

# UPLOWMAN PARISH COUNCIL

Clerk to the Council : Robert Hodgson  
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Upplowman,  
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16/03/19

All Parish Councillors

Dear Councillors,

## **UPLOWMAN PARISH COUNCIL - NOTICE OF ANNUAL MEETING THURSDAY 16TH MAY 2019, starting at 7.30pm in Upplowman Village Hall**

Congratulations all on your re-elections! The next meeting of this Council will be on **THURSDAY 16<sup>th</sup> May 2019**, starting at 7.30pm in Upplowman Village Hall with the Chair's report on the past year and any comments from the public. Draft Minutes of the last meeting have been circulated and can be found at <https://parish.middevon.gov.uk/Upplowman>.

As this will be the start of a new council for the coming 4 years, you all need to sign declarations of Acceptance of Office in front of me (as the Clerk) at the start of the meeting. I attach the necessary papers and will bring spare copies to the meeting.

I also attach the Register of Interest forms, which must be returned to MDDC within 28 days of our meeting.

Following that, Item 1 on the Agenda will be the election of a Chair for the coming year.

I attach the draft Audit paperwork for this year. Mr Clark has generously done our internal audit again and we will have to agree and sign the Certificate of Exemption (stating that our turn-over was less than £25,000 and we are exempt from audit), Annual Governance Statement and the Accounting Statement. I attach all of these papers for your consideration.

The following dates are booked for 2019 (all Thursdays): 18<sup>th</sup> July, 19<sup>th</sup> Sept and 21<sup>st</sup> Nov.

Yours sincerely,

Robert Hodgson (Clerk to Upplowman Parish Council)

# UPLOWMAN PARISH COUNCIL

## AGENDA FOR ANNUAL MEETING TO BE HELD AT THE VILLAGE HALL, UPLOWMAN, ON THURSDAY 16<sup>th</sup> MAY 2019 at 7.30pm

*The evening will start with an open session at which the Chair will provide a report on the past year and parishioners may raise matters of concern. All are welcome to observe the council meeting.*

1. Attendance, Declarations of Acceptance and Election of Chair for 2019-20

2. Procedural matters, including reports from DCC and MDDC:

- 2.1 Apologies for Absence
- 2.2 Co-option of additional councillor

3. Minutes of last meeting (21 March 2019)

4. Matters arising from Minutes of last meeting not covered elsewhere

5. Finance and procedures

- 5.1 Current position :

Bank balance at last meeting :	£4,547.76
Income since last meeting (Pecept + Par Mag grant	£3,341.18
Expenditure authorised on 15 Nov:	£557.65
<b>Current balance:</b>	<b>£7,331.29</b>

- 5.2 Payments for approval:

R Hodgson, Clerk's expenses (£9.85)  
W J Veen, grass cutting (£158.75)  
Community First Trading Ltd (Annual Insurance, £192.01)

- 5.3 Approve Annual Governance Statement (with thanks to Mr R Clark for acting as internal Auditor)

- 5.4 Approve Annual Accounting Statement

- 5.5 Approve Certificate of Exemption

6. Planning

- 6.1 18/0283/OUT: Jaspers Green dwelling: Appeal made to Sec of State: Appeal has been allowed

- 6.2 18/01905/FULL: Chamberlains, erect carport & barn. New revised plans supported by UPC  
Passed by MDDC

- 6.3 19/00529/Full: Chieflowman Fm: convert agricultural bldg to dwelling

- 6.4 19/00313/PNCOU: LowerManCross, convert bldg to dwelling: Passed by Prior Notification

7. Parish Planning

- 7.1 Update on progress of Parish Planning group. Nothing to report.

8. Correspondence (See attached list plus any correspondence received after this notice)

- 8.1 Environment, SWW, etc:

- 8.2 Local Plans and Surveys.

- 8.3 General Correspondence

- 8.5 Village projects

9. Hall & Recreation Association

- 9.1 Report.

10. Emergency Planning & Neighbourhood Watch

- 10.1 Neighbourhood Watch Report. Police no longer able to provide crime statistics

11. Community Projects and matters.

- 11.1 School parking update

- 11.2 Money obtained for bus shelter

- 11.3 Parish noticeboard requires attention

- 11.4 Proposals for projects for the coming year.

12. Parish Transport/Paths.

- 12.1 Update

13. Date of next meeting (Thursday 18 July 2019, to be confirmed).

## CORRESPONDENCE SINCE LAST MEETING (21 Mar 2019)

### 5. Finances

Ser No	Date received	From/to	Subject	Date replied/sent
482	26/03/19	PKF Littlejon	Details of 2019 Annual Audit	
483	29/03/19	SP Par Mag	Confirming £420 donation for bus shelter	
484	01/04/19	MDDC	Precept paid (£2921.16) less DALC subscription	
485	02/04/19	DALC	Invoice for Subscription = £78.82	
486	05/04/19	Nat West	Statement Bal =£7331.29	
487	28/04/19	R Clark	Internal Audit completed	
488	08/05/19	Comm 1st	Insurance renewal £192.01	
489	09/05/19	J Veen	Invoice for grass cutting (£158.75)	

### 6. PLANNING

Ser No	Date received	From/to	Subject	Date replied/sent
655	20/03/19	MDDC	18/01905/FULL: Chamberlains, erect carport & barn. Revised	30/03/19
656	01/04/19	MDDC	18/00283/OUT Jaspers Green: Appeal allowed	
657	08/04/19	MDDC	19/00529/F: Chieflowman Fm: convert ag bldg to dwelling	
658	18/04/19	MDDC	19/00313/PNCOU: LowerManCross, convert bldg to res	
659	25/04/19	MDDC	18/01905/FULL: Chamberlains, erect carport & barn. approved	

#### 7.1 ENVIRONMENT, including Sewerage, Recycling, Roads & rivers

Ser No	Date received	From/to	Subject	Date replied/sent
334			<b>Nothing</b>	

#### 7.2 LOCAL PLANS & SURVEYS, including HRA

Ser No	Date received	From/to	Subject	Date replied/sent
<b>314</b>			<b>Nothing</b>	

#### 7.3 GENERAL CORRESPONDENCE

Ser No	Date received	From/to	Subject	Date replied/sent
1602	04/04/19	MDDC	Statement of persons nominated – put on board	
1603	12/04/19	MDDC	Notice of Euro election put on board	
1604	01/05/19	MDDC	Declaration of acceptance and Reg of Interest forms - circ	
<b>1605</b>	01/05/19	C&CD	Clerks & Councils Direct mag	
1606	02/05/18	NHS Devon	Heathwatch magazine	

#### 7.5 Village projects.

Ser No	Date received	From/to	Subject	Date replied/sent
<b>336</b>			<b>Nothing</b>	

Plus about 230 incoming emails. Support for councillors: <http://www.ntselearning.co.uk> for information and on-line courses.

## Certificate of Exemption – AGAR 2018/19 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2019, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

### UPLOWMAN PARISH COUNCIL

certifies that during the financial year 2018/19, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2018/19:

ENTER £3,320 T £00,000

Annual gross expenditure for the authority 2018/19:

ENTER £2,875 T £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2015
- In relation to the preceding financial year (2017/18), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website\* before 1 July 2019. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

Signed by Chairman

Date

Email

Telephone number

\*Published web address

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor.**



## Annual Internal Audit Report 2018/19

### UPLOWMAN 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 2019.

The internal audit for 2018/19 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.	<input checked="" type="checkbox"/>		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>		
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	<input checked="" type="checkbox"/>		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable <input checked="" type="checkbox"/>
<b>M. (For local councils only)</b>	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

30/04/2019

DD/MM/YYYY

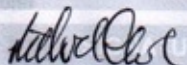
DD/MM/YYYY

Name of person who carried out the internal audit

RICHARD CLARK

INTERNAL AUDITOR

Signature of person who carried out the internal audit



SURE REQUIRED

Date

30/04/2019

DD/MM/YYYY

\*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).



## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

### UPLOWMAN 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 2019, that:

	Agreed		Yes	No	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.					prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.					made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.					has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.					during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.					considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.					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.
7. We took appropriate action on all matters raised in reports from internal and external audit.					responded to matters brought to its attention by internal and external audit.
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.					disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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		has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

\*For any statement to which the response is 'no', an explanation should be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

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



## Section 2 – Accounting Statements 2018/19 for

### UPLOWMAN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	£3214	£3545	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.
2. (+) Precept or Rates and Levies	£2829	£2880	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.
3. (+) Total other receipts	£71	£440	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
4. (-) Staff costs	£1070	£1100	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
5. (-) Loan interest/capital repayments	£0	£0	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
6. (-) All other payments	£1499	£1775	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
7. (=) Balances carried forward	£3545	£3990	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
8. Total value of cash and short term investments	£3545	£3990	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
9. Total fixed assets plus long term investments and assets	£3733	£3733	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.
10. Total borrowings	£0	£0	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.
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.
		X	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 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

*[Signature]*  
SIGNED

10-05-2019.

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED