

## **TRANSPARENCY CODE 2019-20**

### **Great Horwood Parish Council**

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## Section 1 – Annual Governance Statement 2019/20

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 2020, that:

	Agreed		yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		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.
		✓	

\*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:

8th June 2020

and recorded as minute reference:

19e

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

Chairman

*JW Gilbert*

Clerk

*[Signature]*

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

Authority web address

[www.e-voice-org.uk/ghpc](http://www.e-voice-org.uk/ghpc)



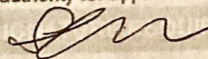
## Section 2 – Accounting Statements 2019/20 for

### GREAT HOCWOOD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	41,314	49,554	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	28,590	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	32,260	20,769	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	5,605	8,301	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	46,083	36,232	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	49,554	55,020	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	49,554	55,020	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	142,790	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	2666	1,822	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

8th June 2020

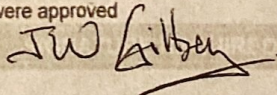
I confirm that these Accounting Statements were approved by this authority on this date:

8th June 2020

as recorded in minute reference:

19e REFERENCE

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





## Great Horwood Parish Council - Expenditure over £100, 2019-2020

Invoices are available for inspection. Please apply to the Clerk

Date	Clerk's Ref	Summary	Amount
18/04/2019	GH 19.001	Clerk's salary	446.85
30/04/2019	GH 19.002	Clerk's salary	446.85
02/04/2019	GH 19.004	E.ON street lighting power	124.43
18/05/2019	GH 19.009	Clerk's salary	446.85
01/05/2019	GH 19.011	E.ON street lighting power	120.40
11/04/2019	GH 19.012	Highway & Solar Solutions	342.97
01/05/2019	GH 19.014	Walker Grounds Care	420.00
16/04/2019	GH 19.015	Zurich Insurance	1223.45
18/06/2019	GH 19.017	Clerk's salary	558.57
01/06/2019	GH 19.019	E.ON street lighting power	124.43
01/05/2019	GH 19.020	Walker Grounds Care	420.00
01/06/2019	GH 19.021	Walker Grounds Care	420.00
28/06/2019	GH 19.022	School traffic signs	342.00
18/07/2019	GH 19.023	Clerk's salary	558.57
01/07/2019	GH 19.025	E.ON street lighting power	120.40
25/06/2019	GH 19.027	123 Reg email and domain charges	124.63
27/06/2019	GH 19.029	Grant to Cricket Club for pest control	750.00
27/06/2019	GH 19.032	Eon street lighting maintenance	110.70
27/06/2019	GH 19.033	Planting GH troughs	177.39
25/07/2019	GH 19.034	Payment of grant for the new kissing gate	243.96
30/07/2019	GH 19.037	Computer refund to Clerk	139.98
02/09/2019	GH 19.038	Computer (Barclaycard)	500.00
18/08/2019	GH 19.039	Clerk's Salary	558.57
01/08/2019	GH 19.040	Clerk's Salary	558.57
01/08/2019	GH 19.041	E.ON street lighting power	124.43
21/08/2019	GH 19.043	Public Works Loan Board Street lighting	485.77
01/08/2019	GH 19.044	Walker Grounds Care	420.00
31/07/2019	GH 19.045	Burgess Building disabled access	7056.00
01/09/2019	GH 19.047	Clerk's salary	558.57
18/09/2019	GH 19.048	Clerk's salary	558.57
23/09/2019	GH 19.050	E.ON street lighting power	124.43
20/09/2019	GH 19.051	Walker Grounds Care Inv	420.00
01/04/2019?	GH 19.052	BMKALC subscription	154.66
22/08/2019	GH 19.053	PAYE tax	111.60
22/09/2019	GH 19.054	PAYE tax	111.60
01/10/2019	GH 19.055	Clerk's Salary	558.57
05/11/2019	GH 19.056	Clerks Salary	257.80
22/10/2019	GH 19.060	E.ON street lighting power	120.40
09/10/2019	GH 19.061	Walker Grounds Care	420.00
09/10/2019	GH 19.064	PKF Littlejohn LLP	360.00
01/11/2019	GH 19.065	Clerk's Salary	558.57
25/11/2019	GH 19.069	E.ON street lighting power	124.43



04/11/2019	GH 19.070	Walker Grounds Care	420.00
02/12/2019	GH 19.071	Clerk's Salary	558.57
21/11/2019	GH 19.073	Focus - donation towards printing	500.00
21/11/2019	GH 19.074	St James' Church - contribution towards mowing	250.00
21/11/2019	GH 19.075	Great Horwood School - donation in lieu of auditor's fees	100.00
21/11/2019	GH 19.076	Burgess Building disabled access	7056.00
23/12/2019	GH 19.077	E.on street lighting power	120.40
02/01/2020	GH 19.080	Clerk's Salary	558.57
11/12/2019	GH 19.081	Swarco - MVAS contract renewal	381.60
11/12/2019	GH 19.083	AVDC - Dog Waste Service	654.34
11/12/2019	GH 19.084	Great Horwood Village Hall - hire	147.00
11/12/2019	GH 19.085	Great Horwood Football Club - Worthy Causes	460.00
11/12/2019	GH 19.086	Great Horwood C of E School - Worthy Causes	500.00
19/12/2019	GH 19.087	Great Horwood Cricket Club - Worthy Causes	478.60
13/12/2019	GH 19.088	Great Horwood and Singleborough WI - Worthy Causes	495.00
11/12/2019	GH 19.089	Great Horwood Scouts and Guides - Worthy Causes	500.00
24/12/2019	GH 19.090	Winslow and District Community Bus - Worthy Causes	566.40
22/12/2019	GH 19.091	RCOH Ltd - Vissioning Session	1500.00
22/01/2020	GH 19.092	E.on street lighting power	124.43
13/01/2020	GH 19.094	E.on street lighting maintenance	110.70
22/01/2020	GH 19.096	Ramblers Association - Donate a Gate	375.00
30/01/2020	GH 19.097	Reactive Doors - works to Village Hall	210.00
03/02/2020	GH 19.098	Clerk's salary	558.57
22/01/2020	GH 19.101	E.on street lighting power	124.43
02/03/2020	GH 19.103	Clerk's Salary	558.57
01/03/2020	GH 19.104	Cartwright Landscapes - Cricket Club works	900.00
27/02/2020	GH 19.105	Richmond Electrical Services - Village Hall works	406.00
01/03/2020	GH 19.106	Aylesbury Vale Citizens Advice - donation	100.00
21/02/2020	GH 19.108	Public Works Loan Board	485.77
23/03/2020	GH 19.110	E.on Street lighting power	116.39
17/03/2020	GH 19.113	GH Recreation Ground Charity	250.00



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 2020**

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

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

NOTICE	NOTES
<p>1. Date of announcement <u>14th June 2020</u> (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 2020, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>Mrs S Brazier, Parish Clerk</u> <u>17 The Close, Great Horwood</u> <u>Phone 01296 714712</u> <u>Email Clerk@greathorwoodpc.org.uk</u> commencing on (c) <u>Monday 15 June 2020</u></p> <p>and ending on (d) <u>Friday 24 July 2020</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• 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.</li></ul> <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 (<a href="mailto:sba@pkf-littlejohn.com">sba@pkf-littlejohn.com</a>)</p> <p>5. This announcement is made by (e) <u>Mrs S Brazier</u> <u>Responsible Financial Officer</u> <u>Parish Clerk</u></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 start on or before 1 September 2020.</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>





United Kingdom  
Debt Management  
Office

**OFFICIAL**

Eastcheap Court  
11 Philpot Lane  
London  
EC3M 8UD

T 020 7862 6610  
E [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk)  
[www.dmo.gov.uk](http://www.dmo.gov.uk)

PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2020

6 April 2020

GREAT HORWOOD PARISH COUNCIL (BUCKS)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW492944	21 Feb - 21 Aug	FIXED	ANNUITY	£1,822.14
<b>TOTAL OUTSTANDING BALANCE:</b>				<b>1,822.14</b>
<b>TOTAL NUMBER OF LOANS:</b>				<b>1</b>

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact [pwlb@dmo.gov.uk](mailto: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 with the column headed "Year ending 31 March 2020" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a credit and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative.

Name of smaller authority:

County area (local councils and parish meetings only):

### Financial year ending 31 March 2020

Prepared by (Name and Role):

Date: 10/05/2020

	£	£
<b>Balance per bank statements as at 31/3/2020</b>		
Treasurers Account TSB 00048669	11,539	
Horwode Pece Account TSB 00602887	13,267	
Business Instant Access Account TSB 20138260	30,214	
	<hr/>	55,020
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/2020	<hr/> 0.00	
Add: any un-banked cash as at 31/3/2020	-	
	<hr/>	-
<b>Net balances as at 31/3/2020 (Box 8)</b>		<u><u>55,020</u></u>



## Explanation of variances – pro forma

Name of smaller authority: Great Horwood Parish Council

County area (local councils are 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);
- 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).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting
1 Balances Brought Forward	41,314	49,554				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	28,590	29,202	612	2.14%	NO		
3 Total Other Receipts	32,260	20,769	-11,491	35.62%	YES	New Homes Bonus grant 2018/19 was £22194. This reduced in 2019/20 to £11760.	
4 Staff Costs	5,605	8,301	2,696	48.10%	YES	Second Clerk's pay during two handovers - £1819 and increase in staff hours for 2019/20 - £1120	
5 Loan Interest/Capital Repayment	972	972	0	0.00%	NO		
6 All Other Payments	46,033	35,232	-10,801	23.46%	YES	Village Hall Improvements 2018/19 was £22194. This reduced in 2019/20 to £14112.	
7 Balances Carried Forward	49,554	55,020			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	49,554	55,020				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	142,790	142,790	0	0.00%	NO		
10 Total Borrowings	2,665	1,822	-843	31.63%	YES	£972 repaid in 2019/20	

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable



## ROLES AND RESPONSIBILITIES

Great Horwood Parish Council 2020-2021  
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	Registration of The Swan as an Asset of Community Value  Transport Survey to determine the priority needs for additional public or community bus services	North Bucks Parishes Planning Consortium  Winslow and Villages Community Board Transport sub-committee of Community Board 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 North Bucks Parishes Planning Consortium (NBPPC) PC Trustee Great Horwood and Singleborough Trust (GHSRT) Horwode Pece Management Committee Winslow and Villages Community Board Village Hall Trustee	Chairman of the Neighbourhood Plan Review Committee  LED Lighting	North Bucks Parishes Planning Consortium  Winslow and Villages Community Board  Village Hall Committee GHSRT
Jackie Goss	Planning Committee Poor's Allotments Trustee		
Angela Mayne	Planning Committee Poor's Allotments Trustee Village Hall Trustee	Defibrillator Village Green Maintenance	Village Hall Committee
Dave Taylor	Bucks Playing Fields Association Representative PC Trustee Great Horwood and Singleborough Trust (GHSRT) Horwode Pece Management Committee		GHSRT
Robert Davies			
Julia Day			



## 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)