.49	Gamma Business Communication	Telephone & broadband Jun 22
DD25	£32.80	£5.47	£27.33	Southern Communications	Mobile phone Jun 22
DD33 C.Card	£2.14	£0.36	£1.78	Amazon Marketplace	Stationery
DD33 C.Card	£26.49	£4.42	£22.07	Amazon Marketplace	Desk fan
DD33 C.Card	£4.99	£0.83	£4.16	Amazon Marketplace	Stationery
DD33 C.Card	£4.98	£0.84	£4.14	Amazon Marketplace	Stationery
DD33 C.Card	£3.99	£0.67	£3.32	Amazon Marketplace	Stationery
DD33 C.Card	£2.80	£0.47	£2.33	Amazon Marketplace	Stationery
DD33 C.Card	£22.80	£3.80	£19.00	Amazon Marketplace	Hand wash
DD33 C.Card	£34.05	5.67	£28.38	Amazon Marketplace	Hand Wash
DD50	£350.31	£58.38	£291.93	British Gas Business	Electricity GRC May 22
DD26	£20.93	£0.99	£19.94	British Gas Business	Gas Town Hall 2/5 - 1/6/22
DD22	£8.40	£0.40	£8.00	British Gas Business	Gas Victoria Hall 16/5 - 17/6/22
O P Jun 46	£13.52		£13.52	Hewitt P	Reimbursement for refreshments
O P Jun 47	£3,332.69	£555.45	£2,777.24	Linen Yard Investments (Crewkes)	Grounds workshop rent July - Sep 22/Gas charges
O P Jun 48	£144.00	£24.00	£120.00	Paperchase Recycling	Waste collection for Jubilee event
O P Jun 49	£45.00		£45.00	Brolly, Ann	Expenses for staging for Jubilee event
O P Jun 50	£792.00	£132.00	£660.00	Coram Contruction Training	Grounds staff training
	£11,819.57		£11,819.57	Salaries	Telepay Jun 22
Total	£44,769.46	£2,618.98	£42,150.48		

Signed:.....Date:.....

CREWKERNE TOWN COUNCIL BANK RECONCILIATION AS AT 31/05/2022			
	Cash in Hand 01/04/2022		£280,666.98
	ADD		
	Receipts 01/04/2022 - 31/05/2022		£283,881.64
	SUBTRACT		
	Payments 01/04/2022 - 31/05/2022		£86,541.43
A	CASH IN HAND 31/05/22 (per Cash Book)		£478,007.19
	Cash in Hand per Bank Statements 31st May 2022		
	LLOYDS - Business Call Account	£311,201.25	
	LLOYDS - Current Account	£51,520.00	
	LLOYDS - Burial Account	£115,260.94	
	Wednesday Market Cash Float	£25.00	
			£478,007.19
	Less unrepresented cheques		
			£0.00
	Plus unrepresented receipts		
B	ADJUSTED BANK BALANCE		£478,007.19
	A = B Checks out OK		
	Town Clerk: <i>dl. Sheehan</i>		
	Date: <i>31st June 2022</i>		
	Checked by: <i>[Signature]</i>		
	Date: <i>31/6/22</i>		



FINAL

Internal audit report 2021/22

Visit 2 of 2

CREWKERNE TOWN COUNCIL

Date: 25th May 2022

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Introduction

This report contains a note of the audit recommendations made to Crewkerne Town Council following the carrying out of internal audit testing on site on 23rd May 2022.

The audit work has been carried out in accordance with Crewkerne Town Council's bespoke Internal Audit programme, which is based largely on Appendix 9 of the 2014 'Governance and Accountability for Local Councils: A Practitioners' Guide' and supplemented by the additional tests required by later AGARs.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

The internal audit for 2021/22 has now been completed in accordance with the provisions of the Practitioners' Guide and the CIPFA code of internal audit practice.

Based on the sample testing carried out at this final audit visit and during the year, all of the Council's current financial controls appear to be operating effectively with the exception of the items noted below:

Internal Auditor note on test L:

The requirement to test compliance with the various Transparency Codes is only compulsory for Councils under £25k. The inclusion of Councils over £25k was introduced just before the year-end testing, and is at the discretion of internal auditors. Consequently I have assessed this test as 'not covered'.

Internal Auditor note on test N:

I checked to see that the Council complied with the publication requirements for the previous year's Annual Governance and Accountability Return (AGAR). The Council had to publish before 01/07/21 and at least one day before the start of its public rights period (29/06/21) ss1&2 of the AGAR, and the public rights notice including a declaration that the accounting statements were unaudited. The Council has screenshots proving the upload date of the documents.

On or before 30/09/21, the Council was required to publish the notice of conclusion of audit, and ss1-3 of the AGAR (including the completed external audit report). The Notice of Conclusion was dated 28/09/21, but no screenshots were obtained proving the upload date of the documents.

I can confirm that all documents required to be published were present on the Council's website at 24/11/21.

The evidence indicates that the Council complied with the publication requirements,

but I cannot prove they did so with respect to the publication date of the Notice of Conclusion of audit. Consequently I have assessed this test as 'not covered'.

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report. Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	1
Medium	1
Low	0
Information	1
TOTAL	3

The number of recommendations made at all of the audit visits in 2021/22 and their priorities are summarised in the following table:

Rating	Number		
	Visit 1	Visit 2	TOTAL
High	1	1	2
Medium	1	1	2
Low	3	0	3
Information	0	1	1
TOTAL	5	3	8

I would like to thank Katharine Sheehan, Town Clerk and Paula Hewitt, Finance Officer for their assistance during this audit.

Darkin Miller ~ Chartered Accountants
2021/22 INTERNAL AUDIT OF CREWKERNE TOWN COUNCIL
FINAL REPORT VISIT 2 OF 2: 25th MAY 2022

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
3.3 – Note grant value and recipient in minutes	<p>I noted that the grants awarded by the Council at their meeting of 24/01/22 were not noted in the minutes of that meeting. The Clerk confirmed that the grants were listed in the agenda pack, but that future minutes will list the grants.</p> <p>I recommend that the amounts awarded and recipients are recorded in future as planned, and that the grants agreed at the meeting of 24/01/22 are noted in the minutes of the next Council meeting in order to ensure that there is transparency about grants awarded by the Council.</p>	M	Details of grants awarded will be listed in future minutes of the meeting at which they are agreed. The grants awarded on 24/01/2022 have been listed on the next Full Council agenda for inclusion in the minutes.		
3.4 – Approval and minute numbers	I noted that the Council meetings of 14/02/22 and 14/03/22 have minute numbers that are out of sequence, and that the minutes of 14/02/22 were not approved at the Council meeting of 28/03/22, although the minutes of the meeting of 28/02/22 had been approved. The Clerk noted that the meetings held on 14/02/22 and 14/03/22 were short meetings of Full Council that had been reconvened after other Committee meetings, and that the Council numbering had not originally been applied. The Clerk confirmed that the minutes have since been renumbered and were approved at Council on 16/05/22.	Info	Rectified.		
5.1 – Set formal prices and agree leases for	I checked to see that a sample of prices agreed with those approved by Council. I found that the monthly rental charged to one tenant of the George Reynolds Centre	H	Councillors waited for elections so that a new council could review the		

<p>GRC once reviewed</p>	<p>agreed to the prior year, but that there was no lease in place (following the Council's retaking operational control of the centre) as the new Council wish to look at the site as a whole. I found that the rent paid by another tenant agreed to correspondence from the Clerk to the tenant, but that this price had not been confirmed by Council.</p> <p>I recommend that the new Council sets prices for the use of the Centre, and puts lease agreements in place, as soon as possible once its review is completed. This will ensure that prices charged agree with those set by Council.</p>		<p>future of the centre holistically. The leases would form part of this review and so are currently on hold. Once the review is completed any required leases will be put in place.</p>		
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Items 7 d) i), ii) + iii)

Annual Internal Audit Report 2021/22

CREWKERNE TOWN COUNCIL

www.crewkerne-tc.gov.uk/

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 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	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 bank account reconciliations were properly carried out during the year.	✓		
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. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements ✱			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes). ✱			✓
O. (For local councils only) 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

18/11/2021 18/05/2022

Name of person who carried out the internal audit

Mrs R Darkin-Miller LLB (Hons) BFP FCA

Signature of person who carried out the internal audit



Date

23/05/2022

*If the response is 'no' please 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).

✱ SEE ATTACHED NOTE

Internal Auditor note on test L:

The requirement to test compliance with the various Transparency Codes is only compulsory for Councils under £25k. The inclusion of Councils over £25k was introduced just before the year-end testing, and is at the discretion of internal auditors. Consequently I have assessed this test as 'not covered'.

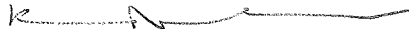
Internal Auditor note on test N:

I checked to see that the Council complied with the publication requirements for the previous year's Annual Governance and Accountability Return (AGAR). The Council had to publish before 01/07/21 and at least one day before the start of its public rights period (29/06/21) ss1&2 of the AGAR, and the public rights notice including a declaration that the accounting statements were unaudited. The Council has screenshots proving the upload date of the documents.

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I can confirm that all documents required to be published were present on the Council's website at 24/11/21.

The evidence indicates that the Council complied with the publication requirements, but I cannot prove they did so with respect to the publication date of the Notice of Conclusion of audit. Consequently I have assessed this test as 'not covered'.



R Darkin-Miller LLB (Hons) BFP FCA 23/05/22

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

CREWKERNE TOWN 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 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:

27/06/2022

and recorded as minute reference:

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

Chairman

Clerk

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Section 2 – Accounting Statements 2021/22 for

CREWKERNE TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<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	259,658	292,164	<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	421,080	440,037	<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	35,938	92,442	<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	198,033	186,353	<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	226,479	348,392	<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	292,164	289,899	<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	281,592	272,680	<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>	
9. Total fixed assets plus long term investments and assets	6,891,088	6,902,543	<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	N/A	<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 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

Date

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

27/06/2022

as recorded in minute reference:

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

SUPPORTING REPORTS TO FULL COUNCIL – 27 JUNE 2022

Agenda Item 7: Land at Severalls Tennis Courts: to consider quotes for fencing for grassed area to rear of tennis courts, install bins and benches, and resolve to seek the approval of the War Memorial Commemoration Trust to carry out the work required to re-open this area.

Introduction:

The tennis courts and surrounding grassed area at Severalls have been closed for several years, awaiting refurbishment of the tennis courts. The Lawn Tennis Association (LTA) in conjunction with South Somerset District Council (SSDC) have announced plans to fully refurbish both courts. There is public interest in having the grassed surrounding area reopened, even if the works to the courts have not been completed, in order to have some accessible open green space in this part of town.

Proposal:

As the timescales for the works to the tennis courts have not yet been confirmed by the District Council, the proposal is to open the area around the courts, installing some bins and benches for members of the public to enjoy.

The narrow area to the rear of the courts would be fenced off, and wooden posts installed to prevent vehicles accessing and parking on the banks/areas where benches will be installed, as per the plan below:





The grass will be mown on the flatter surfaces surrounding the courts, but the banks will not be cut or strimmed to allow wildflowers to grow.

Financial implications:

Fence cost: £985

Litter/recycling bin cost: £489

Dog bin cost: £125

Benches cost: £337 each (three required)

Approximate overall cost: £2,610

Budget lines: Bins from Grounds Maintenance (Bins) budget heading, remainder from Projects budget heading.

Recommendation:

1. That Council agrees to proceed with the works as outlined above and delegates authority to the Clerk in consultation with Chair of the Amenities Committee to place orders for fencing, bins and benches as outlined above.
2. That the Council seeks the formal approval of the War Memorial Commemoration Trust to carry out these works and approve the plan on its behalf.



Agenda Item 8a: Land at Town Hall – parking enforcement following transfer of land to Crewkerne Town Council.

Introduction: Following the transfer of the package of land in front of Town Hall to Crewkerne Town Council, the parking spaces will require monitoring and enforcement. As the Town Council does not have parking enforcement powers this will need to be carried out by another body.

As there is an existing Service Level Agreement (SLA) in place between CTC and SSDC for the monitoring and enforcement at Henhayes car park, the proposal is to add the newly acquired parking bays to this SLA. Under this SLA the income generated would be added to the existing spreadsheet and distributed in the same way.

Financial implications: The Town Council will not have to directly fund parking enforcement at this location as the costs will be offset by the income collected and distributed under the SLA.

Recommendation:

1. That Councillors resolve to ask SSDC to add the parking bays at Town Hall to the existing Service Level Agreement in respect of Henhayes car park.



Agenda Item 11: to consider the early renewal of the Council's HR/Employment Law Support Service.

Introduction:

CTC currently use a contracted HR/Employment Law support service, in year 2 of a 3 year agreement.

The company have reached out with an early renewal offer for either a three or five year agreement.

Financial implications:

Current annual fee: £1,300 +VAT.

3 year early renewal offer: £1235 +VAT per annum.

5 year early renewal offer: £1170 + VAT per annum.

This contract qualifies as specialist services under section 11.1.a.ii of the Council's Financial Regulations.

Recommendation:

1. That Councillors accept either the 3 year or 5 year renewal offer as it is a saving on the current agreement and the Council benefits from having professional legal and HR support.

K Sheehan, Town Clerk, 20th June 2022.