



Councillor Ron Pratt Town Mayor

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Council Offices
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Essex
CM0 8JA

11th. May 2021

ALL COUNCILLORS BURNHAM-ON-CROUCH TOWN COUNCIL

Dear Sir/Madam,

TOWN COUNCIL MEETING

You are summoned to attend a **Meeting of the Burnham-on-Crouch Town Council**, to be held at The Village Hall, Arcadia Road, Burnham on Crouch CM0 8EF on **TUESDAY 18th MAY 2021 at 8 pm.**

Members of the Public and Press are welcome to attend the Meeting.

Supporting documentation for Agenda Items held in the public session of this Meeting will be available via the Council's website.

In order to facilitate the efficient running of remote Council Meetings, members of the public and press are requested to send questions relating to an Agenda Item to be considered under **"7 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA"** in writing by email, to the Temporary Town Clerk on planning@burnhamtowncouncil.com, by 9.30am on the day prior to the Meeting.

Yours faithfully

Joanna Jeffery

Joanna Jeffery
TEMPORARY TOWN CLERK - 11th. May 2021

Sound Recording of Meeting

Please note that the Council will be recording any part of this Meeting held in open session for subsequent publication on the Council's website. Members of the public attending the Meeting with a view to speaking are deemed to be giving permission to be included in the recording.

The Town Mayor will explain the procedures for speaking and voting at the Meeting.

AGENDA

1 APOLOGIES FOR ABSENCE

To receive apologies for absence.

2 DECLARATIONS OF INTERESTS

All Town Councillors have completed their Statutory Declarations of Interests in accordance with the Localism Act 2011 and the Code of Conduct for Members, adopted by the Town Council.

Members are required to declare the existence and nature of any 'personal or prejudicial' interests relating to items on the Agenda having regard to the Code of Conduct for Members. Members are reminded that they are also required to declare interests as soon as they become aware should the need arise throughout the Meeting.

3 TOWN MAYOR'S ANNOUNCEMENTS

To receive the Town Mayor's announcements.

4 MINUTES

To confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 27th. April 2021 and Extra Ordinary Meeting of the Town Council held on Tuesday 4th. May 2021.

5 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesday 27th. April 2021.

6 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

7 TOWN CLERK'S REPORT

To receive the Clerk's Report and pass any Resolutions and Orders as necessary.

- a) *The Council to resolve that the Town Clerk endeavours to circulate draft minutes within one calendar week of Council meetings. The minutes will identify action points for individual Officers and Councillors and the Town Clerk will liaise with other Officers and Councillors prior to the next meeting and report back on progress of action points in the Town Clerks' report. Incomplete actions to be noted and carried forward.*
- b) Clocktower Update – The electrical work has now been completed, however, the clock is still not chiming, Smith of Derby has been asked to attend to repair.
- c) Town Toilets – The toilets are now being closed later, but due to the increased cleaning the are unable to revert back to the earlier opening time at the moment, this will be reviewed in the next few weeks by Maldon District Council.

8 DIARY DATES

9 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes – Councillor W. Stamp
- Highways – Councillor B. Calver
- Environment – Councillor V. Bell

Members are requested to pass any Resolutions as necessary.

10 DISTRICT COUNCILLORS' REPORTS

To receive District Councillors' reports.

11 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive Town Council representatives' reports.

12 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of Accounts for May 2021 and to agree a transfer of funds to meet the Town Council's financial requirements.

- b) To receive the comparison of actual to budgeted payments and receipts to April 2021.
 - c) To receive the bank reconciliations.
- 13 ANNUAL GOVERNANCE STATEMENT, ACCOUNTING STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/21**
All Members have received a copy of the reports on:
- a) Members to note the annual internal audit report for 2020/21.
 - b) Members to consider the Annual Governance Statement (review of the effectiveness of the system of internal control) and approve, by Resolution, section 1: The Annual Governance Statement, of the Annual Governance and Accountability Return for 2020/21. The Chairman and the Clerk of the Meeting will sign the Annual Governance Statement
 - c) Members to consider and approve, by Resolution, section 2: Accounting Statements, of the Annual Governance and Accountability Return for 2020/21. The Chairman and the RFO of the Meeting will sign the Accounting Statements.
 - d) Members to note that arrangements will be made for the publication of information required by Local Audit and Accountability Act 2014 Sections 26 and 27 of the Accounts and Audit Regulations 2015 (SI2015/234), including the period for the exercise of public rights.
- 14 GRANTS AND DONATIONS**
To consider any requests.
- 15 ALLOTMENTS**
To receive an update from Mrs. J. Jeffery
- 16 WEBSITE**
a) Accessibility and Responsibilities Cllr W. Stamp
- 17 CHRISTMAS LIGHTS**
To discuss and agree Christmas lights contract Cllr V. Bell & Cllr. K Coles
- 18 TOWN SIGN**
To discuss and agree the purchase of a new town sign.
- 19 TOWN RAILINGS**
Request from Cllr W. Stamp.
- 20 PUBLIC FORUM**
To receive questions from the public and press and to respond accordingly wherever practicable, failing which an answer will be communicated to the questioner as soon as possible following the Meeting (ten minutes allowed).
- 21 DATE OF NEXT MEETING**
Members to note the following: 15.06.21: 20.07.21: 21.09.21: 19.10.21: 16.11.21: 14.12.21
- 22 CLOSURE OF THE MEETING**
To close the Meeting having considered and determined all items of business.



BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE STATUTORY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 27TH APRIL 2021 AT 7.30pm.

THIS MEETING WAS HELD 'REMOTELY' IN ACCORDANCE WITH THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020.

Present: Councillor R. Pratt C.C. (Town Mayor)

Councillors: V. Bell (Deputy Town Mayor), B. Calver, K. Coles, J. Donnelly, M-A. Munford, W. Stamp.

In Attendance: J. Jeffery (Temporary Town Clerk),
K. Money (Planning Officer/RFO) and four Members of the Public.

1 APOLOGIES FOR ABSENCE

To receive apologies for absence – Cllr N. Pudney, Dist Cllr N. Skeens and Sarah Grimes (Town Clerk).

2 DECLARATIONS OF INTERESTS

All Town Councillors have completed their Statutory Declarations of Interests in accordance with the Localism Act 2011 and the Code of Conduct for Members, adopted by the Town Council.

Members are required to declare the existence and nature of any 'personal or prejudicial' interests relating to items on the Agenda having regard to the Code of Conduct for Members. Members are reminded that they are also required to declare interests as soon as they become aware should the need arise throughout the Meeting.

Cllr J. Donnelly, Non Pecuniary Interest 10 a) Providence Car Park

Cllr K. Coles, Pecuniary Interest 18 Parking restrictions at the War Memorial.

3 TOWN MAYOR'S ANNOUNCEMENTS

To receive the Town Mayor's announcements.

Cllr Pratt informed Members of the passing of Father Lionel Webber, Cllr Stamp also informed of the passing of Micheal Hazell, the Allotments Chairman.

Members and Members of the Public were asked by Cllr Pratt to observe one minute's silence following the passing of HRH Prince Philip, Duke of Edinburgh and several Members of the community.

Signed

Councillor Ron Pratt C.C. (Town Mayor)

27th. April 2021

Cllr Pratt informed that he had been approached by Mr Jim Couzens with regard to a small covid secure ceremony at the War Memorial on 15th May 2021, this is to recognise the 100th anniversary of the forming of the British Legion.

Cllr Pratt informed Members that all Risk Assessments would be carried out and submitted to the Town Council prior to the event.

4 MINUTES

To confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 16th. March 2021 and Extra Ordinary Meeting of the Town Council held on Tuesday 30th. March 2021.

Cllr Stamp commented that resolutions should come before actions in the minutes. Cllr Stamp proposed the deferral of acceptance of the minutes until next meeting, seconded by Cllr Donnelly.

RESOLVED: The Minutes of the Town Council Meetings held on 16th. March 2021 and 30th. March 2021 will be deferred until next meeting.

ACTION: Temp Town Clerk to add resolutions before actions.

5 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesday's 16th. March and 6th. April 2021.

RESOLVED: that the Minutes of the Planning Meeting held on Tuesday 16th. March and Tuesday 6th. April 2021 be confirmed and signed.

6 PROPOSED BUSINESS BOARD FOR BURNHAM-ON-CROUCH

A (single) representative of Burnham Town Council is invited to the Board's meeting in April as a formal representative appointed by BOCTC

Cllr Stamp Thanked Cllr Munford for attending a meeting of the business board on her behalf. Cllr Stamp and Cllr Coles attended a further meeting on 26th April 2021.

Cllr Stamp proposed Cllr Coles as the formal representative for Burnham Town Council, seconded by Cllr Pratt.

RESOLVED: Cllr Coles is the formal representative of Burnham Town Council for the Business Board.

7 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

To receive written questions from the public and press (in accordance with Minute 292 of the Extraordinary Meeting of the Town Council held on Friday 24 July 2020).

The Temporary Town Clerk informed that no questions have been received.

8 TOWN CLERK'S REPORT

To receive the Clerk's Report and pass any Resolutions and Orders as necessary.

a) To note that the Temporary Town Clerk has now added actions points to the minutes as requested.

b) Town Sign – Cllr Stamp – the Temporary Town Clerk has circulated to all Members information as a starting point for discussion.

Cllr Stamp commented that the town sign is looking sorry for itself. Cllr Calver commented that the lower sign would be more appropriate. Cllr Munford raised concerns regarding maintenance for a flower planter, Cllr Pratt commented that a planter with a large reservoir could be purchased which would allow for less frequency of watering. Members also felt that the maintenance of the planters

could be carried out by the contractors who maintain other flower beds in the town.

Cllr Stamp commented that a design could be centred around sailing, the Temp Town Clerk was asked to liaise with the company to gather information and bring to the next meeting.

ACTION: Agenda item, Town Sign. Temp Town clerk to gather costing information for next meeting.

- c) Remote meetings – a High Court Hearing will be held on 21st April 2021 to discuss the future of remote meetings.

The Temp Town Clerk informed that no further information regarding virtual meetings had been circulated. Cllr Stamp proposed that officers look at booking the Village Hall and to carry out a Risk Assessment to ensure social distancing for an in person meeting, seconded by Cllr Pratt.

RESOLVED: Officers to liaise with The Village Hall, to book and carry out a risk assessment for next meeting.

ACTION: Book alternative venue to allow for social distancing, carry out risk assessment.

- d) Christmas Lights – Purchase of new lights for tree outside One Stop. Station Road and High Street have lamp posts with broken lights wrapped round them, removal and replacement for discussion.

Cllr Bell informed that she is meeting with the Temp Town Clerk and Mr Atkins from Blachere-illumination on Thursday 6th May 2021, Cllr Bell will also enquire about lamp post lights.

Cllr Bell informed that due to a change in his business, the Mr Sadler supplier of the Christmas tree outside One Stop, cannot provide the tree this year. Therefore, a tree will need to be sought from another supplier.

Cllr Stamp asked that additional funds could be made available to enhance the lights this year. Cllr Pratt responded that a proposal should be brought back to Members, money can then be agreed and a virement from reserves.

Cllr Coles requested to be involved in the Christmas Lights project.

RESOLVED: Cllr Bell to bring back a proposal to a future meeting.

ACTION: Temp Town Clerk to write to Mr Sadler to Thank him for his services to the town council and community.

- e) Tourist Information Hut – Discussion regarding purchase.

Cllr Pratt informed that at the budget meeting it was agreed that an order for the shepherd's hut had never been agreed. They were preliminary discussions and no costs should have been incurred. No finalisation was made to the project as concerns were raised regarding manning the hut and also storage. It was felt at the present time that the shepherd's hut was not ordered and it is not needed.

Cllr Stamp commented that no decision had been taken by Burnham Town Council to purchase the shepherds hut.

9 DIARY DATES

No diary dates.

10 CO-ORDINATORS' REPORTS

Signed

Councillor Ron Pratt C.C. (Town Mayor)

27th. April 2021

To receive co-ordinators' reports:

- General Purposes – Councillor W. Stamp informed there was nothing to report.
- Highways – Councillor B. Calver informed the town sign by the library needs the ivy to be cut back.

a) Providence car park - Include highways report, minutes and risk assessment

Cllr Stamp asked if any risk assessment was carried out prior to removal of the signs. Cllr Calver commented that no risk assessment was carried out when the signs were installed. Cllr Stamp asked that a risk assessment is carried out.

Cllr Calver commented that the risk itemised in the Highways report was addressed, a right turn only into Ship Road was installed.

Cllr Donnelly commented that she felt bigger signage is needed, the hedge has just been cut, but visibility is still very limited.

Cllr Stamp proposed appointing a contractor to carry out a risk assessment of the car park, Cllr Munford seconded the proposal but commented that it was not to undermine the work carried out by Cllr Calver. Cllr Stamp asked for it to be minuted that any requests are not personal, but to protect the Town Council.

- Environment – Councillor V. Bell will give an update when she is feeling better.

Members are requested to pass any Resolutions as necessary.

RESOLVED: Burnham Town Council will undertake a risk assessment of Providence Car Park.

ACTION: Temp Town Clerk to organise risk assessment of Providence Car Park

Temp Town Clerk to obtain an update regarding the ivy on the town sign at the library

11 DISTRICT COUNCILLORS' REPORTS

To receive District Councillors' reports.

Dist Cllr's Stamp and Bell have met with the Youth Strategy Team to discuss re engaging with the youth, events are currently being looked at for Riverside Park.

12 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive Town Council representatives' reports.

Cllr Pratt informed that the Carnival Committee are still debating if it is feasible to hold the carnival this year, however, it is leaning towards no carnival for 2021 due to not being able to make the event covid safe. A decision will be made at a later date.

Burnham Week, Cllr Calver informed that concerns regarding putting the banner over the bridge, members informed that the Community Engagement Team usually stop the traffic and the owner of the banner puts it up. Cllr Calver will liaise with the Temp Town Clerk regarding the process.

Cllr Munford has attended training on Instagram, she felt this would be a good idea for future engagement with the youth. Cllr Stamp also attended the training and commented that she felt unless it was contracted out it could be quite challenging to monitor.

13 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of Accounts for April 2021 and to agree a transfer of funds to meet the Town Council's financial requirements.
- b) To receive the comparison of actual to budgeted payments and receipts to March 2021.
- c) To receive the bank reconciliations.

Signed

Councillor Ron Pratt C.C. (Town Mayor)

27th. April 2021

RESOLVED: that the payment of Accounts for April 2021 be approved and signed.

Members noted the comparison of actual to budgeted payments and receipts to March 2021.

The bank reconciliations were approved.

Mr Money, RFO informed that the year end accounts are currently with the internal auditor and a further update will be given at the next meeting.

Mr Money informed that boxes 7 & 8 of the annual return do not agree, this is due to the change from debtors and creditors to receipts and payments.

Mr Money will look to obtain quotes for the internal auditor for year 2021-22, it was agreed by members that this is operational.

14 GRANTS AND DONATIONS

To consider any requests – no requests have been made.

15 ALLOTMENTS

To receive an update from Mrs. J. Jeffery

Mrs Jeffery informed that the barrister dealing with the case has unfortunately died, emails have been sent requesting that a new barrister is appointed swiftly. Cllr Stamp informed that the solicitor has written to the Allotments Society, however a letter needs to be sent offering assurance of continuity to the Allotments Society.

RESOLVED: A letter will be sent to the Allotments Society to offer assurance of continuity.

ACTION: Temp Town Clerk to write to Allotments Society.

16 WEBSITE

a) Accessibility and Responsibilities Cllr W. Stamp

b) Cllr Donnelly informed that the website is compliant, Mr Money and Mr Eagling liaise to update the website.

c) Councillors to receive the 2021/22 BTC Calendar

Cllr Stamp commented the Annual Town Meeting was not on the calendar, Mr Money asked all Members if Tuesday 25th May 2021 would be suitable, **agreed**. Cllr Stamp asked how long the summer recess was, Cllr Pratt commented that it is only for the month of August. The calendar was accepted by all Members and will now be placed onto the website.

ACTION: Mr Money, RFO to place calendar on Town Council website.

17 CROUCH HARBOUR AUTHORITY

To discuss and nominate one member for the Advisory Committee for the period 1st June 2021 to 31st May 2025.

Cllr Pratt proposed Cllr Calver, seconded by Cllr Stamp.

RESOLVED: Cllr Calver will be the representative from Burnham Town Council on the Crouch Harbour Authority from 1st June 2021 to 31st May 2025.

Cllr Coles left the meeting at 20.44pm.

18 PARKING RESTRICTIONS AT THE WAR MEMORIAL

To discuss and agree a variation to the parking restrictions at the War Memorial for motorcycles.

A request was made to lift parking restrictions at the War Memorial for motor cycles. Cllr Pratt informed that he felt 10,000 Burnham residents would not benefit from the change. Cllr Stamp commented that parking is free in the Providence Car Park and it would encourage use of the town. Cllr Munford commented that bikers are welcomed in to the town.

Cllr Calver proposed leaving the restrictions, seconded by Cllr Donnelly.

RESOLVED: No further action to be taken, parking restrictions to remain the same.

Cllr Coles returned to the meeting at 20.51pm.

19 PUBLIC FORUM

To receive questions from the public and press and to respond accordingly wherever practicable, failing which an answer will be communicated to the questioner as soon as possible following the Meeting (ten minutes allowed).

A resident asked what factors are preventing the Station House from opening and what other buildings does Burnham Town Council manage.

Cllr Pratt commented that government guidance due to Covid, was that all community buildings were to shut. Abelio are the owners of the Station House, however the Station House is a designated community building and Burnham Town Council have acted responsibly. Cllr Stamp informed that there are strict limitations for hire of the building. Cllr Pratt informed the resident to contact the Temp Town Clerk for further assistance.

Cllr Pratt informed that Burnham Town Council own the War Memorial, Prospect Car Park, the council offices and the clock tower.

The supplier of the proposed shepherd hut informed that they were disappointed with Burnham Town Council's decision not to go ahead with the hut, it was also commented that Maldon District Council had given money for the shepherd hut, Cllr Stamp commented that the money can be spent on tourist information.

A member of the press asked if footpath 11 at the marina had been inspected, as Essex County Council had confirmed they would inspect and repair. Cllr Pratt commented that he was unaware of any work being undertaken, but he would take a walk to the marina to find out.

A resident informed that Cllr Coles need to be added to the website and also the historical documents from the Environment Agency.

ACTION: Mr Money to update website.

A resident asked if there were any further updates on the CCTV, Cllr Bell will give an update at a future meeting.

20 DATE OF NEXT MEETING

Members to note the following: 18.05.21: 15.06.21: 20.07.21: 21.09.21: 19.10.21: 16.11.21: 14.12.21

21 EXCLUSION OF THE PUBLIC AND PRESS

Councillors to Resolve that by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Proposed by Cllr Pratt, seconded by Cllr Stamp.

22 STATION HOUSE

To receive an update.

a) To discuss Risk Assessment for re-opening.

b) To discuss continued use of the building.

Cllr Bell asked if there had been any progress with handing the Station House back to Abelio, Cllr Pratt is to make further inquiries with Essex County Council.

Cllr Munford asked which way Burnham Town Council are going with the building, as Citizens Advice Bureau needs to be in Burnham and a location needs to be found.

Cllr Pratt informed that previously the building had been used as artist studios upstairs and community use downstairs. Essex County Council can let the building to businesses, but under council law town councils cannot.

Cllr Coles asked what the approximate cost to Burnham Town Council is per year, Cllr Pratt informed approximately £10,000.

Cllr Munford speaking from experience commented that the Station House is a hard building to manage. Abelio risk assessment also needs to be completed before the building can be re opened. It was commented that legal work and new leases would also need to be looked at.

Cllr Pratt commented that if the risk assessment is good then Citizens Advice Bureau can reuse the building.

Cllr Calver proposed obtaining risk assessments for Station House, Council Offices and Providence Car Park, seconded by Cllr Pratt.

RESOLVED: Risk Assessments will be carried out Station House, Council Office and Providence Car Park.

ACTION: Temp Town Clerk to organise contractor to carry out risk assessments.

Cllr Pratt to speak with Essex County Council regarding the future of the Station House.

23 CLOSURE OF THE MEETING

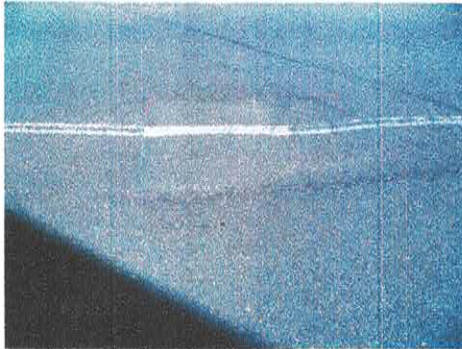
To close the Meeting having considered and determined all items of business.

Meeting closed at 9.30pm.

Highways Report May 2021

Potholes and road defects

In the last report I said would monitor some road defects and 'super' potholes. Report as follow.



High Street outside charity shop - Defect Number: 3506859

Reported to Highways and website says 'Defect to be considered for repair as part of the planned maintenance programme.'

This is a poor quality repair that seems to be sinking.

Hillside Rd outside No 28 - new number is 2717684.

Surprisingly this had not been reported. It is now as it's a serious defect exposing the road bed and gravel.



Hillside Road outside No 25 - new number is 2717687.

Surprisingly this had not been reported either. It is now as it's a serious defect exposing the road bed and gravel.

Surface deterioration Southminster Rd

Outside the Charles Church development the road is deteriorating.



Maldon Rd fault 2695681

Junction of Maldon Rd and Maple Way. This is on the website for repair.



Maldon Rd just East of no 103 Defect Number: 3516806

I could not find a number for the house directly adjacent and numbers on this road are a little haphazard. However this is on the website as 'Defect to be considered for repair as part of the planned maintenance programme'. It is obviously more urgent and I have uploaded a new photograph. **New number is number is 2717696.** Normally paint means a repair is planned but the website says no.



Suggestion moving forward

The Maldon Road potholes are the worrying ones. I suggest we watch and see as repairs should be done soon. Hillside Road potholes are new reports – normally I find someone has beaten me to it – so again we will have to wait and see.

The High St and Southminster Rd are not likely to get repaired even if we make a fuss but should be checked to see if things get any worse.

[illegible]

10:09

Burnham On Crouch Town Council **Annual Budget - By Centre**

| | Last Year | | Current Year | | | | | | Next Year | | |
|------------|--------------------------------|---------|-----------------|--------------|--------|---------|-------|------------|-----------|-----|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| <u>100</u> | <u>Income</u> | | | | | | | | | | |
| 1076 | Precept | 203,441 | 203,441 | 0 | 0 | 203,441 | 0 | 203,441 | 101,721 | 0 | 0 |
| 1090 | Bank Interest Received | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1110 | Chamber Hire | 500 | 0 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 |
| 1130 | Ayet's Distribution | 118 | 138 | 0 | 0 | 118 | 0 | 118 | 0 | 0 | 0 |
| 1990 | Other Income | 2,000 | 3 | 0 | 0 | 2,000 | 0 | 2,000 | 6 | 0 | 0 |
| | Total Income | 206,059 | 203,587 | 0 | 0 | 206,059 | 0 | 206,059 | 101,727 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 206,059 | 203,587 | | | 206,059 | | 206,059 | 101,727 | 0 | |
| <u>110</u> | <u>Administration</u> | | | | | | | | | | |
| 4000 | Staff Salary | 54,950 | 46,897 | 0 | 0 | 57,800 | 0 | 57,800 | 4,450 | 0 | 0 |
| 4010 | PAYE & NI | 3,862 | 11,237 | 0 | 0 | 4,000 | 0 | 4,000 | 1,155 | 0 | 0 |
| 4030 | Pension | 5,188 | 7,282 | 0 | 0 | 5,200 | 0 | 5,200 | 607 | 0 | 0 |
| 4050 | Staff Mileage & Benefits | 500 | 0 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 |
| 4060 | Sundries & Consumables | 500 | 465 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 |
| 4065 | Training & Conferences | 2,500 | 2,227 | 0 | 0 | 2,500 | 0 | 2,500 | 0 | 0 | 0 |
| 4070 | Mayor's Allowance | 1,000 | 100 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 |
| 4075 | Councillors Expenses | 500 | 0 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 |
| 4080 | Special Constable Provision | 1,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4085 | Mayor's Chain | 100 | 532 | 0 | 0 | 100 | 0 | 100 | 0 | 0 | 0 |
| 4090 | Bank Charges | 500 | 193 | 0 | 0 | 500 | 0 | 500 | 9 | 0 | 0 |
| 4095 | Audit Fees | 895 | 910 | 0 | 0 | 895 | 0 | 895 | 0 | 0 | 0 |
| 4100 | Legal, Planning, Survey Fees | 10,000 | 680 | 0 | 0 | 5,000 | 0 | 5,000 | 0 | 0 | 0 |
| 4105 | Subscriptions & Memberships | 1,733 | 1,611 | 0 | 0 | 1,785 | 0 | 1,785 | 1,126 | 0 | 0 |

Continued on next page

10:09

Burnham On Crouch Town Council **Annual Budget - By Centre**

| | <u>Last Year</u> | | Brought Forward | Net Virement | <u>Current Year</u> | | Total | Actual YTD | <u>Next Year</u> | | Carried Forward |
|---------------------------------------|------------------|-----------------|-----------------|--------------|---------------------|----------|------------------|-----------------|------------------|----------|-----------------|
| | Budget | Actual | | | Agreed | EMR | | | Agreed | EMR | |
| 4110 Insurance | 4,000 | 2,303 | 0 | 0 | 4,120 | 0 | 4,120 | 0 | 0 | 0 | 0 |
| 4115 Stationery | 1,000 | 308 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 4120 Telephone, Broadband & Postage | 2,000 | 958 | 0 | 0 | 2,000 | 0 | 2,000 | 77 | 0 | 0 | 0 |
| 4125 Photocopier | 1,500 | 2,127 | 0 | 0 | 1,500 | 0 | 1,500 | 298 | 0 | 0 | 0 |
| 4130 Website | 750 | 1,039 | 0 | 0 | 750 | 0 | 750 | 7 | 0 | 0 | 0 |
| 4135 Computer Maintenance | 1,500 | 2,489 | 0 | 0 | 1,500 | 0 | 1,500 | 168 | 0 | 0 | 0 |
| 4140 Water Rates & Charges | 308 | 244 | 0 | 0 | 317 | 0 | 317 | 0 | 0 | 0 | 0 |
| 4145 Non-Domestic Rates | 10,575 | 10,429 | 0 | 0 | 10,575 | 0 | 10,575 | 6,677 | 0 | 0 | 0 |
| 4150 Light, Heat & Power | 2,300 | 1,591 | 0 | 0 | 2,300 | 0 | 2,300 | 145 | 0 | 0 | 0 |
| 4155 Literature & Books | 200 | 390 | 0 | 0 | 200 | 0 | 200 | 0 | 0 | 0 | 0 |
| 4160 Office & Chamber Equipment | 2,500 | 212 | 0 | 0 | 0 | 0 | 0 | 11 | 0 | 0 | 0 |
| 4165 Council Office Maintenance/Eq | 5,000 | 60 | 0 | 0 | 5,000 | 0 | 5,000 | 0 | 0 | 0 | 0 |
| 4170 Pitch Roof Maintenance | 6,000 | 1,598 | 0 | 0 | 6,000 | 0 | 6,000 | 0 | 0 | 0 | 0 |
| 4175 Van | 2,000 | 0 | 0 | 0 | 2,000 | 0 | 2,000 | 0 | 0 | 0 | 0 |
| 4185 Grants & Donations | 2,000 | 2,050 | 0 | 0 | 5,100 | 0 | 5,100 | 0 | 0 | 0 | 0 |
| 4195 Election Fund | 3,000 | 0 | 0 | 0 | 3,000 | 0 | 3,000 | 0 | 0 | 0 | 0 |
| 4200 Extraordinary Expenses | 1,000 | 0 | 0 | 0 | 750 | 0 | 750 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | 128,861 | 97,932 | 0 | 0 | 126,392 | 0 | 126,392 | 14,729 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (128,861) | (97,932) | | | (126,392) | | (126,392) | (14,729) | 0 | | |
| 130 Council Activities | | | | | | | | | | | |
| 1300 Hanging Basket Sales | 500 | 0 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 | 0 |
| Total Income | 500 | 0 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 | 0 |

Continued on next page

10:09

Burnham On Crouch Town Council

Annual Budget - By Centre

| | <u>Last Year</u> | | Brought Forward | Net Virement | <u>Current Year</u> | | | Total | Actual YTD | <u>Next Year</u> | | |
|---------------------------------------|------------------|----------------|-----------------|--------------|---------------------|----------|-----------------|--------------|------------|------------------|----------|-----------------|
| | Budget | Actual | | | Agreed | EMR | | | | Agreed | EMR | Carried Forward |
| 4300 Clock Tower, Clock & Electric | 1,200 | 989 | 0 | 0 | 1,500 | 0 | 1,500 | 26 | 0 | 0 | 0 | 0 |
| 4320 Town Cup | 100 | 0 | 0 | 0 | 100 | 0 | 100 | 0 | 0 | 0 | 0 | 0 |
| 4350 CPO Service | 20,200 | 8,550 | 0 | 0 | 20,200 | 0 | 20,200 | 0 | 0 | 0 | 0 | 0 |
| 4360 Tourism | 5,000 | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 | 0 |
| 4370 Town Maintenance | 5,500 | 0 | 0 | 0 | 5,500 | 0 | 5,500 | 0 | 0 | 0 | 0 | 0 |
| 4390 Notice Boards | 1,500 | 0 | 0 | 0 | 1,500 | 0 | 1,500 | 0 | 0 | 0 | 0 | 0 |
| 4560 Town Sign | 2,000 | 0 | 0 | 0 | 2,000 | 0 | 2,000 | 0 | 0 | 0 | 0 | 0 |
| 4590 Ayletts Distribution | 118 | 0 | 0 | 0 | 118 | 0 | 118 | 0 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | 35,618 | 9,539 | 0 | 0 | 31,918 | 0 | 31,918 | 26 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (35,118) | (9,539) | | | (31,418) | | (31,418) | (26) | | 0 | | |
| 140 Open Spaces | | | | | | | | | | | | |
| 4175 Van | 0 | 1,154 | 0 | 0 | 0 | 0 | 0 | 147 | 0 | 0 | 0 | 0 |
| 4195 Election Fund | 0 | 114 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4400 Grass Cutting | 11,000 | 3,273 | 0 | 0 | 11,000 | 0 | 11,000 | 1,531 | 0 | 0 | 0 | 0 |
| 4401 Environment Projects | 3,980 | 575 | 0 | 0 | 8,000 | 0 | 8,000 | 0 | 0 | 0 | 0 | 0 |
| 4410 War Memorial | 800 | 0 | 0 | 0 | 800 | 0 | 800 | 0 | 0 | 0 | 0 | 0 |
| 4411 Memorial Benches | 3,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4440 Providence Car Park | 3,000 | 56 | 0 | 0 | 3,000 | 0 | 3,000 | 0 | 0 | 0 | 0 | 0 |
| 4501 Town Events | 4,000 | 0 | 0 | 0 | 4,000 | 0 | 4,000 | 0 | 0 | 0 | 0 | 0 |
| 4610 Works on Council trees | 1,000 | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 | 0 |
| 4620 Observatory | 500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4800 Tourism Project/Regeneration | 0 | 0 | 0 | 0 | 5,649 | 0 | 5,649 | 0 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | 27,280 | 5,172 | 0 | 0 | 33,449 | 0 | 33,449 | 1,678 | 0 | 0 | 0 | 0 |

Continued on next page

10:09

Burnham On Crouch Town Council **Annual Budget - By Centre**

| | Last Year | | Brought Forward | Net Virement | Current Year | | | Next Year | | | |
|---------------------------------------|-----------------|----------------|-----------------|--------------|-----------------|----------|-----------------|----------------|----------|----------|-----------------|
| | Budget | Actual | | | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| Movement to/(from) Gen Reserve | (27,280) | (5,172) | | | (33,449) | | (33,449) | (1,678) | 0 | | |
| 150 Events | | | | | | | | | | | |
| 1720 Summer Swimming | 2,000 | 0 | 0 | 0 | 2,000 | 0 | 2,000 | 0 | 0 | 0 | 0 |
| Total Income | 2,000 | 0 | 0 | 0 | 2,000 | 0 | 2,000 | 0 | 0 | 0 | 0 |
| 4500 Civic Receptions (in House) | 2,500 | 0 | 0 | 0 | 2,500 | 0 | 2,500 | 0 | 0 | 0 | 0 |
| 4530 Festive Lighting & Christmas | 10,000 | 7,591 | 0 | 0 | 10,000 | 0 | 10,000 | 2,594 | 0 | 0 | 0 |
| 4540 Summer Swimming | 2,600 | 0 | 0 | 0 | 2,600 | 0 | 2,600 | 0 | 0 | 0 | 0 |
| 4550 Quay Day | 1,000 | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | 16,100 | 7,591 | 0 | 0 | 16,100 | 0 | 16,100 | 2,594 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (14,100) | (7,591) | | | (14,100) | | (14,100) | (2,594) | 0 | | |
| 160 Allotments | | | | | | | | | | | |
| 1600 Allotments Rents | 1,000 | 839 | 0 | 0 | 1,000 | 0 | 1,000 | 25 | 0 | 0 | 0 |
| Total Income | 1,000 | 839 | 0 | 0 | 1,000 | 0 | 1,000 | 25 | 0 | 0 | 0 |
| 4600 Allotments Expenditure | 1,500 | 0 | 0 | 0 | 1,500 | 0 | 1,500 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | 1,500 | 0 | 0 | 0 | 1,500 | 0 | 1,500 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (500) | 839 | | | (500) | | (500) | 25 | 0 | | |
| 170 Old Station House | | | | | | | | | | | |
| 1700 Old Station House Rent | 4,800 | 3,350 | 0 | 0 | 4,800 | 0 | 4,800 | 65 | 0 | 0 | 0 |
| Total Income | 4,800 | 3,350 | 0 | 0 | 4,800 | 0 | 4,800 | 65 | 0 | 0 | 0 |

Continued on next page

10:09

Burnham On Crouch Town Council **Annual Budget - By Centre**

| | <u>Last Year</u> | | <u>Brought Forward</u> | <u>Net Virement</u> | <u>Current Year</u> | | | <u>Next Year</u> | | | |
|------------------------------------|------------------|---------------|------------------------|---------------------|---------------------|------------|--------------|-------------------|---------------|------------|------------------------|
| | <u>Budget</u> | <u>Actual</u> | | | <u>Agreed</u> | <u>EMR</u> | <u>Total</u> | <u>Actual YTD</u> | <u>Agreed</u> | <u>EMR</u> | <u>Carried Forward</u> |
| 4700 Old Station House Expenditure | 5,000 | 4,598 | 0 | 0 | 5,000 | 0 | 5,000 | 266 | 0 | 0 | 0 |
| Overhead Expenditure | 5,000 | 4,598 | 0 | 0 | 5,000 | 0 | 5,000 | 266 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (200) | (1,248) | | | (200) | | (200) | (201) | 0 | | |
| Total Budget Income | 214,359 | 207,776 | 0 | 0 | 214,359 | 0 | 214,359 | 101,817 | 0 | 0 | 0 |
| Expenditure | 214,359 | 124,832 | 0 | 0 | 214,359 | 0 | 214,359 | 19,294 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | 0 | 82,944 | | | 0 | | 0 | 82,523 | 0 | | |

Burnham On Crouch Town Council

Bank - Cash and Investment Reconciliation as at 30 April 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

| | | |
|------------|--------------------------------|------------|
| 30/04/2021 | Current A/c | 92,155.74 |
| 02/01/2020 | Barclays Business Saver 848 | 0.00 |
| 30/04/2021 | Barclays Business Saver 149 | 5.10 |
| 30/04/2021 | Petty Cash | 2.68 |
| 30/04/2021 | Unity Trust Bank current a/c | 177,964.25 |
| 30/04/2021 | Unity Trust Bank - EMR account | 45,000.00 |

315,127.77

Receipts not on Bank Statement

0.00

Closing Balance

315,127.77

All Cash & Bank Accounts

| | | |
|---|---------------------------------------|-------------------|
| 1 | Current Bank A/c | 92,155.74 |
| 2 | Barclays Business Saver 848 | 0.00 |
| 3 | Barclays Business Saver 149 | 5.10 |
| 4 | Petty Cash | 2.68 |
| 5 | Unity Trust Bank | 177,964.25 |
| 6 | Unity Trust Bank EMR | 45,000.00 |
| | Other Cash & Bank Balances | 0.00 |
| | Total Cash & Bank Balances | 315,127.77 |

**Bank Reconciliation Statement as at 30/04/2021
for Cashbook 1 - Barclays Current Bank A/c**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|------------------|
| Current A/c | 30/04/2021 | 1 | 92,155.74 |
| | | | <u>92,155.74</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 92,155.74 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 92,155.74 |
| | | Balance per Cash Book is :- | 92,155.74 |
| | | Difference is :- | 0.00 |

**Bank Reconciliation Statement as at 30/04/2021
for Cashbook 3 - Barclays Business Saver 149**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|-----------------------------|-----------------|
| Barclays Business Saver 149 | 30/04/2021 | | 5.10 |
| | | | <u>5.10</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 5.10 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 5.10 |
| | | Balance per Cash Book is :- | 5.10 |
| | | Difference is :- | 0.00 |

**Bank Reconciliation Statement as at 30/04/2021
for Cashbook 4 - Petty Cash**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|-----------------|
| Petty Cash | 30/04/2021 | | 2.68 |
| | | | <u>2.68</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 2.68 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 2.68 |
| | | Balance per Cash Book is :- | 2.68 |
| | | Difference is :- | 0.00 |

**Bank Reconciliation Statement as at 30/04/2021
for Cashbook 5 - Unity Trust Bank Current a/c**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|-------------------|
| Unity Trust Bank current a/c | 30/04/2021 | 1 | 177,964.25 |
| | | | <u>177,964.25</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 177,964.25 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 177,964.25 |
| | | Balance per Cash Book is :- | 177,964.25 |
| | | Difference is :- | 0.00 |

**Bank Reconciliation Statement as at 30/04/2021
for Cashbook 6 - Unity Trust Bank EMR**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|------------------|
| Unity Trust Bank - EMR account | 30/04/2021 | 1 | 45,000.00 |
| | | | <u>45,000.00</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 45,000.00 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 45,000.00 |
| | | Balance per Cash Book is :- | 45,000.00 |
| | | Difference is :- | 0.00 |

Annual Governance and Accountability Return 2020/21 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 2020/21

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** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must 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 on the authority website/webpage **before 1 July 2021**.
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 2021**. 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 2021
 - 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 2020/21

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 the authority website/webpage:

Before 1 July 2021 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 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

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

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. 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 before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- 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 authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR 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 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage 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 2021**.

| 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 2021 been reconciled to Box 8? | ✓ | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | ✓ | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | | |

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

Annual Internal Audit Report 2020/21

BURNHAM ON CROUCH TOWN COUNCIL

<https://burnhamoncrouchtowncouncil.gov.uk>

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 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 | 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 bank account reconciliations were properly carried out during the year. | ✓ | | |
| 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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered") | | | ✓ |
| L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities. | | | ✓ |
| M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| O. (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

27/04/2021

Name of person who carried out the internal audit

ALAN LOWPERTHWAITHE FCCA

Signature of person who carried out the internal audit

Date 27/04/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

BURNHAM ON CROUCH 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 2021, 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:

and recorded as minute reference:

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

Chairman

Clerk

<https://burnhamoncrouchtowncouncil.gov.uk>

Section 2 – Accounting Statements 2020/21 for

BURNHAM ON CROUCH TOWN COUNCIL

Re-STATE

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|--|
| | 31 March 2020 £ | 31 March 2021 £ | |
| 1. Balances brought forward | 108,549 | 150,649 | <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 | 188,000 | 203,441 | <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 | 29,901 | 4,335 | <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 | 63,811 | 65,416 | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments | 0 | 0 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | 111,990 | 59,416 | <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 | 150,649 | 233,593 | <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 | 145,603 | 232,331 | <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 | 747,037 | 747,037 | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
| 10. Total borrowings | 0 | 0 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> |
| | | ✓ | <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i> |

I certify that for the year ended 31 March 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

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

Section 3 – External Auditor's Report and Certificate 2020/21

In respect of

BURNHAM ON CROUCH TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2020/21

(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 2020/21

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 2021.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Burnham on Crouch Town Council**

County Area (local councils and parish meetings only): **Maldon Essex**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

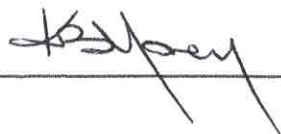
Commencing on Monday 14th. June 2021

and ending on Friday 23rd. July 2021

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2021 (i.e. Thursday 1 July – Wednesday 14 July).

We have suggested the following dates: Monday 14 June – Friday 23 July 2021. The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021.)

Signed: _____



Role: Responsible Finance Officer

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

Smaller authority name: **Burnham on Crouch Town 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 Friday 11th. 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) Kevin B. Money – Responsible Finance Officer Council Offices, Chapel Road, Burnham on Crouch, Essex. CM0 8JA Tel: 01621 783426 Email: accounts@burnhamtowncouncil.com</p> <p>commencing on (c) Monday 14 June 2021</p> <p>and ending on (d) Friday 23 July 2021</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) Kevin B. Money - RFO</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> |

| Name of smaller authority | Burnham on Crouch Town Council |
|---------------------------|--------------------------------|
| | |

County area (local councils and urban districts) will be under Essex

| | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
|---|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|
| 0 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |

- variances of more than 15% between totals for individual boxes (except variances of less than £200);

- New from 2020/21: vanances of £100,000 or more require explanation regardless of the % variation year on year, a breakdown of reasons for the variation (New 20) feature is more likely to be 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 (must include narrative and supporting figures) |
|---|--------------|--------------|---------------|---------------|--------------------------|---|---|
| 1 Balances Brought Forward | 108,549 | 180,648 | | | | | |
| 2 Precept or Rates and Levies | 168,000 | 203,441 | 15,441 | 8.21% | NO | | |
| 3 Total Other Receipts | 29,801 | 4,335 | -25,566 | 85.50% | YES | | Due to COVID-19 restrictions no Local events happened in 2020/21 e.g. Summer Swimming, Quay Day, Burnham Week, Carnival week |
| 4 Staff Costs | 63,911 | 85,416 | 1,605 | 2.52% | NO | | |
| 5 Loan Interest/Capital Repayment | 0 | 0 | 0 | 0.00% | NO | | |
| 6 All Other Payments | 111,880 | 59,416 | -52,574 | 46.95% | YES | | Due to COVID-19 restrictions no Town council events took place. E.g Civic events, Town Mayor events, Remembrance day events were severely scaled back |
| 7 Balances Carried Forward | 180,649 | 233,593 | | | NO | VARIANCE EXPLANATION NOT REQUIRED | |
| 8 Total Cash and Short Term Investments | 148,603 | 232,331 | | | | VARIANCE EXPLANATION NOT REQUIRED | |
| 9 Total Fixed Assets plus Other Long Term Investments and | 747,037 | 747,037 | 0 | 0.00% | NO | | |
| 10 Total Borrowings | 0 | 0 | 0 | 0.00% | NO | | |
| | | | | | | | Rounding errors of up to £2 are tolerable |
| | | | | | | | Variances of £200 or less are tolerable |

Contact details

Name of smaller authority: **Burnham on Crouch town Council**

County Area (local councils and parish meetings only): **Maldon Essex**

Please complete this form and send it back to us with the AGAR or exemption certificate

| | RFO (Main contact) | Chair |
|---|--|--|
| Name | Kevin B. Money | Cllr Ron Pratt |
| Address | Council Offices Chapel Road Burnham on Crouch Essex CM0 8JA | Council Offices Chapel Road Burnham on Crouch Essex CM0 8JA |
| Daytime telephone number | 01621 783426 | 01621 783426 |
| Mobile telephone number | == | == |
| Email address | accounts@burnhamtowncouncil.com | accounts@burnhamtowncouncil.com |

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2021

Burnham On Crouch Town Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

[Signature]

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

[Signature]

Last Year £

This Year £

General Notes for Guidance

| | | | | |
|----|----------------------------------|---------|---------|---|
| 1 | Balances brought forward | 108,549 | 150,649 | Total balances & reserves at the beginning of the year as recorded in the Financial Records |
| 2 | Annual Precept | 188,000 | 203,441 | Total amount of Precept income received in the year |
| 3 | Total other receipts | 29,901 | 4,335 | Total income or receipts as recorded in the cashbook minus the Precept |
| 4 | Staff costs | 63,811 | 65,416 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses |
| 5 | Loan interest/Capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on borrowings |
| 6 | Total other payments | 111,990 | 59,416 | Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5) |
| 7 | Balances carried forward | 150,649 | 233,593 | Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)] |
| 8 | Total Cash & Investments | 145,603 | 232,331 | The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March |
| 9 | Total Fixed Assets | 747,037 | 747,037 | The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register |
| 10 | Total Borrowings | 0 | 0 | The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB) |

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Burnham On Crouch Town Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2021

Explains the difference between boxes 7 & 8 on the Annual Return

| <u>Code</u> | <u>Description</u> | <u>Last Year £</u> | <u>This Year £</u> |
|-------------|--|--------------------|--------------------|
| | Total Reserves | 150,648.74 | 233,593.03 |
| 105 | VAT Control Account | 5,045.49 | 1,262.01 |
| | Less Total Debtors | 5,045.49 | 1,262.01 |
| | Plus Total Creditors | 0.00 | 0.00 |
| | Equals Total Cash and Bank Accounts | 145,603.25 | 232,331.02 |
| 200 | Current Bank A/c | 93,758.02 | 92,435.29 |
| 220 | Barclays Business Saver 149 | 5.10 | 5.10 |
| 230 | Petty Cash | 8.68 | 2.68 |
| 240 | Unity Trust Bank | 51,831.45 | 94,887.95 |
| 250 | Unity Trust Bank EMR | 0.00 | 45,000.00 |
| | Total Cash and Bank Accounts | 145,603.25 | 232,331.02 |

Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: **Burnham on Crouch Town Council**

County area (local councils and parish meetings only): **Maldon Essex**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Kevin B. Money RFO**

Date: **10/04/2021**

| | £ | £ |
|---|-----------|-------------------|
| Balance per bank statements as at 31/3/xx: | | |
| Barclays Current Account | 92,435.29 | |
| Barclays Business Saver | 5.10 | |
| Petty Cash | 2.68 | |
| Unity Trust Bank Current Account | 94,887.95 | |
| Unity Trust Bank EMR Account | 45,000.00 | |
| | | |
| | | 232,331.02 |
| Petty cash float (if applicable) | | - |
| Less: any un-presented cheques as at 31/3/21 (normally only current account) | | |
| Cheque number | 0.00 | |
| | | |
| | | 0.00 |
| Add: any un-banked cash as at 31/3/21 | | |
| | | - |
| | | |
| Net balances as at 31/3/21 (Box 8) | | 232,331.02 |

Burnham On Crouch Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

| | | |
|------------|--------------------------------|-----------|
| 31/03/2021 | Current A/c | 92,435.29 |
| 02/01/2020 | Barclays Business Saver 848 | 0.00 |
| 01/04/2018 | Barclays Business Saver 149 | 5.10 |
| 31/12/2020 | Petty Cash | 2.68 |
| 31/03/2021 | Unity Trust Bank current a/c | 94,887.95 |
| 31/03/2021 | Unity Trust Bank - EMR account | 45,000.00 |

232,331.02

Receipts not on Bank Statement

0.00

Closing Balance

232,331.02

All Cash & Bank Accounts

| | | |
|---|---------------------------------------|-------------------|
| 1 | Current Bank A/c | 92,435.29 |
| 2 | Barclays Business Saver 848 | 0.00 |
| 3 | Barclays Business Saver 149 | 5.10 |
| 4 | Petty Cash | 2.68 |
| 5 | Unity Trust Bank | 94,887.95 |
| 6 | Unity Trust Bank EMR | 45,000.00 |
| | Other Cash & Bank Balances | 0.00 |
| | Total Cash & Bank Balances | 232,331.02 |
