

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

exec@barntgreen.org.uk
www.barntgreen.org.uk



Summons and Notice of Meeting

Members are summoned to attend an **online Parish Council** meeting to be held on **5.00pm, Monday 30 November 2020**

The meeting is open to the press and members of the public who may access the meeting by requesting a link to the email below

exec@barntgreen.org.uk

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the allocated time as listed under agenda item 20/059a below.

The public may ask questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Meeting Agenda

20/056 Apologies

To receive apologies from absent members and record the reason for absence.

Members are advised to forward apologies on receipt of this summons by email.

20/057 **Declarations of Interest:** Councillors are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date.
- b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

Members are requested to declare their interests at this point during the meeting or alternatively lodge an interest with the Executive Officer prior to the meeting by email.

20/058 **To consider any dispensations**

Written requests for the council to grant a dispensation to a councillor (as per Localism Act 2011, s33) must be with the Executive Officer before the meeting starts by email.

20/059 **Open Session – Participation to hear from:**

A verbal report may be given during this agenda item.

- a) **Members of the Public**
- b) **Supporting organisations**, e.g. Safer Neighbourhood Team, Footpath Warden
- c) **Worcestershire County Councillor** – Peter McDonald (Beacon division)
- d) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)

20/060 **To adopt previous minutes**

To approve adoption of the minutes of the parish council meeting held 26 October 2020, previously circulated but also attached.

20/061 **Chairman's Report** - A verbal report may be given during this agenda item.

20/062 **Executive Officer's Report**

To be advised of any decisions taken under delegated powers, receive updates to ongoing matters and list any relevant office communications since the last council meeting.

a) Station Lift

An update was requested on 20 November and will be reported at the meeting should it be received.

b) Millennium Park Shed - Update	Installation took place on 15 November with a combination padlock fitted. Shelves will be purchased to allow for storage of smaller items and gazebos and other items located at the office and the Chairman's house will be relocated to the shed shortly. Members will be provided with the combination to the padlock in order that access is always available. It is proposed that the flag paraphernalia also be kept in the shed.
c) Bittell Road Playing Field – Tree Work in wooded area	A report of three partially fallen trees in the wooded area has resulted in tree maintenance work being carried out. A report has been received that the area covering the children's wooden climbing equipment is extremely muddy, therefore the chipped branches have been distributed under the play equipment to absorb the mud whilst still enabling a soft surface for safe activity.

20/063 Finance

- (i) To note the current financial position and bills for payment authorised on 16 November. See attached page 4.
- (ii) To be advised of any expenditure decisions taken by Executive Officer. Tree work as detailed in agenda item 20/062 c).
- (iii) External Auditor Report 2019/2020 – Please see attached report. You will note that the External Auditor has drawn to the attention of the authority that the Internal Auditor has not provided an explanation as to why objective L is not consistent with the information provided in section 1, assertion 4 and the prior year external auditor report. The EO has queried this with the Internal Auditor who confirms that he ticked the box incorrectly and will make a note of this in the Internal Auditor Report for 2020/2021.
- (iv) Grant Application received – an application has been received from a medical charity requesting £500 for cost towards the provision of a Worcestershire based cancer nurse for young people aged between 16-25. The grant application and information regarding the charity and its work is provided for your information.

20/064 Environment & Community Wellbeing

- a) Wassail Walk – Following a meeting with the footpath warden and orchard owner it was decided that the event would be organised on an informal basis using contacts through social media to promote it. It was therefore considered that the Parish Council would step back from involvement for this year.
- b) Best Dressed Christmas Shop Window Competition – A finalised postcard has been printed and delivered to shops within the village. Volunteers are requested for a small judging panel to take place during the week of 14 December.

20/065 Planning Matters –

- a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
20/01196/FUL	22 Bittell Lane	Proposed single storey rear extension

20/066 Date of Next Meeting

The next online Parish Council Meeting will be published on the council website 3 working days prior to meeting. Members are requested to consider a convenient date for an online parish council meeting for mid-January.



Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman),
J Jagger, J Nilsson, P Perry, S Whitehand, O Polton and Mark Roberts

Tracy Bodley
Executive Officer
24/11/2020

Agenda Item 20/063 (i) To note the current financial position and bills for payment.
Current financial Position – Bank Reconciliation up to 31 October 2020

Bank Reconciliation at 31/10/2020			
	Cash in Hand 01/04/2020		91,946.60
	ADD Receipts 01/04/2020 - 31/10/2020		81,083.91
			173,030.51
	SUBTRACT Payments 01/04/2020 - 31/10/2020		38,247.74
A	Cash in Hand 31/10/2020 (per Cash Book)		134,782.77
<hr/>			
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2020	0.00	
	Cambridge Building Society 31/10/2020	63,963.31	
	Unity Bank Deposit Account 31/10/2020	67,159.35	
	Unity Bank Current Account 31/10/2020	3,920.11	
			135,042.77
	Less unrepresented payments		260.00
			134,782.77
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		134,782.77
<hr/>			
	A = B Checks out OK		

November Payments Report – Authorised 16 November 2020

November Payments List				
Voucher	Description	Net	VAT	Total
115	Landline and Broadband	37.50	7.50	45.00
116	Grass Cutting	232.41	46.48	278.89
118	Cut grass on footpath edge	88.00	17.60	105.60
119	Pollinator site - ground prep	150.00	30.00	180.00
121	Annual governance accountability return	400.00	80.00	480.00
123	Supply and fit streetlamp shield	125.00	25.00	150.00
125	Christmas Lighting Hire	2,487.77	497.55	2,985.32
114	Pension contributions	173.52	0.00	173.52
117	Outdoor Parish Caretaker	450.00	0.00	450.00
120	Lengthsman Work	150.00	0.00	150.00
122	Grant award	500.00	0.00	500.00
124	Annual Membership	36.00	0.00	36.00
126	Salary	1,411.70	0.00	1,411.70
		6,241.90	704.13	6,946.03

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DRAFT

Minutes of the Parish Council Online meeting on Monday 26 October 2020 at 4.15pm

Members present: Cllrs R Cholmondeley, C Hotham, P Perry, J Nilsson from 16:42, S Whitehand and O Polton

In attendance: Executive Officer, Tracy Bodley
Worcestershire County Councillor, Peter McDonald
Co-Opted Nominee – Mark Roberts
Footpath Warden
A representative of The Village Magazine

20/043 Apologies
Cllr Jagger

20/044 Declarations of Interest: Councillors were reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- Keep their Register of Interests form up to date.
- Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

No declarations were received.

20/045 To consider any dispensations
No dispensation requests had been received.

20/046 To consider Co-Option Applications
It was reported that one application had been received and circulated to members with the Chairman asking for members to vote on the appointment by using the 'Thumbs up' emoji.

RESOLVED: That Mark Roberts be co-opted to BGPC and requested to sign an acceptance of office which would be sent electronically following the meeting.

20/047 Open Session - Participation to hear from:

- Supporting Organisations,** The Footpath Warden reported that having spoken with the Orchard Owner who was keen to organise a version of the Wassail Walk between Christmas and the new year, he requested council support. The proposed date would be 27 December with a view to holding the event during daylight hours. The footpath Warden left the meeting at 16:31hrs.

RESOLVED:

- That the Parish Council approve supporting the event.
- That an online meeting be arranged between the EO, Footpath Warden, Orchard Owner and interested members to organise the event.

- b) Worcestershire County Councillor** – Peter McDonald (Beacon division) – It was stated that there wasn't anything to report since the last WCC meeting other than the imminent installation of the speed activation sensor in Fiery Hill Road, however Cllr McDonald reported that he was willing to take questions from members on WCC matters.

Cllr Hotham thanked Cllr McDonald for the road and pavement resurfacing along Bittell Road.

Cllr McDonald also remarked on the loss of income due to Coronavirus that would probably continue to impact WCC services.

Cllr McDonald left the meeting at 16:37hrs.

- c) Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)

Cllr Hotham reported that;

- i) There was a general feeling that democracy is suffering due to the current medium of operating in an online capacity with a lack of opportunity for District Councillors to bring items to the agenda.
- ii) The issue with the gated access and public open space within the Cala Homes development is progressing satisfactorily, however he could not expand comment further due to the confidential discussion held between BDC Planning Officers and himself.
- iii) The Planning Department is currently under increased pressure due to the number of planning applications received that may have been held back by applicants during early lockdown and are now flooding the department.
- iv) New housing numbers reported from Central Government was approved at a recent BDC meeting. The calculation under the old scheme required 370 houses to be built to meet affordability with the new Government algorithm calculating 694 in response to a questionnaire completed by a BDC officer. It was reported that this was a significant difference from the Redditch District whose housing numbers remained largely unchanged although the same answers were given.

20/048 To adopt previous minutes

To approve adoption of the minutes of the Parish Council meeting held 21/09/2020

AGREED

The minutes of the Parish Council meeting held 21/09/2020 were approved as an accurate record of the meeting and signed by the Chairman.

20/049 Policy and Documents Review - All approved Policies will be uploaded onto the council's website

a) Grant Awarding Policy

RESOLVED: That the Grant Awarding Policy be approved and signed by the Chairman.
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20/050 Chairman's Report

Cllr Cholmondeley said that the EO had recently sent an email to members requesting approval of the amended draft Deed of Grant of Easement to be drawn up by the solicitor. He asked that those who had not yet responded do so as soon as possible to move the matter forward.

20/051 Executive Officer's Report

To be advised of any decisions taken under delegated powers since the last meeting and receive updates to ongoing matters and a list of office communications since the previous council meeting.

a) Station Lifts	An update stated that in-house design had been considered, the 'Network Rail Design Delivery' team were given first refusal and declined.
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	<p>Work will be let to a design and build contractor, subject to tender approval and good value process.</p> <p>It is anticipated the design period will last for 10-months which will result in a robust price and programme to return to DfT for 'Commit to Deliver' funding for the scheme.</p> <p>Cllr Cholmondeley stated that he considered the pace of Network Rail disappointing.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">RESOLVED: That the report was noted.</div>
b) Planning White Paper SLCC Webinar	<p>It was reported that the webinar attended by the EO gave an overview into possible impact for Parish Councils.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">RESOLVED: That the report was noted.</div>
c) Christmas Illuminations.	<p>It was reported that there has been a change to the shop frontage illuminations resulting in the green rope light being changed to 2 strings of pea lights in green and red due to fixing issues and building owner consent. This would have no bearing on the final hire cost.</p> <p>Owing to complaints received regarding the previous year's live Norway Spruce Christmas tree, a proposal to opt for a Nordman Fir was considered, having increased cost implications. The Nordman Fir being fuller would have a 20ft height restriction to ensure no visual obstruction for road users turning out from Sandhills Road into Hewell Road.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) That Cllr Cholmondeley investigate an alternative quotation from a supplier in Cofton Hackett fir for the future. ii) That expenditure of the Nordman Fir be approved. </div>
d) Memorial Bench	<p>Following a site visit to Bittell Road Playing Field, it is confirmed that the EO has approved the positioning of the memorial bench toward the rear of the field. A photograph was supplied showing the siting of the new bench.</p> <p>Cllr Hotham stated that he had spoken with a resident who requested a bench be positioned on the route of the circular walk similar in style to the memorial bench to benefit elderly park users that required the support of bench arms to get up.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">RESOLVED: That a similar bench with arms be purchased and installed in a position to be agreed on the circular walking route.</div>
e) Bittell Road Playing Field – Gym Equipment Update	<p>Since BDC approval of the Virement of funds, it was reported that the BDC Officer was reviewing the existing responses received to determine if a new tender needed to go out.</p> <p>The EO commented that a request had been received to review the height of the existing basketball hoop as it was thought to be incorrect and to install a children's height hoop somewhere in the park.</p>

	RESOLVED: That costings would be sought prior to making any decision on the hoops.
f) Millennium Park Shed - Update	It was reported that although the shed was ready for delivery the supplier could not install due to a lack of power on site resulting in an alternative contractor being sought and a refund being issued for the cost of installation. RESOLVED: That the report was noted.

Cllr Nilsson left the meeting briefly at 17:00hrs at point 20/051 d)

20/052 Finance

- (i) To note the current financial position and bills for payment. Authorised 16 October.

RESOLVED:

- a) That the current financial position be noted.
- b) That the list of payments be noted.

- (ii) To be advised of any expenditure decisions taken by Executive Officer. It was reported that work carried out by the Outdoor Parish on the Playing Field was agreed outside that of normal contracted duties.

RESOLVED: That the report was noted.

- (iii) To consider a Grant Application from Bromsgrove CAB.

RESOLVED: That a grant of £500 be awarded to Bromsgrove CAB

20/053 Environment & Community Wellbeing

- a) Pollinator Patch – It was proposed to postpone ground clearance work and autumn planting due to the current restrictions on organised group activities in the light of Covid-19.

RESOLVED: That work on site would be postponed and reviewed in Spring 2021.

- b) BDC Street Trading Licence – It was reported that BDC had received a Street Trading Licence application for a pizza van to trade on Blackwell Parish Field with policy dictating consultation with relevant authorities be received by 30 October.

RESOLVED: That the report was noted.

- c) Bromsgrove Electric Rapid Charging Point – Solicitors and EO comments and amendments had been circulated, members were asked to comment by 21 October. It was reported that no further comments had been received and the draft with amends has been forwarded to the legal team at Engie with a view for ratification at the next Parish Council Meeting.

RESOLVED: That the report be noted.

- d) Wassail Walk – Discussion took place on this subject at agenda item 20/047a) with resolutions recorded at this point in the meeting.

- e) Best Dressed Christmas Shop Window Competition – Discussion took place regarding if the council wished to continue the competition with Cllr Hotham stating that the council must give the traders the opportunity to decline entry as there was a problem some years previous where the winning shop owner refused the award. It was noted that volunteers would be required to distribute flyers to shops and for judging.

RESOLVED: That a flyer be drafted with an opt out method of entry to be circulated to members for approval prior to going to print.

Cllr Nilsson re-joined the meeting at 17:14hrs at point 20/053 c)

20/054 Planning Matters

- a) To consider response to consultations received:

BDC ref	Site Address	Proposal
20/01271/FUL	Annexe At, 24 Fiery Hill Road	One storey extension to annexe.
BGPC Recommendation:		
No Objection		

20/055 Date of Next Meeting

Members were requested to make themselves available for an online parish council meeting with preferred dates in November. This will be published on the council website in advance.

Councillor Nilsson reported that due to his new job he may have to withdraw from being the council representative for St Andrews school and would confirm this to the council in the next few weeks.

This meeting ended at 17:26hrs

Signed:..... Date.....
Chairman, Barnt Green Parish Council

Current financial position (bank reconciliation to 30 September 2020)

7 October 2020 (2020-2021)

Barnt Green Parish Council

Prepared by: Tracy Bodley Date: 07/10/2020
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 07/10/2020			
	Cash in Hand 01/04/2020		91,946.60
	ADD Receipts 01/04/2020 - 07/10/2020		45,163.91
			137,110.51
	SUBTRACT Payments 01/04/2020 - 07/10/2020		33,914.63
A	Cash in Hand 07/10/2020 (per Cash Book)		103,195.88
Bank Statement Reconciliation			
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2020	0.00	
	Cambridge Building Society 30/09/2020	63,963.31	
	Unity Bank Deposit Account 30/09/2020	38,294.35	
	Unity Bank Current Account 30/09/2020	938.22	
			103,195.88
	Less unrepresented payments		0.00
			103,195.88
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		103,195.88
A = B Checks out OK			

Excerpt from the Financial
Spreadsheet
for October Payments
Authorised 16 October 2020

October Payments List

Voucher	Description	Net	VAT	Total
97	Continuous footpath lighting energy	12.94	0.65	13.59
100	Office Energy	158.55	7.93	166.48
98	Dusk to dawn footpath lighting energy	226.12	45.22	271.34
99	Landline and Broadband	37.50	7.50	45.00
102	Grounds maintenance at playing field	232.41	46.48	278.89
103	Cut hedges and strim path	176.00	35.20	211.20
105	Annual Accounting Software	405.00	81.00	486.00
106	Online Training - Planning White Paper	30.00	6.00	36.00
101	Pension contributions	173.52	0.00	173.52
104	Printing of the Bulletin newsletter	260.00	0.00	260.00
107	Outdoor Parish Caretaker	495.00	0.00	495.00
108	Petty cash top up	167.50	0.00	167.50
110	Salary	1,381.89	0.00	1,381.89
111	Grass Cutting - Millennium Park	118.00	0.00	118.00
112	Cutting Verges - Hewell Road	64.00	0.00	64.00
113	Installation of hand sanitiser units	45.00	0.00	45.00
		3,983.43	229.98	4,213.41

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NOTICE OF CONCLUSION OF AUDIT

Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendments) Regulations 2020 (SI 2020/404)

1. <i>Date of Notice:</i>	02/11/2020
2. <i>Notice of conclusion of audit and publication of accounts</i>	<p>The audit of accounts for Barnt Green Parish Council for the year ended 31 March 2020 has been completed and the accounts have been published.</p> <p>Documents may be viewed online: www.barntgreen.org.uk</p> <p>The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of Barnt Green Parish Council on application to:</p> <p>Tracy Bodley, Executive Officer 80 Hewell Road, Barnt Green, Birmingham B45 8NF Tel: 0121 447 9893 / email: exec@barntgreen.org.uk</p> <p>Days and times of availability: Please email to request availability.</p> <p>Copies of documents are available for purchase by any person on payment of £2.00 for each copy of the Annual Governance & Accountability Return.</p>
3. <i>Signature and name of person giving Notice on behalf of the authority</i>	<p></p> <p>Tracy Bodley, Executive Officer / Responsible Financial Officer</p>

For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – A Guide to Your Rights are available from the National Audit Office website:
<https://www.nao.org.uk/code-audit-practice/wp-content/uploads/sites/29/2015/03Council-accounts-a-guide-to-your-rights.pdf>

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

BARNT GREEN 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	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
			✓
			<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:

21/05/2020 DD/MM/YY

and recorded as minute reference:

20/008 (iv) REFERENCE

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

Chairman

R. Chalkley

Clerk

J. Bodley

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

Authority web address

www.barntgreen.org.uk

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

BARNT GREEN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	76,694	78,384	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	62,440	63,480	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7,688	41,834	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	16,629	20,765	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	51,808	70,987	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	78,384	91,947	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	78,384	91,947	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	198,988	204,385	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	0	0	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

J. Bodley

Date

14/05/2020

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

21/05/2020

as recorded in minute reference:

MI 20/008 (v) REFERENCE

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

R. Chalmers

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Barnt Green Parish Council – WO0009

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

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

The Internal Auditor has not provided an explanation as to why the response to Objective L is not consistent with the information provided in Section 1, Assertion 4 and the prior year external auditor report.

3 External auditor certificate 2019/20

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

26/10/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)