



BURSLEDON PARISH COUNCIL

Parish Council Office, The Lowford Centre, Portsmouth Road.
Bursledon Southampton SO31 8ES
Telephone 023 8040 7535 Website: bursledon-pc.gov.uk
Email: clerk@bursledon-pc.gov.uk

Notice of Meeting	
Meeting of Full Council	
Time and date	7: 00pm on Monday 24 June 2020
Place	Bursledon Parish Council Virtual Office. (This will be an on-line meeting managed by the Parish Council.)
To ALL MEMBERS OF THE COUNCIL	
Dear Councillor You are hereby summoned to attend the on-line meeting of Bursledon Parish Council to be held on Wednesday 24 June at 7.00 pm. You will receive an electronic invitation to the meeting from the Council Office. The Agenda for the meeting is attached Yours sincerely Roland Potter Roland Potter Parish Clerk 17 June 2020	
PUBLIC NOTICE – HOW TO TAKE PART IN A MEETING Due to the current restrictions on public meetings and social distancing. Council and committee meetings will be held on-line. If you wish to take part in this meeting please see the instructions on the next page.	

HOW TO TAKE PART IN A MEETING

If you wish to speak at a meeting or ask a question, you should submit a request by email to the clerk@bursledon-pc.gov.uk including your email address up to one hour before the meeting. You will then receive an invite from the Council to take part in the on - line meeting.

Or

5 to 10 minutes before the start time please click "Join Microsoft Teams Meeting" below using either a computer, tablet or smartphone.

[Join Microsoft Teams Meeting](#)

If prompted, we recommend that you install the Teams app rather than using the functional but inferior web version.

Then join the audio as follows:

- Smart phone: no further action is required
- Computer & tablet: either use a headset (recommended) or the built-in microphone and speaker
- Phone:
 - (1) mute microphone by clicking "Microphone" button on Microsoft Team window
 - (2) mute speaker on computer/ tablet
 - (3) dial 023 8212 8725 and the conference ID 340 127 603#

You can skip the "Join" stage and simply dial 23 8212 8725 and the conference ID 340 127 603#, but you will not be able to see what is displayed during the meeting.

Agenda

Meeting of Full Council

Time and date: **7:00pm on Wednesday 24 June 2020**

Place: Bursledon Parish Council Virtual Office.

Members of the public and press are welcome to attend in accordance with the Public Bodies (Admissions to Meetings) Act 1960

1	Apologies To receive and consider apologies for absence.
2 2.1	Declarations of Interest To receive from members, in respect of any items included on the agenda for this meeting, disclosures of any personal or pecuniary interests in line with the Bursledon Parish Council's Code of Conduct and gifts and hospitality in line with government legislation.
2.2	Declarations of Interest for District & County Councillors District & County Councillors on the Council will make their comments and decisions based upon information available at the time of this meeting. It is accepted that District & County Councillors may come to different decisions in the light or more information being made at District or County Council Planning Meetings.
3	Minutes To approve the minutes of the Council meeting held on Tuesday 29 May 2020 (Attached).
4 4a	Questions from the Public The Chair will invite members of the public present if they would like to speak or ask any questions on any Local Government matter, not included on the agenda to which an answer will be given or if necessary, a written reply will follow within 10 working days, or the questioner will be informed of the appropriate contact details.
4b	The Chair will invite members of the public present to indicate which item on the agenda if any, they would like to speak.
5	Chair's Communications To receive any communications from the Chair of the Council.

6	Planning Applications <i>Please note the Parish Council is only a consultee on Planning Issues and does not decide if a planning application will be approved or refused</i>
6a	Application No: H/20/87963 Site Address: THE LODGE, PLOVERFIELD, LONG LANE, BURSLEDON, SOUTHAMPTON, SO31 8DA Description: Erection of garden room
6b	Application No: F/20/87923 Site Address: FAIRPORT HOUSE, LANDS END ROAD, BURSLEDON, SOUTHAMPTON, SO31 8DN Description: Erection of single-storey boathouse following demolition of existing boathouse.
7	Internal Auditors Report To receive and note the Internal Auditors Report for 2019/20. To consider the actions recommended within the report.
8	Annual Governance Statement 2019/20 To approve the Annual Governance Statement for 2019/20.
9	Annual Accounts 2019/20 To receive and approve the Annual Accounts and Annual Return for 2019/20
10	Finance Reports - To note and approve the schedule of payments at 19 June 2020 - To note the Budget report at 31 May 2020 - To note the Cash Book Summary at 31 May 2020
11	Parish Clerks Report To receive and note the Parish Clerks Report. To approve the actions identified within the report.
12.	The Chair will close the meeting

Bursledon Parish Council	
Minutes of the Full Council Meeting	
Minutes of the virtual meeting of Bursledon Parish Council held on Tuesday 19 May 2020 at 7pm in the Bursledon Parish Council Virtual Office. (This was an on-line meeting managed by the Parish Council)	
Members: Cllr S Holes (Chair)+ Cllr M Garrett (Vice Chair) + Cllr T Craig + Cllr K House +	Cllr B Simon-Hart # Cllr M Penn + Cllr J Rich +
Note: + = Attended, * = Apologies, # = Absent and no apology received.	
Also, Attended Officers of the Council R Potter (Parish Clerk) Members of the Public: 6	
FC/20/129	Apologies for Absence There were no apologies
FC/20/130	Declarations of Interest There were no declarations of interest.
FC/20/131	Minutes of Previous Meeting. The minutes of the Full Council Meeting held on Wednesday 26 February 2020 were agreed and signed as a correct record.
FC/20/132	Questions from the Public There were no questions by the public
FC/20/133	Chair's Communications There were no communications
FC/20/134	Change to the order of the Agenda Council considered changing the order of business to hear planning applications first. RESOLVED: To change the order of the agenda to defer items 6 & 7 until after items 8 and 9

FC/20/135	Appointment if Chair of the Planning & Highways Committee Due to the resignation of Cllr O Sullivan, there was now a vacancy for the chair of the Planning Highways Committee. Cllr Rich proposed, and Cllr Pen seconded that Cllr M Garrett to take the position of Chair of the Committee. RESOLVED: That Cllr M Garrett be appointed Chair of the Planning and Highways Committee.
FC/20/136	Cllr Holes passed the Chair of the meeting to Cllr M Garrett Chair of the Planning and Highways Committee for the planning section of the agenda.
FC/20/137	Planning Applications Application No: O/20/87736 Site Address: THE MILL HOUSE, WINDMILL LANE, BURSLEDON, SOUTHAMPTON, SO31 8BG Description: Outline planning application for 14no. affordable housing dwellings with associated landscaping, infrastructure and access from Windmill Lane (considering access and layout only) RESOLVED: OBJECT The Council objects for the following reasons: • The application contrary to EBC Policies about conservation and countryside. The new buildings in the proposal are for a high-density development of homes and hard standing parking for vehicles, which does not enhance the designated area and has a detrimental impact on the setting of the windmill with the conservation area. • The Council believes there will be an unacceptable loss of wildlife habitat and trees. • The proposed development on the disruption of wind flow which is essential to maintain the working of one of the last working Windmills and will reduce its production capacity. • The Council are concerned over impact of proposed drainage of the site on neighbouring properties. • The proposed access to the north of the site is on a narrow lane with on road parking serving homes directly opposite. • The unacceptable increase in related traffic on Windmill Lane.

	If officers are minded to approve this application, the Council asks that it passed to the Local Area Committee for consideration and decision.
FC/20/138	Application No: F/20/87702 Site Address: DROVE HOUSE, HIGH STREET, BURSLEDON, SOUTHAMPTON, SO31 8DJ Description: Construction of two-storey 4-bedroom dwelling and detached double garage following the demolition of the existing dwelling and garage. RESOLVED: OBJECT The Council objects for the following reasons: - The application is contrary to Section 170.LB of the adopted Local Plan regarding demolition within the conservation area. The Council is of the opinion that regarding 170.LB (i) the current house is in a habitable condition and that the proposed development does not fulfil the requirement of sections (ii) and (iii) of 170.LB. - The volume of proposed replacement exceeds the limit for extending property in Old Bursledon Conservation Area. - The roof mass and materials at Western end of proposed dwelling will have a detrimental impact on the conservation area setting viewed from High Street. - The building design, materials and colour for proposed replacement dwelling will detract from the character of the conservation and countryside designated area; both when viewed from Strawberry Trial route along High Street and viewed from the River Hamble. - If officers are minded to approve this application, the Council asks that it passed to the Local Area Committee for consideration and decision.
FC/20/139	Application No: H/20/87375 Site Address: 14 WOODLANDS WAY, BURSLEDON, SOUTHAMPTON, SO31 8JA Description: Removal of existing steps to the rear of the property, giving access to a raised patio area, stairs re-built to provide disabled access RESOLVED: NO OBJECTION

FC/20/139	Application No: H/20/87762 Site Address: 1 IVYDENE COTTAGES, HUNGERFORD, BURSLEDON, SOUTHAMPTON, SO31 8DE Description: Erection of a two-storey side extension with new front porch canopy; a single-storey and two-storey rear extension and 5no. roof lights. RESOLVED: NO OBJECTION
FC/20/140	Application No: H/20/87544 . Site Address: DUNEDIN, BRIDGE ROAD, BURSLEDON, SOUTHAMPTON, SO31 8AL Description: Single storey front extension to create side annex, single storey rear extension to existing attached garage, first floor side extension, loft conversion with rear dormer to provide second floor living accommodation, part garage conversion, render existing porch, garage and existing single storey side extension and change roof materials to existing porch, garage and side extension to grey slate to match main dwelling RESOLVED: NO OBJECTION
FC/20/141	Application No: H/20/87768 Site Address: LINDISFARNE, BRIDGE ROAD, BURSLEDON, SOUTHAMPTON, SO31 8AH Description: Demolition of detached outbuilding, Raising of roof to provide second floor living accommodation with rear dormer, two storey front and side extensions, single storey rear extension with raised patio, glazed balustrade and privacy screen, new steps to front entrance, enlargement of bay window and alterations to fenestration RESOLVED: NO OBJECTION
FC/20/142	Review of Fees Application No: H/20/87510 . Site Address: ELM DALE COTTAGE, HIGH STREET, BURSLEDON, SOUTHAMPTON, SO31 8DL Description: Two storey rear extension RESOLVED: OBJECT The Council objects for the following reasons:

	• The proposed extension exceeds the limit for extending property in Old Bursledon Conservation Area. • The proposed extension design and materials do not preserve or enhance this part of the Old Bursledon Conservation Area. • This dwelling is located on a triangular piece of land at a roads junction with no footway and is viewable from all sides by pedestrian traffic using the Strawberry Trail on High Street and Station Hill. The dwelling is also adjacent to three listed dwellings. • If officers are minded to approve this application, the Council asks that it passed to the Local Area Committee for consideration and decision.
FC/20/143	Temporary Amendment to Standing Orders and Financial Regulation The Council considered temporary amendments to Standing Orders and Financial Regulations in line with the CoVid 19 temporary legislation until 5 May 2021. RESOLVED: • That Standing Orders and Financial Regulations are temporarily amended in line with the temporary legislation.
FC/20/144	Resignation of Parish Councillors The Council noted the resignation of Cllr J O'Sullivan. The Council noted that contrary Cllr B Simon-Hart was in breach of Local Government Act 1972, s85 (1) & (2) and therefore had ceased to be a Parish Councillor.
FC/20/145	Calendar of Meetings Council considered a report on the calendar of meetings of the Council and its Committees for 2020/21. Council considered holding the principle of holding an additional Planning & Highways Committee prior to a Council meeting starting at 6:00pm if required. RESOLVED: • That the Calendar of meetings be adopted for 2020/21. • That an additional Planning & Highways Committees would start at 6:00pm prior to a Council meeting if required.

FC/20/146	Internal Audit – Pre-year End Report The Council received and noted the report of the Internal Auditor at 25 February 2020 and noted the recommendations of the Internal Auditor RESOLVED: • That the report of the Internal Auditor was noted and accepted. • That the actions and comets identified in the report would be put into place.
FC/20/147	Appointment of Internal Auditor The Council considered renewing the appointment of the Internal Auditor. RESOLVED: • That Mr T Light was appointed as the Councils Internal Auditor for a period of three years.
FC/20/148	Document Retention Policy The Council received a report outlining and recommending the adoption of a policy on document retention. RESOLVED: • That the Document Retention Policy be adopted by the Council.
FC/20/149	Finance Reports The Council received and noted the following Finance reports: • To note and approve the schedule of payments at 20 March 2020 • To note and approve the schedule of payments at 20 May 2020 • To retrospectively approve the setting up of a Standing Order of 10 payments of £910 to the BDCA on the fifth of each month. RESOLVED: • That the reports were noted. • That the schedule of payments totalling £12,378.40 be approved. • That the Standing Order to the BDCA of £910 per month be approved.
FC/20/150	<u>The Meeting closed : 20.41</u>



7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

09 June 2020

The Parish Clerk

Bursledon Parish Council

Lowford Centre,

Portsmouth Road,

Bursledon.

Southampton.

SO31 8ES

Dear Roland

Final Internal Audit Review:

Bursledon Parish Council – covering February 2020 to March 2020 and Year End procedures

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2019-20 Annual Accountability and Governance and Accounts Return AGAR).

We have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2019

.....

- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the final audit in 2019/2020 to check that the Council adheres to the requirements set out in the Governance and Accountability for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

The current Coronavirus outbreak has delayed further visits taking place, but consultations have continued by video link and telephone conference calls with the Clerk. The Clerk has allowed us access to AdvantEdge software and provided back-up information for the period February 2020 to March 2020 and end of year details to support the current governance and financial management position of the Council.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulations 2015 from the Council's website.

As we have carried out interim internal audit visits through 2019/2020, we are also using the information already recorded from these visits to complete the internal control objectives on the (AGAR) Internal Audit Report.

Where this is necessary, we will complete the AGAR Internal Audit Report on evidence already seen from the previous visit. This is acceptable practice for the External Auditor.

As part of this final Internal Audit Review we checked:

Bank Reconciliations for all bank accounts, including confirmation of balances for Petty Cash.

- all the Bank Reconciliation at 31 March 2020 were re-performed and no errors were noted.
- petty cash balances as at 31 March 2020 were agreed.

Investments – Eastleigh Borough Council Loan Account No L601

- the balances for the investment with Eastleigh Borough Council were confirmed and agreed at 31 March 2020.

Income and Expenditure

- all income and expenditure items test checked between February 2020 and March 2020 were confirmed and details are accurate to the records held by Council.

VAT Reimbursement

- the Clerk has submitted a VAT reimbursement claim form for the period January 2020 to March 2020 for £2792.95 to HMRC in June 2020.

Parish Council Minutes

- Minutes of the Council were checked on the website for approvals and decisions made and approval of payments was checked for February 2020 to March 2020.

Asset Register

- The Asset Register at 31 March 2020 was reviewed and additions for 2019/20 were agreed.

Risk Assessment 2019/2020

- the risks of the Parish Council were reviewed in February 2020 to ensure that the requirements of the Governance and Accountability for Smaller Authorities in England (March 2019) is met.

End of Year Procedures

- A full check was carried out on the End of Year documentation provided by the Clerk and RFO to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2018/19 and 2019/20 shown on Section 2 of the AGAR as required by the External Auditor.
- The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.

We are pleased to report that the various records and procedures in place for the Council provide an appropriate standard of control.

We would like to take this opportunity to thank the Parish Clerk for their help and co-operation during 2019/2020 to complete the internal audit process.

This report should be noted and circulated to the next meeting of the Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be Minuted by the Council.

Yours sincerely,
Tim Light FMAAT
Internal Auditor

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

Bursledon 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 2020.

The internal audit for 2019/20 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.			
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 and year-end bank account reconciliations were properly carried out.			
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 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
M. (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

DD/MM/YY

DD/MM/YY

DD/MM/YY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

*If the response is 'no' you must include a note to 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 2019/20

We acknowledge as the members of:

E Bursledon Parish 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 2020, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
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

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.bursledon-pc.gov.uk

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

E Bursledon Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	145,709	184,787	<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	136,651	159,682	<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	24,454	82,382	<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	68,933	82,780	<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	53,094	134,821	<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	184,787	209,250	<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	185,477	213,262	<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	508,813	569,758	<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	<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 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

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

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

El Bursledon Parish Council

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, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not 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.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

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

BURSLEDON 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 2020.

The internal audit for 2019/20 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
			Yes	No
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 and year-end bank account reconciliations were properly carried out.			✓	
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 2018/19, it met the exemption criteria and correctly declared itself exempt (if the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")				✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓	
M. (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 16/10/19
 Name of person who carried out the internal audit T.M. UGHT FHAT
 Signature of person who carried out the internal audit T.M. UGHT FHAT
 Date 25/02/20 09/06/20
 Date 09/06/20

*If the response is 'no' you must include a note to 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).

Income and Expenditure Account

Unaudited

31/03/19 £		31/03/20 £
	INCOME	
988.48	Allotment Rents	976.80
5,171.62	Cemetery Income	1,355.00
0.00	Grants Received	4,225.00
17,924.84	Income	75,481.13
369.13	Interest on Investments	344.59
136,650.94	Precept	159,682.32
<u>161,105.01</u>	INCOME TOTAL	<u>242,064.84</u>
	EXPENDITURE	
984.92	Allotments	734.31
0.00	Cemetery Services	1,473.10
105.00	Civic Expenditure	1,114.79
0.00	Community Development	3,221.50
-10,118.10	Grants	2,668.00
67,060.31	Grounds Maintenance	144,873.19
0.00	Library	511.20
63,744.95	Parish Office Central Charges	62,504.50
250.00	S. 137 Payments	500.00
<u>122,027.08</u>	EXPENDITURE TOTAL	<u>217,600.59</u>
104,442.98	Balance as at 01/04/19	43,785.91
161,105.01	Add Total Income	242,064.84
<u>265,547.99</u>		<u>285,850.75</u>
122,027.08	Deduct Total Expenditure	217,600.59
<u>0.00</u>	Stock Adjustment	<u>0.00</u>
-99,735.00	Transfer to/ from reserves	-4,099.00
<u>43,785.91</u>	Balance as at 31/03/20	<u>64,151.16</u>

Signed _____
Chair

Clerk / Responsible Financial Officer

Consolidated Balance Sheet

Unaudited

31/03/19

£

31/03/20

£

Current assets

0.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investment	0.00
0.00	Stocks	0.00
4,018.24	VAT Recoverable	2,792.95
246.00	Debtors	144.40
287.99	Payment in Advance	0.00
185,477.23	Cash in Hand at Bank	213,262.49
190,029.46	TOTAL CURRENT ASSETS	216,199.84
190,029.46	TOTAL ASSETS	216,199.84

Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
5,242.99	Creditors	6,949.12
0.00	Receipts in Advance	0.00
5,242.99	TOTAL CURRENT LIABILITIES	6,949.12
184,786.47	TOTAL ASSETS LESS CURRENT LIABILITIES	209,250.72

0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
184,786.47	NET ASSETS	209,250.72

Represented by

43,785.91	General Fund	64,151.16
4,490.56	Community Centre	4,490.56
3,235.00	Long Lane Rec Car Park	3,235.00
7,000.00	Elections	7,000.00
0.00	Projects from previous Year	0.00
123,000.00	Machinery & Capital Reserves	123,376.00
575.00	Library Grant	73.00
2,700.00	County Councillor Grant	6,925.00
184,786.47		209,250.72

Signed _____

Chairman

Date _____

AUDIT OPINION

Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/19 and 31/03/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		2019/20	Revised	Actual Net	Balance
INCOME					
Parish Office Central Charges					
100	Precept	£159,682.32	£159,672.00	£159,682.32	£10.32
101	EBC Support Grant	£7,972.00	£8,127.57	£8,127.57	£0.00
105	Office Services	£0.00	£0.00	£289.00	£289.00
110	Interest	£220.00	£220.00	£0.00	-£220.00
112	Intrest	£0.00	£0.00	£344.59	£344.59
Total Parish Office Central Charges		£167,874.32	£168,019.57	£168,443.48	£423.91
Allotments					
120	Allotment Rents	£1,150.00	£1,150.00	£976.80	-£173.20
Total Allotments		£1,150.00	£1,150.00	£976.80	-£173.20
Cemetery Services					
125	Income	£4,640.00	£4,640.00	£1,355.00	-£3,285.00
Total Cemetery Services		£4,640.00	£4,640.00	£1,355.00	-£3,285.00
Grounds Maintenance					
130	Income - Outside Services-Long Lane	£2,568.00	£67,638.16	£66,920.16	-£718.00
135	Income - Outside services - King George V	£0.00	£0.00	£0.00	£0.00
Total Grounds Maintenance		£2,568.00	£67,638.16	£66,920.16	-£718.00
Capital					
140	Grants & Section 106	£0.00	£0.00	£4,225.00	£4,225.00
Total Capital		£0.00	£0.00	£4,225.00	£4,225.00
Total Income		£176,232.32	£241,447.73	£241,920.44	£472.71
EXPENDITURE					
Parish Office Central Charges					
201	Community Centre Rent	£2,000.00	£2,000.00	£2,000.00	£0.00
202	Community Centre Service Charges	£5,366.00	£5,366.00	£5,784.93	-£418.93
203	Property Costs	£0.00	£204.00	£771.59	-£567.59
210	Postage	£153.00	£153.00	£94.66	£58.34
211	Stationery/Printing	£613.00	£613.00	£306.30	£306.70
212	Photocopier Hire & Charges	£1,400.00	£1,400.00	£1,404.70	-£4.70
213	Information Technology	£0.00	£3,560.00	£2,914.05	£645.95
216	Telephone	£0.00	£767.00	£1,510.08	-£743.08
217	Website	£0.00	£324.00	£1,195.00	-£871.00
218	Subscriptions & Publications	£1,900.00	£1,900.00	£1,644.35	£255.65
219	General Insurance	£2,555.00	£2,555.00	£3,432.97	-£877.97
220	Legal Fees	£3,066.00	£3,066.00	£2,884.00	£182.00
221	Audit Fees	£1,000.00	£1,000.00	£505.55	£494.45
222	Bank Charges	£175.00	£175.00	£133.90	£41.10
225	Salaries	£0.00	£42,634.00	£35,104.86	£7,529.14
226	Staff Overheads	£0.00	£1,324.00	£842.18	£481.82

Financial Budget Comparison

Comparison between 01/04/19 and 31/03/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

	2019/20	Revised	Actual Net	Balance
Total Parish Office Central Charges	£18,228.00	£67,041.00	£60,529.12	£6,511.88
Civic Expenditure				
300 Newsletter	£200.00	£200.00	£0.00	£200.00
305 Chairmans Allowance	£200.00	£200.00	£0.00	£200.00
306 Councillor Expenses	£650.00	£750.00	£0.00	£750.00
307 Councillor IT Expenses	£0.00	£0.00	£341.28	-£341.28
308 Councillor Training	£100.00	£0.00	£190.00	-£190.00
309 Civic projects	£0.00	£0.00	£559.51	-£559.51
310 Room Hire	£200.00	£400.00	£0.00	£400.00
315 Election Expenses (RESERVE)	£3,900.00	£3,900.00	£24.00	£3,876.00
Total Civic Expenditure	£5,250.00	£5,450.00	£1,114.79	£4,335.21
Community Development				
360 Community Development	£0.00	£7,333.00	£3,221.50	£4,111.50
365 Library - Operational Costs	£0.00	£704.00	£511.20	£192.80
Total Community Development	£0.00	£8,037.00	£3,732.70	£4,304.30
Grants				
350 Grants	£0.00	£4,700.00	£3,168.00	£1,532.00
Total Grants	£0.00	£4,700.00	£3,168.00	£1,532.00
Allotments				
500 Salary Costs	£0.00	£0.00	£0.00	£0.00
502 Administration Costs	£0.00	£164.00	£162.00	£2.00
505 Operational Costs	£0.00	£317.00	£572.31	-£255.31
Total Allotments	£0.00	£481.00	£734.31	-£253.31
Cemetery Services				
550 Bursledon Cemetery Staff Costs	£0.00	£0.00	£0.00	£0.00
552 Bursledon Cemetery	£0.00	£338.00	£1,312.65	-£974.65
555 St Leonnards Staff Costs	£0.00	£0.00	£0.00	£0.00
557 St Leonnards Cemetery (Closed)	£0.00	£0.00	£8.45	-£8.45
560 Mauseleum Salaries	£0.00	£0.00	£0.00	£0.00
562 Grey Laydes Mausoleum	£0.00	£0.00	£0.00	£0.00
Total Cemetery Services	£0.00	£338.00	£1,321.10	-£983.10
Grounds Maintenance				
400 Administration Costs	£0.00	£100.00	£1,083.07	-£983.07
402 Health & Safety	£0.00	£512.00	£337.50	£174.50
403 Equipment Costs	£0.00	£3,219.00	£3,537.86	-£318.86
404 Fuel	£0.00	£767.00	£2,545.15	-£1,778.15
405 Vehicle Costs	£0.00	£2,555.00	£1,868.11	£686.89
406 Illegal Tipping	£0.00	£332.00	£160.00	£172.00
407 Notice Boards	£0.00	£0.00	£688.20	-£688.20
408 Salaries	£0.00	£59,297.00	£47,675.13	£11,621.87
409 Staff Overheads	£0.00	£1,553.00	£845.61	£707.39
420 Long Lane Recreation Ground	£0.00	£29,577.00	£21,792.22	£7,784.78
430 King George V Playing Fields	£0.00	£0.00	£3,812.13	-£3,812.13

Financial Budget Comparison

Comparison between 01/04/19 and 31/03/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		2019/20	Revised	Actual Net	Balance
440	Pilands Wood Open Space	£0.00	£34,440.00	£36,639.77	-£2,199.77
445	Woodlands Way	£0.00	£18,552.00	£18,551.90	£0.10
450	Great Down Park	£0.00	£0.00	£2,502.48	-£2,502.48
455	Lionheart Way Ecology Park	£0.00	£0.00	£1,188.40	-£1,188.40
460	Hungerford Bottom Ecology Park	£0.00	£0.00	£0.00	£0.00
465	Pocket Park Kew Lane	£0.00	£0.00	£0.00	£0.00
470	Fishers Piece	£0.00	£0.00	£537.50	-£537.50
475	The Laurels	£0.00	£0.00	£0.00	£0.00
480	The View Point	£0.00	£0.00	£0.00	£0.00
485	Bursledon Station Woods	£0.00	£0.00	£0.00	£0.00
490	Peewit Hill	£0.00	£0.00	£140.00	-£140.00
Total Grounds Maintenance		£0.00	£150,904.00	£143,905.03	£6,998.97
Old Accounts					
998	Suspence Petty cash	£0.00	£0.00	£0.00	£0.00
999	Suspence	£0.00	£0.00	£0.00	£0.00
1205	Property Maintenance	£0.00	£0.00	£0.00	£0.00
1220	Office Costs	£409.00	£0.00	£0.00	£0.00
1222	Telephone	£767.00	£0.00	£0.00	£0.00
1225	Broadband/Website/Internet	£324.00	£0.00	£0.00	£0.00
1226	Equipment Maintenance & Software licences	£3,000.00	£0.00	£0.00	£0.00
1230	Admin Capital projects	£0.00	£0.00	£0.00	£0.00
1260	Library Costs	£704.00	£0.00	£0.00	£0.00
1290	Office Salaries	£36,996.00	£0.00	£0.00	£0.00
1291	Office Staff Training	£1,022.00	£0.00	£0.00	£0.00
1292	Staff Travel	£200.00	£0.00	£0.00	£0.00
1293	Staff Recruitment	£102.00	£0.00	£0.00	£0.00
1350	Grants	£9,950.00	£0.00	£0.00	£0.00
1400	Water Rates	£317.00	£0.00	£0.00	£0.00
1402	Grounds Maintenance	£0.00	£0.00	£0.00	£0.00
1420	Water Rates	£77.00	£0.00	£0.00	£0.00
1421	Grounds Maintenance	£0.00	£0.00	£0.00	£0.00
1422	Subscriptions	£92.00	£0.00	£0.00	£0.00
1450	Grounds Maintenance	£6,643.00	£0.00	£0.00	£0.00
1451	Vandalism provision	£1,022.00	£0.00	£0.00	£0.00
1452	Waste disposal	£511.00	£0.00	£0.00	£0.00
1455	Pavillion Costs - Long Lane	£2,183.00	£0.00	£0.00	£0.00
1460	Equipment Costs	£6,541.00	£0.00	£0.00	£0.00
1465	Tree Maintenance	£10,100.00	£0.00	£0.00	£0.00
1470	Staff Salaries	£51,429.00	£0.00	£0.00	£0.00
1471	Staff Training	£1,533.00	£0.00	£0.00	£0.00
1472	Staff Costs	£532.00	£0.00	£0.00	£0.00
1480	Projects	£6,000.00	£0.00	£0.00	£0.00
1500	Projects & Capital (RESERVES)	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/19 and 31/03/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

	2019/20	Revised	Actual Net	Balance
Total Old Accounts	£140,454.00	£0.00	£0.00	£0.00
Total Expenditure	£163,932.00	£236,951.00	£214,505.05	£22,445.95
Total Income	£176,232.32	£241,447.73	£241,920.44	£472.71
Total Expenditure	£163,932.00	£236,951.00	£214,505.05	£22,445.95
Total Net Balance	£12,300.32	£4,496.73	£27,415.39	£22,918.66

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/20

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1610	FPSArco200619	£34.34	409/4	03/06/20	ARCO - Dan Bentall work trousers	
1611	FPSArco200619	£59.17		03/06/20	ARCO -	
1613	FPSArco200619	£15.98	402/1	05/06/20	ARCO - 2 x Hand Sanitiser gels	
1615	FPSArco200619	£134.00	226/4	08/06/20	ARCO - 4 x boxes type 2 disposable face masks for Parish Office staff	
1616	FPSArco200619	£19.81	402/1	09/06/20	ARCO - 1 x box touch and tuff gloves for groundsman	£263.30
		£263.30		ARCO - Total		
1599	FPSDJBentall200619	£73.16	405/2/2	21/05/20	D J Bentall - Expenses fro damaged car window during mowing	£73.16
1624	FPSDirectjan200519	£22.00	203/1	01/04/20	Direct Janitorial Supplies - cleaning materials	
1625	FPSDirectjan200519	£33.91	203/1	01/04/20	Direct Janitorial Supplies - cleaning materials	£55.91
		£55.91		Direct Janitorial Supplies - Total		
1567	FPSEBC200619	£17.70	203/3	07/04/20	Eastleigh Borough Council - Trade Recycling Parish Office	£17.70
		£17.70		Eastleigh Borough Council - Total		
1597	FPSEdgeIT	£36.00	307/2	18/05/20	EDGE IT Systems Ltd - Set up email for Cllr Rich	
1598	FPSEdgeIT	£64.80	213/2	21/05/20	EDGE IT Systems Ltd - Set up Microsoft teams conferencing	£100.80
		£100.80		EDGE IT Systems Ltd - Total		
1607	FPSFocus200619	£30.00	420/1/1/3	01/06/20	Focus Complete Security Solutions - Monthly data fee CCTV Long Lane Pavilion	£30.00
		£30.00		Focus Complete Security Solutions - Total		
1494	FPSLightTouch200619	£108.33	221/2	31/03/20	Light Touch - Year end internal Audit Fees	£108.33
		£108.33		Light Touch - Total		
1617	FPSRPotter200519	£102.47		15/06/20	R Potter - Expenses	£102.47
1601	FPSSLCC200519	£180.00	218	01/06/20	Society of Local Council Clerks - Clerk membership	
1602	FPSSLCC200519	£72.00	226/1	19/05/20	Society of Local Council Clerks - Emotional Resilience	

Signature

Signature

Date

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/20

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1603	FPSSLCC2 00519	£24.00	226/1	19/05/20	Society of Local Council Clerks - Cilca Support	
1604	FPSSLCC2 00519	£24.00	226/1	19/05/20	Society of Local Council Clerks - Cilca Support	
1605	FPSSLCC2 00519	£24.00	226/1	19/05/20	Society of Local Council Clerks - Cilca Support	
1606	FPSSLCC2 00519	£24.00	226/1	19/05/20	Society of Local Council Clerks - Cilca Support	
1608	FPSSLCC2 00519	£144.00	226/1	29/05/20	Society of Local Council Clerks - Webinar preparing to meet Website accessibility Guidelines	£492.00
		£492.00			Society of Local Council Clerks - Total	
1612	FPSSpaldin gs200519	£51.12	402/1	04/06/20	Spaldings - 4 packs of anti bac wipes for groundstaff	£51.12
		£51.12			Spaldings - Total	
1594	FPCTitchfie ld200520	£180.00	552/2/3/2	14/05/20	Titchfield Trees Services Ltd - Emergency works to remove top of Poplar edge of Bursledon Cemetery that had broken following high winds	£180.00
		£180.00			Titchfield Trees Services Ltd - Total	
1600	FPCTradeU K	£47.98	420/5/3	20/05/20	Trade UK - locks for football Locker Long Lane	£47.98
		£47.98			Trade UK - Total	
		£8,240.61			Confidential	
Total		£9,763.38				

Signature

Signature

Date

Financial Budget Comparison

Comparison between 01/04/20 and 31/05/20 inclusive. Includes due and unpaid transactions, including all com
Excludes transactions with an invoice date prior to 01/04/20

Includes commitments with an order date in the current financial year.

		2020/21	Actual Net	Commitments	Balance
INCOME					
Parish Office Central Charges					
100	Precept	£180,280.00	£90,140.13	£0.00	-£90,139.87
101	EBC Support Grant	£4,219.00	£4,219.65	£0.00	£0.65
105	Office Services	£200.00	£0.00	£0.00	-£200.00
110	Interest	£170.00	£0.00	£0.00	-£170.00
112	Intrest	£0.00	£0.00	£0.00	£0.00
Total Parish Office Central Charges		£184,869.00	£94,359.78	£0.00	-£90,509.22
Allotments					
120	Allotment Rents	£1,050.00	£48.54	£0.00	-£1,001.46
Total Allotments		£1,050.00	£48.54	£0.00	-£1,001.46
Cemetery Services					
125	Income	£4,000.00	£3,086.00	£0.00	-£914.00
Total Cemetery Services		£4,000.00	£3,086.00	£0.00	-£914.00
Grounds Maintenance					
130	Income - Outside Services- Long Lane	£3,358.00	£23.40	£2,898.50	-£436.10
135	Income - Outside services - King George V	£0.00	£0.00	£0.00	£0.00
Total Grounds Maintenance		£3,358.00	£23.40	£2,898.50	-£436.10
Capital					
140	Grants & Section 106	£0.00	£0.00	£0.00	£0.00
Total Capital		£0.00	£0.00	£0.00	£0.00
Total Income		£193,277.00	£97,517.72	£2,898.50	-£92,860.78
EXPENDITURE					
Parish Office Central Charges					
201	Community Centre Rent	£2,100.00	£1,119.40	£0.00	£980.60
202	Community Centre Service Charges	£7,006.00	£700.60	£0.00	£6,305.40
203	Property Costs	£883.00	£150.00	£0.00	£733.00
210	Postage	£156.00	£0.00	£0.00	£156.00
211	Stationery/Printing	£626.00	£31.69	£0.00	£594.31
212	Photocopier Hire & Charges	£1,400.00	£237.89	£0.00	£1,162.11
213	Information Technology	£5,000.00	£46.64	£0.00	£4,953.36
216	Telephone	£784.00	£130.26	£0.00	£653.74
217	Website	£1,250.00	£270.00	£0.00	£980.00
218	Subscriptions & Publications	£1,900.00	£1,226.29	£0.00	£673.71
219	General Insurance	£3,600.00	£0.00	£0.00	£3,600.00
220	Legal Fees	£3,150.00	£175.00	£0.00	£2,975.00
221	Audit Fees	£1,000.00	£0.00	£0.00	£1,000.00
222	Bank Charges	£175.00	£0.00	£0.00	£175.00
225	Salaries	£44,951.00	£5,646.34	£0.00	£39,304.66
226	Staff Overheads	£1,394.00	£240.00	£0.00	£1,154.00

Financial Budget Comparison

Comparison between 01/04/20 and 31/05/20 inclusive. Includes due and unpaid transactions, including all com
Excludes transactions with an invoice date prior to 01/04/20

Includes commitments with an order date in the current financial year.

		2020/21	Actual Net	Commitments	Balance
998	Suspence Petty cash	£0.00	£0.00	£0.00	£0.00
999	Suspence	£0.00	£0.00	£0.00	£0.00
Total Parish Office Central Charges		£75,375.00	£9,974.11	£0.00	
Civic Expenditure					
300	Newsletter	£200.00	£0.00	£0.00	£200.00
305	Chairmans Allowance	£200.00	£0.00	£0.00	£200.00
306	Councillor Expenses	£500.00	£0.00	£0.00	£500.00
307	Councillor IT Expenses	£360.00	£54.00	£0.00	£306.00
308	Councillor Training	£0.00	£0.00	£0.00	£0.00
309	Civic projects	£100.00	£0.00	£0.00	£100.00
310	Room Hire	£200.00	£0.00	£0.00	£200.00
315	Election Expenses (RESERVE)	£250.00	£0.00	£0.00	£250.00
Total Civic Expenditure		£1,810.00	£54.00	£0.00	
Community Development					
360	Community Development	£6,000.00	£0.00	£0.00	£6,000.00
365	Library - Operational Costs	£200.00	£0.00	£0.00	£200.00
Total Community Development		£6,200.00	£0.00	£0.00	
Grants					
350	Grants	£4,500.00	£0.00	£0.00	£4,500.00
Total Grants		£4,500.00	£0.00	£0.00	
Allotments					
500	Salary Costs	£0.00	£0.00	£0.00	£0.00
502	Administration Costs	£168.00	£0.00	£0.00	£168.00
505	Operational Costs	£450.00	£85.02	£0.00	£364.98
Total Allotments		£618.00	£85.02	£0.00	
Cemetery Services					
550	Bursledon Cemetery Staff Costs	£0.00	£0.00	£0.00	£0.00
552	Bursledon Cemetery	£494.00	£101.94	£0.00	£392.06
555	St Leonnards Staff Costs	£0.00	£0.00	£0.00	£0.00
557	St Leonnards Cemetery (Closed)	£0.00	£0.00	£0.00	£0.00
560	Mauseleum Salaries	£0.00	£0.00	£0.00	£0.00
562	Grey Laydes Mausoleum	£0.00	£0.00	£0.00	£0.00
Total Cemetery Services		£494.00	£101.94	£0.00	
Grounds Maintenance					
400	Administration Costs	£1,100.00	£0.00	£0.00	£1,100.00
402	Health & Safety	£524.00	£0.00	£0.00	£524.00
403	Equipment Costs	£3,290.00	£0.00	£0.00	£3,290.00
404	Fuel	£2,246.00	£28.26	£0.00	£2,217.74
405	Vehicle Costs	£1,149.00	£0.00	£0.00	£1,149.00
406	Illegal Tipping	£339.00	£0.00	£0.00	£339.00
407	Notice Boards	£0.00	£0.00	£0.00	£0.00
408	Salaries	£70,758.00	£10,425.84	£0.00	£60,332.16
409	Staff Overheads	£1,837.00	£0.00	£0.00	£1,837.00

Financial Budget Comparison

Comparison between 01/04/20 and 31/05/20 inclusive. Includes due and unpaid transactions, including all com
Excludes transactions with an invoice date prior to 01/04/20

Includes commitments with an order date in the current financial year.

		2020/21	Actual Net	Commitments	Balance
420	Long Lane Recreation Ground	£15,618.00	£441.06	£0.00	£15,176.94
430	King George V Playing Fields	£3,000.00	£133.70	£0.00	£2,866.30
440	Pilands Wood Open Space	£1,000.00	£257.56	£0.00	£742.44
445	Woodlands Way	£0.00	£64.38	£0.00	-£64.38
450	Great Down Park	£0.00	£0.00	£0.00	£0.00
455	Lionheart Way Ecology Park	£0.00	£0.00	£0.00	£0.00
460	Hungerford Bottom Ecology Park	£0.00	£0.00	£0.00	£0.00
465	Pocket Park Kew Lane	£0.00	£0.00	£0.00	£0.00
470	Fishers Piece	£0.00	£0.00	£0.00	£0.00
475	The Laurels	£0.00	£0.00	£0.00	£0.00
480	The View Point	£0.00	£0.00	£0.00	£0.00
485	Bursledon Station Woods	£0.00	£0.00	£0.00	£0.00
490	Peewit Hill	£0.00	£0.00	£0.00	£0.00
Total Grounds Maintenance		£100,861.00	£11,350.80	£0.00	
Old Accounts					
1465	Tree Maintenance	£0.00	£0.00	£0.00	£0.00
1470	Staff Salaries	£0.00	£0.00	£0.00	£0.00
Total Old Accounts		£0.00	£0.00	£0.00	
Total Expenditure		£189,858.00	£21,565.87	£0.00	£168,292.13
Total Income		£193,277.00	£97,517.72		
Total Expenditure		£189,858.00	£21,565.87		
Total Net Balance		£3,419.00	£75,951.85		

Financial Summary - Cashbook

Summary between 01/04/20 and 31/05/20 inclusive.

Balances at the start of the year

Ordinary Accounts

EBC Deposit Account	£68,989.92
Petty Cash	£60.00
Unity Trust Bank	£144,212.57
Total	<u>£213,262.49</u>

RECEIPTS	Net	Vat	Gross
Parish Office Central Charges	£94,359.78	£0.00	£94,359.78
Cemetery Services	£1,951.00	£0.00	£1,951.00
Allotments	£48.54	£0.00	£48.54
Total Receipts	<u>£96,359.32</u>	<u>£0.00</u>	<u>£96,359.32</u>

PAYMENTS	Net	Vat	Gross
Parish Office Central Charges	£10,160.87	£290.63	£10,451.50
Civic Expenditure	£54.00	£10.80	£64.80
Cemetery Services	£253.94	£30.40	£284.34
Allotments	£85.02	£0.00	£85.02
Grounds Maintenance	£12,136.87	£308.86	£12,445.73
Total Payments	<u>£22,690.70</u>	<u>£640.69</u>	<u>£23,331.39</u>

Closing Balances

Ordinary Accounts

EBC Deposit Account	£68,989.92
Petty Cash	£60.00
Unity Trust Bank	£217,240.50
Total	<u>£286,290.42</u>

Reserve Balances

Community Centre	£4,490.56
Long Lane Rec Car Park	£3,235.00
Elections	£7,000.00
Projects from previous Year	£0.00
Machinery & Capital Reserves	£123,376.00
Library Grant	£73.00
County Councillor Grant	£6,925.00
Reserves total	<u>£145,099.56</u>

Signed _____

Chair

Clerk / Responsible Financial Officer