

TRANSPARENCY CODE 2020-21

Great Horwood Parish Council

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Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Great Horwood 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 2021, 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
		-	✓

*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:

14/06/2021

and recorded as minute reference:

19 d)

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

Chairman

JW Gilbert

Clerk

Eve Brazier

www.e-voice.org.uk/ghpc

Section 2 – Accounting Statements 2020/21 for

Great Horwood Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	49,554	55,020	<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> Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	29,202	29,202	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	20,769	8,311	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	8,301	7,423	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	972	972	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	35,232	21,151	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	55,020	62,987	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	55,020	62,987	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	143,290	143,290	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,822	935	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2021 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

Sue Brazier

Date

14/06/2021

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

14/06/2021

as recorded in minute reference:

19 d)

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

JW Gilbert

Great Horwood Parish Council - Expenditure over £100, 2020-2021

Invoices are available for inspection. Please apply to the Clerk

Date	Clerk's Ref	Summary	Amount
01/04/2020	GH 20.001	Clerk's salary April	558.57
01/05/2020	GH 20.004	Clerk's Salary May	558.57
23/04/2020	GH 20.005	E.on street lighting power	124.43
14/05/2020	GH 20.010	BMKALC - Subscription	169.35
14/05/2020	GH 20.011	E.on street lighting maintenance	110.70
14/05/2020	GH 20.012	Walker Grounds Care	430.50
14/05/2020	GH 20.013	Zurich - Insurance	1,249.22
26/05/2020	GH 20.016	E.on street lighting	120.40
01/06/2020	GH 20.018	Clerk's Salary June	558.57
13/06/2020	GH 20.021	Walker Grounds Care	430.50
23/06/2020	GH 20.024	E.on street lighting	124.43
27/06/2020	GH 20.025	Jenny Groom - Internal Audit Fee	300.00
01/07/2020	GH 20.026	Clerk's Salary - July	558.57
01/07/2020	GH 20.027	P A Spittles Landscapes Ltd - Willow Road fencing	1,029.60
17/07/2020	GH 20.031	Walker Grounds Care	430.50
17/07/2020	GH 20.032	E.on street lighting maintenance	110.70
23/07/2020	GH 20.034	E.on street lighting	120.40
03/08/2020	GH 20.035	Clerk's Salary - Aug	558.57
07/08/2020	GH 20.036	Cllr Gilbey - Expenses	109.57
21/08/2020	GH 20.038	Public Works Loan Board street lighting	485.77
24/08/2020	GH 20.039	E.on street lighting	124.43
01/09/2020	GH 20.040	Clerk's Salary - Sept	558.57
01/09/2020	GH 20.041	Barclaycard - (Email/DropBox)	196.54
06/09/2020	GH 20.042	HMRC 120PE01842813	342.00
18/09/2020	GH 20.045	Walker Grounds Care	861.00
18/09/2020	GH 20.046	PKF Littlejohn - External Audit fees	240.00
23/09/2020	GH 20.049	E.on street lighting	124.43
29/09/2020	GH 20.050	Cartwright Landscapes	1,920.00
01/10/2020	GH 20.051	Clerk's salary - Oct	558.57
16/10/2020	GH 20.055	Walker Grounds Care	430.50
16/10/2020	GH 20.056	Cllr Cousin - Expenses	100.89
16/10/2020	GH 20.058	E.on street lighting maintenance	110.70
23/10/2020	GH 20.059	E.on street lighting	120.40
02/11/2020	GH 20.060	Clerk's Salary - Nov	702.52
13/11/2020	GH 20.064	Walker Grounds Care	430.50
20/11/2020	GH 20.067	GTS Commercial Tree Care	1,200.00
23/11/2020	GH 20.068	E.on Street Lighting	124.43
01/12/2020	GH 20.069	Clerk's Salary - Dec	702.52
17/12/2020	GH 20.073	Buckinghamshire Council	654.34
17/12/2020	GH 20.079	Great Horwood C E School - Worthy Causes	1,000.00
17/12/2020	GH 20.080	Great Horwood Silver Band - Worthy Causes	500.00
17/12/2020	GH 20.081	Great Horwood Football Club - Worthy Causes	500.00

23/12/2020	GH 20.082	E.on Street Lighting	120.40
29/12/2020	GH 20.083	Great Horwood Scouts & Guides - Worthy Causes	1,000.00
04/01/2021	GH 20.084	Clerk's Salary - Jan	702.52
23/01/2021	GH 20.086	Eon steet lighting maintenance	110.70
25/01/2021	GH 20.087	Eon Street Lighting	124.43
28/01/2021	GH 20.088	Ringway Jacobs	200.00
01/02/2021	GH 20.089	Clerk's Salary - Feb	702.52
11/02/2021	GH 20.090	Cllr Cousin - Expenses	125.31
11/02/2021	GH 20.091	Swarco - MVAS contract renewal	344.98
22/02/2021	GH 20.093	Public Works Loan Board	485.77
23/02/2021	GH 20.094	E.on Street Lighting	124.43
01/03/2021	GH 20.095	Clerk's salary - Mar	702.52
12/03/2021	GH 20.096	Focus - donation	500.00
12/03/2021	GH 20.098	St James' Church - Mowing	250.00
23/03/2021	GH 20.100	E.on street lighting	112.38

Smaller authority name: Great Horwood Parish Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement 13 June 2021 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents will be available on reasonable notice by application to:</p> <p>(b) Mrs S Brazier, Parish Clerk 17 The Close, Great Horwood Phone 01296 714712 email clerk@greathorwoodpc.org.uk</p> <p>commencing on (c) <u>Monday 14 June 2021</u></p> <p>and ending on (d) <u>Friday 23 July 2021</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) Mrs S Brazier, Responsible Finance Officer/Parish Clerk</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>



PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2021

8 April 2021

GREAT HORWOOD PARISH COUNCIL (BUCKS)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW492944	21 Feb - 21 Aug	FIXED	ANNUITY	£934.77
TOTAL OUTSTANDING BALANCE:				934.77
TOTAL NUMBER OF LOANS:				1

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact pwlb@dmo.gov.uk if you have any queries.

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to B headed "Year ending 31 March 2021" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a re basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

County area (local councils and parish meetings only):

Financial year ending 31 March 2021

Prepared by (Name and Role):

Date:

	£	£
Balance per bank statements as at 31/3/2021:		
Treasurer's Account TSB 00048669	21,671	
Horwode Pece Account TSB 00602887	10,909	
Business Instant Access Account TSB 20138260	<u>30,407</u>	
		62,987
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/2021 (enter these as negative numbers)	<u>0.00</u>	
Add: any un-banked cash as at 31/3/2021		-
Net balances as at 31/3/2021 (Box 8)		<u><u>62,987</u></u>

Explanation of variances – pro forma

Name of smaller authority: **Great Horwood Parish Council**

County area: **Buckinghamshire**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21: variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (<u>must</u> include narrative and supporting figures)
1 Balances Brought Forward	49,554	55,020				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	29,202	29,202	0	0.00%	NO		
3 Total Other Receipts	20,769	8,311	-12,458	59.98%	YES	No New Homes Bonus grant in 2020/21. This was £11760 in 2019/20	
4 Staff Costs	8,301	7,423	-878	10.58%	NO		
5 Loan Interest/Capital Repayment	972	972	0	0.00%	NO		
6 All Other Payments	35,232	21,151	-14,081	39.97%	YES	No additional expenditure as income lower as no New Homes Bonus Grant	
7 Balances Carried Forward	55,020	62,987			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	55,020	62,987				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	143,290	143,290	0	0.00%	NO		
10 Total Borrowings	1,822	935	-887	48.68%	YES	£972 repaid in 2020/21	

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
1 Horwood Pece	10909	<u> </u>	10909
General reserve	30407		
Treasurer's Account 2	21671	<u> </u>	52078
Total reserves (must agree to Box 7)			<u><u>62987</u></u>

1 All funds should have been spent in 2020/21 but the works ran over into 2021/22.

2 There was an underspend as the review of the Neighbourhood Plan could not take place because of Covid. The work on upgrading the street lights was not completed in the financial year so expenditure of £3743 will carry over into 2021/22 .

ROLES AND RESPONSIBILITIES

Great Horwood Parish Council 2021-22 Councillors and their Responsibilities

Name of Councillor	Responsibilities	Projects	Committees Attending
John Gilbey <i>Chairman</i>	Ex-officio Planning Committee Winslow and Villages Community Board North Bucks Parishes Planning Consortium (NBPPC) Aylesbury Vale Association of Local Councils (AVALC) Ex-officio Horwode Pece Management Committee Village Hall Trustee Poor's Allotments Trustee	Transport Survey to determine the priority needs for additional public or community bus services	North Bucks Parishes Planning Consortium Aylesbury Vale Association of Local Councils (AVALC) Village Hall Committee
Caroline Cousin <i>Vice Chairman</i>	Ex-officio Planning Committee Chairman of the Planning Committee PC Trustee Great Horwood and Singleborough Trust (GHSRT) Horwode Pece Management Committee Village Hall Trustee		North Bucks Parishes Planning Consortium Village Hall Committee GHSRT Horwode Pece Management Committee Winslow and Villages Community Board Winslow and Villages Community Board Road and Highways
Jackie Goss	Planning Committee Poor's Allotments Trustee		
Dave Taylor	PC Trustee Great Horwood and Singleborough Trust (GHSRT) Horwode Pece Management Committee	Village Green Maintenance	GHRST
Robert Davies	Village Hall Trustee Defibrillator		Village Hall Committee
Gavin Laird			

GREAT HORWOOD PARISH COUNCIL PROPERTY LIST

Willow Road Allotments (0.7 acres)

Church Lane Allotments (0.82 acres)

The Green

Land held under the Inclosure Award 1842

Land referred to as the Cricket Club (5 acres)

Land referred to as the Football Club (8.86 acres)

Land rented to local farmer for farming purposes (19.53 acres)