

MINUTES OF THE MEETING OF RINGWOOD TOWN COUNCIL

Held on Wednesday 30th September 2020 at 7.00pm

The meeting took place in a virtual environment using “Zoom” video conferencing technology and members of the public and press were given the opportunity to observe or participate in the meeting.

PRESENT: Cllr Tony Ring, Town Mayor
Cllr Andy Briers
Cllr Hilary Edge
Cllr Rae Frederick
Cllr John Haywood
Cllr Jeremy Heron
Cllr Peter Kelleher
Cllr Darren Loose
Cllr Glenys Turner

IN ATTENDANCE: Mr Chris Wilkins, Town Clerk
Mrs Jo Hurd, Deputy Town Clerk

ABSENT: Cllr Philip Day, Deputy Mayor
Cllr Gareth Deboos
Cllr Gloria O’Reilly
Cllr Steve Rippon-Swaine

The Town Mayor noted the sad passing of former Councillor Peter Baker on 5th September. He had been Chairman of the Council from 1993 to 1996, as well as a District and County Councillor. On behalf of the Council, he wished condolences to his family.

C/6480 PUBLIC PARTICIPATION

There were two members of the public present for agenda item 8 - Allotment Competition.

C/6481 APOLOGIES FOR ABSENCE

Apoloiges for absence were received from Cllrs Day, Deboos, O’Reilly and Rippon-Swaine.

C/6482 DECLARATIONS OF INTEREST

There were none declared at this time.

With the agreement of Members, agenda item 8 was considered next for the benefit of those members of public present.

C/6483 ALLOTMENT COMPETITION 2020

The Chairman of the Recreation, Leisure and Open Spaces Committee reported on the annual allotment competition.

He congratulated all tenants and said that, once again, standards had been very high. He extended his thanks to Mr Atack and colleagues from Ringwood Garden Club for their support and for judging the plots, and to Nicola Vodden, the Council's Meetings and Allotments Administrator, for her input.

He announced the winners, all of whom had been invited to collect their prizes from Ringwood Gateway as it was not possible to hold a presentation this year:

Upper Kingston

2020

1 st	Plot 10	Mr and Mrs Shields
2 nd	Plot 22A	Mrs Sarah Shatwell

Southampton Road

2020

1 st	Plot SR09	Anne Taylor
2 nd	Plot SR08	Colin Joy

Hightown Road

2020

1 st	Plot HR17	Peter Malloy
2 nd	Plot HR18	Mr M Gubbins

Mini Plots

2020

1 st	Plot HRM12	Josephine Burkin
2 nd	Plot HRM13	Josephine Burkin

Overall Winner

2020

Plot 10 UK	Mr and Mrs Shields
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RESOLVED: That the report be noted.

C/6484

POLICE REPORT

It was noted that, although Inspector Mike Minnock had intended to be present at this meeting, he had been urgently deployed elsewhere, and that Sergeant Helen Mitchley was also unable to attend due to restrictions on the Police using Zoom. A written report, as follows, had been received and the Inspector had invited questions to be submitted via email.

Covid had a large impact on crime/ASB in all areas.

April 1st – 30th June total crime = 114

July 1st – 30th Sept = 174 crimes. This is in line with force level increases in crime post lockdown and overall crime has decreased in the area in the last couple of months.

There have been rises in the majority of crimes post lockdown.

Noted increases in crime types include violence without injury (+14) (malicious communications and harassment offences), criminal damage (+6), vehicle offences (+14) and burglary (+13). ASB has still not returned to pre-Covid levels and with schools returning I hope this remains the case.

On top of daily activity we have executed 2 positive warrants with more to come. Op Bump (commercial burglaries) and Op Limb (theft from vans for tools) have had significant investment with increased patrols, dedicated specialist resources (road policing and proactive teams) the use of specialist kit (ANPR cameras which are now fixed in the area). This led to several significant arrests for these offences (ongoing investigations) most recent being the break ins to Boots last week.

Travellers have been present in all of our districts throughout the summer but since the school S61 Ringwood has not experienced any further encampments.

We continue to be dedicated to high harm offences and protecting the vulnerable in our community. I am planning some street meets in the coming weeks in partnership with NFDC which will be advertised through our usual comms channels.

The Town Mayor reported that he continued to liaise with the Police and Desmond Swayne MP regarding drug related deaths in public spaces, although there had been none reported recently.

Several members commented that they and members of the public had experienced difficulties in reporting issues via 101 and online, and that they wished to see a greater Police presence on the streets.

Concern was also raised about the amount of graffiti around the town, particularly that on the A31 gantries, and asked for more attention to be paid to this issue.

In order to involve the Police in future meetings, it was agreed that the use of alternative technology to Zoom, such as Microsoft Teams, should be explored.

RESOLVED:

- 1) That the report be noted, and concerns be raised with Inspector Minnock regarding the difficulties being experienced in reporting crimes and contacting the Police.
- 2) That the Town Clerk investigate the use of alternative platforms to Zoom for future meetings.

ACTION C Wilkins / J Hurd

C/6485

MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 29th July 2020, having been circulated, be approved and signed as a correct record.

C/6486

RECREATION, LEISURE AND OPEN SPACES COMMITTEE

Cllr Briers presented the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 2nd September 2020.

RESOLVED: That the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 2nd September 2020 be received.

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**C/6487
PLANNING, TOWN & ENVIRONMENT COMMITTEE**

Cllr Frederick presented the minutes of the Planning, Town & Environment Committee meetings held on 7th August and 4th September 2020.

RESOLVED: That the minutes of the Planning, Town & Environment Committee meetings held on 7th August and 4th September 2020 be received.

**C/6488
POLICY & FINANCE COMMITTEE**

Cllr Heron presented the minutes of the Policy & Finance Committee meeting held on 16th September 2020.

RESOLVED: That the minutes of the Policy & Finance Committee meeting held on 16th September 2020, with the exception of F/5826, be received.

**C/6489
ANNUAL GOVERNANCE STATEMENT & ACCOUNTING STATEMENT 2019/20**

Members considered the recommendation from Policy and Finance Committee that the Annual Governance Statement and Accounting Statement for 2019/20, as set out in *Annex A*, be approved.

RESOLVED: 1) That the Annual Governance Statement 2019/20 be approved.
2) That the Accounting Statement 2019/20 be approved.

ACTION C Wilkins / R Fitzgerald

**C/6490
RINGWOOD FOOTBALL DEVELOPMENT PROJECT**

Cllr Loose reported that the specialist architect, jointly commissioned by the Community Sports Trust and the Town Council to advise, has met with key stakeholders on site and is expected to submit design proposals in time for consideration at the next meeting of the Project Steering Group on 6th November. More details on the project design, expected costs, funding arrangements and expected timescale will be presented as it becomes available. He thanked the Town Clerk for his support with progressing the project to date.

RESOLVED: That the report be noted.

ACTION C Wilkins

**C/6491
COMMUNICATIONS TO BE RECEIVED**

The Town Mayor reported the following:

- 1) He had attended funeral of former councillor Christine Ford. It was hoped that when circumstances permit a memorial service would be arranged in the Parish Church.
- 2) Kevin Morrison had recently retired from the Fire Service after 40 years. He had been a strong advocate of the Young Firefighters project and had always been helpful and

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positive in dealings with the Council. The Town Mayor wished him congratulations and a very happy retirement.

- 3) Plans for a “drive-in” Remembrance service had been cancelled due to the tightening of restrictions. A small private service would be held in the War Memorial Gardens, which would be filmed by Ringwood TV and shared on social media.
- 4) He had attended a Macmillan coffee morning at Bickerley Green Nursing Home and praised them for their Covid secure arrangements.
- 5) Men’s Shed have carried out many voluntary activities around the town. They had secured use of the Scout Hut in Strides Lane and had volunteered to help with decorating the town for Christmas.
- 6) The Events Committee had agreed that the parade and funfair would not take place this year but was still planning the Christmas Market. This would be reviewed at the next meeting of the Recreation, Leisure & Open Spaces Committee.
- 7) He was currently talking to potential volunteers about future involvement in the national “in Bloom” competition.
- 8) He noted that the Council’s Grant Aid scheme was open again for local organisations to apply – projects that would benefit the people of Ringwood would be considered – details are available on the Council’s website (<https://www.ringwood.gov.uk/grant-aid/>).

C/6492

REPORTS FROM TOWN COUNCILLORS

Cllr Haywood gave an update on the Ringwood Coronavirus Assistance (RCA), which had been dormant since mid-August. However, they remained flexible and vigilant and were ready to step up if needed. He had attended the Hampshire Association of Local Councils (HALC) AGM where there had been much discussion on the government’s White Paper on reform of the planning system. Concern had been raised about nuisance caused by noisy vehicles and HALC had resolved to look into this issue. He had received much contact from constituents about the REAL Working Party’s proposals for walking and cycling, as reported in the R&F News, and said there was little support for these specific proposals but there was however support to tackle the issue of traffic more broadly. He said this was an important issue for the town that should be looked at holistically, particularly in light of forthcoming development and works on the A31 widening.

Cllr Edge was delighted to see the new table tennis table at Carvers, which was in a great location with refreshments available in the Clubhouse. She encouraged everyone to give it a go.

C/6493

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

District Cllr Heron reported the new telephone system had been introduced successfully and it was now possible to direct dial officers. The Recreation Centre was back up and running in a Covid secure way – the programme was however being re-evaluated to make best use of space, given the required reduction in class sizes and additional cleaning. Residents had raised concern with him about maintenance of the grass verge between Moorland Gate and Texaco – this was the responsibility of HCC, who had reduced maintenance to mow the edges only. NFDC was no longer the agent for HCC for on-street parking – this is now under the complete control of HCC who employ enforcement officers and control ticketing. It should be noted that parking restrictions in Market Place on Wednesdays are effective until 6pm.

C/6494

FORTHCOMING MEETINGS

Planning, Town & Environment	10.00am	Friday 2 nd October 2020
Recreation, Leisure & Open Spaces	7.00pm	Wednesday 7 th October 2020
Policy & Finance	7.00pm	Wednesday 21 st October 2020
Full Council	7.00pm	Wednesday 28 th October 2020

There being no further business, the Town Mayor closed the meeting at 8.20pm.

APPROVED
28th October 2020

TOWN MAYOR

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.

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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

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. (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

02/06/2020 through to 07/07/2020

Name of person who carried out the internal audit

Nigel Spriggs, Internal Auditor, SIAP

Signature of person who carried out the internal audit



Date

20/07/2020

*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).

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Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

RINGWOOD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	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:

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

and recorded as minute reference:

Chairman

Clerk

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

Section 2 – Accounting Statements 2019/20 for

RINGWOOD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	496,936	493,535	<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	485,196	497,549	<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	264,272	253,183	<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	421,779	357,809	<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	31546	31,546	<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	299,544	359,030	<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	493,535	495,883	<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	536,019	518,514	<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	3,718,186	3,709,208	<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	388,754	369,634	<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

Date

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

as recorded in minute reference:

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

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Section 3 – External Auditor Report and Certificate 2019/20

RINGWOOD TOWN COUNCIL

In respect of

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

External Auditor Signature

Date

*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)

RINGWOOD TOWN COUNCIL BALANCE SHEET AS AT 31 MARCH 2020

YEAR ENDED 31/03/2019			YEAR ENDED 31/03/2020	
£	£		£	£
		<u>CURRENT ASSETS</u>		
9,101		Prepayments	4,177	
23,311		Trade Debtors	26,970	
3,409		VAT Reimbursable	7,793	
350,000		Short Term Investments	400,000	
186,019		Cash in Hand and at Bank	118,646	
0		Purchase Tax	0	
	571,839	Total Assets		557,586
		<u>LESS CURRENT LIABILITIES</u>		
8,018		Receipts In Advance	6,110	
56,331		Trade Creditors	41,505	
-185		Trade Creditors Control Account	0	
0		VAT Payable	0	
14,141		Deposits	14,088	
	78,304	Total Liabilities		61,703
	493,535	TOTAL NET ASSETS		495,883
		REPRESENTED BY:		
	280,955	Balance - General Fund		279,923
	212,580	Earmarked Reserves & Provisions		215,960
	493,535	TOTAL EQUITY		495,883

I certify that the above balance sheet, and the Income and Expenditure Account for the year ending 31 March 2020, presents fairly the financial position of this Council.

Signed Responsible Finance Officer

Date

Signed Town Mayor

Date