

PKF Littlejohn LLP



Accountants &
business advisers

Mrs A Price
Ledbury Town Council
Town Council Offices
Church Street
Ledbury
HR8 1DH

Our ref HE0070
Your ref SB05114

Email sba@pkf-littlejohn.com

07 May 2019

Dear Mrs Price

Ledbury Town Council

Completion of the limited assurance review for the year ended 31 March 2018

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Ledbury Town Council for the year ended 31 March 2018. On 26 September 2018, we issued a report detailing the results to that date of our review of Ledbury Town Council's AGAR for the year ended 31 March 2018. We explained the reasons that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review. The final external auditor report and certificate is included for your attention as another attachment to the email containing this letter, along with a copy of Sections 1 and 2, on which our report is based. The smaller authority must consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the AGAR (Sections 1, 2 & 3) and our attached final report and certificate before 30 September (or as soon as possible where this date has passed), which must include publication on the smaller authority's website.
- Keep copies of the AGAR (Sections 1, 2 & 3) and the attached final report and certificate available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 (plus the attached final report and certificate) of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

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Fee

Where applicable, we enclose our second fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note. These arise where either we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or we had to send the AGAR back for correction due to a mistake or omission by the smaller authority; or we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or it was necessary for us to undertake additional work; or we had to send back documentation that was not requested.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit Control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference HE0070 or Ledbury Town Council as a reference when paying by BACS.

Yours sincerely

A handwritten signature in black ink, appearing to read 'PKF Littlejohn LLP', with a stylized flourish at the end.

PKF Littlejohn LLP

Ledbury Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2019

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

Accounts and Audit Regulations 2015 (SI 2015/234)

| | Notes |
|--|--|
| 1. The audit of accounts for Ledbury Town Council for the year ended 31 March 2019 has been completed and the accounts have been published. | This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. |
| 2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Ledbury Town Council on application to: | |
| (a) <u>Mrs Angela Price</u> <u>Town Clerk</u> <u>Ledbury Town Council</u> <u>Church Street Ledbury</u> <u>Clerk@ledburytowncouncil.gov.uk</u> | (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR |
| (b) <u>10 am - 2 pm</u> | (b) Insert the hours during which inspection rights may be exercised |
| 3. Copies will be provided to any person on payment of £ <u>2.00</u> (c) for each copy of the Annual Governance & Accountability Return. | (c) Insert a reasonable sum for copying costs |
| Announcement made by: (d) <u>A Price Town Clerk</u> | (d) Insert the name and position of person placing the notice |
| Date of announcement: (e) <u>30/09/19</u> | (e) Insert the date of placing of the notice |

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

LEDGERY 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 2019, that:

| | Agreed | | 'Yes' means that this authority: |
|---|-------------------------------------|-------------------------------------|---|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | has only done what it has the legal power to do and has complied with Proper Practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | considered and documented the financial and other risks it faces and dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

*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 should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

04/07/19

and recorded as minute reference:

MINUTE REFERENCE
C 40

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

Chairman

P. B. Hull

Clerk

A. [Signature]

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

Authority web address


WWW.LEDERYTOWNCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2018/19 for

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2018 £ | 31 March 2019 £ | |
| 1. Balances brought forward | 341,750 | 274,742 | 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 | 329,883 | 375,771 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 52,665 | 45,909 | 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 | 136,090 | 111,731 | 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 employment expenses. |
| 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 | 313,466 | 354,696 | 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 | 274,742 | 229,995 | 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 | 253,970 | 243,333 | 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 | 752,031 | 752,031 | 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 2019 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

040719

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

040719

as recorded in minute reference:

CAO

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



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Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Ledbury Town Council – HE0070**

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 2019; 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 2018/19

Except for the matters reported below, 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.

The smaller authority failed to approve the AGAR in time to publish it before 1 July 2019, the date required by the Accounts and Audit Regulations 2015 and did not disclose this by answering 'No' to Section 1, Box 1.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- Information received from the smaller authority indicates that assets purchased during the year (i.e. youth shelter) have not been included in Section 2, Box 9.

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

- We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2019/20 for the exercise of public rights, since the period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2019/20 and ensure that it makes proper provision for the exercise of public rights during 2020/21.
- The smaller authority has confirmed that it has not complied with the governance assertions in Section 1, Boxes 7 and 8, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

3 External auditor certificate 2018/19

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 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

28/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

LEDBURY TOWN COUNCIL

| | | |
|--|-----------------|-----------------|
| FINANCE, POLICY & GENERAL PURPOSES COMMITTEE | 24 OCTOBER 2019 | AGENDA ITEM: 11 |
|--|-----------------|-----------------|

Report prepared by Angie Price – Town Clerk

RECOMMENDATIONS FROM OTHER COMMITTEES

PROVISION OF MOBILE PHONE FOR CLERK AND DEPUTY CLERK

Purpose of Report

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to approve the purchase of two mobile phones to be provided to the two senior officers within the Council.

Detailed Information

At the Resources meeting held on 17 October 2019 Members were requested to give consideration to the provision of mobile phones to the Clerk and Deputy Clerk.

The Clerk advised Members that currently both officers have their council emails set up on their personal mobile phones and have also had to provide their personal numbers to various contacts in case of emergencies out of hours. She also advised that having the emails on their personal phones provided temptation to look at emails out of hours, which impacted on their personal lives and down time, whereas if they were provided with work mobiles they could choose to turn them off out of hours.

The Clerk also advised that when at conference recently the Deputy Clerk needed to contact her to discuss an urgent situation and as a result the Clerk had to use her personal mobile phone to speak with the office.

It was recognised by Councillor Vesma that using personal mobile phones to receiving emails in relation to council work was not in compliance with GDPR and as such both officers should be provided with a mobile phone for the purpose of undertaking their roles when out of the office.

Recommendation

That the Finance, Policy & General Purposes Committee recommend the purchase of 2 mobile phones on contract up to a cost of £30 per month per phone and that the cost of each phone does not exceed £300.

