

# Yeovil Town Council



Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

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## Yeovil Town Council (Informal Meeting)

Tuesday 2<sup>nd</sup> November 2021

7:30pm

Virtual Meeting using Zoom meeting software

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Any members of the public wishing to make comments at Public Comments need to email [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 2<sup>nd</sup> November 2021.

For further information on the items to be discussed, please contact [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk).

A handwritten signature in black ink, appearing to read 'Amanda Card'.

Amanda Card, Town Clerk  
27<sup>th</sup> October 2021

This information is also available on our website: [www.yeovil.gov.uk](http://www.yeovil.gov.uk)

Yeovil Town Council (Informal Meeting)

## **Members of Yeovil Town Council are summoned to attend:**

Evie Potts-Jones – Mayor of Yeovil Town

Andy Kendall – Deputy Mayor of Yeovil Town

Jade Dash

Tony Lock

Nigel Gage

Jane Lowery

Karl Gill

Sarah Lowery

Peter Gubbins

Graham Oakes

David Gubbins

Wes Read

Emma-Jayne Hopkins

David Recardo

Gordon Hunting

Ashley Richards

Kaysar Hussain

Andy Soughton

Terry Ledlie

Roy Spinner

Mike Lock

Rob Stickland

Pauline Lock

## **Public Comments at meetings**

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

## **Equality Act 2010**

The general public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

## **Recording of Council Meetings**

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at [www.yeovil.gov.uk](http://www.yeovil.gov.uk). This permission does not extend to private meetings or parts of meetings which are not open to the public.

**Prior to the start of the meeting, Members are invited to join the Mayor's Chaplain in the Council Chamber for prayers.**

## **A G E N D A**

Tony Reese from Somerset Bus Partnership will give a presentation about the Somerset's Bus Service Improvement Plan. Somerset Bus Partnership is Somerset's county-wide bus campaigning group. They were formed following the publication of the Government's National Bus Strategy for England to co-ordinate (link below) and lead the responses needed to ensure that Somerset's Bus Services Improvement Plan is as effective as possible, in order to attract new funding for Somerset's buses.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/969205/DfT-Bus-Back-Better-national-bus-strategy-for-England.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/969205/DfT-Bus-Back-Better-national-bus-strategy-for-England.pdf)

Yeovil Town Council are invited to influence the development of the Bus Services Improvement Plan.

### **Public Comment (15 Minutes)**

#### **10/195 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Council to receive apologies for absence and consider the reasons given. *LGA 1972 s85(1)*

#### **10/196 DECLARATIONS OF INTEREST**

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

#### **10/197 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING**

To confirm as a correct record the Minutes of the previous Town Council Meeting held on 7<sup>th</sup> September 2021.

#### **10/198 MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS**

To note the Mayor and Deputy Mayor's recent and forthcoming engagements as attached at pages x to x.

## **10/199 REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS**

To note the meetings of each Committee, any resolutions and recommendations contained therein to be ratified at a future meeting of Town Council.

**Planning Committee** – 20<sup>th</sup> September 2021/27<sup>th</sup> September 2021/18<sup>th</sup> October 2021.

Presented by Cllr Evie Pott-Jones / Gordon Hunting

**Promotions and Activities Committee** – 14<sup>th</sup> September 2021.

Presented by Cllr Sarah Lowery

**Grounds and General Maintenance Committee** – 13<sup>th</sup> September 2021.

Presented by Cllr Royston Spinner

**Buildings and Civic Matters Committee** – 21<sup>st</sup> September 2021.

Presented by Cllr Rob Stickland

**Policy, Resources and Finance Committee** – 28<sup>th</sup> September 2021.

Presented by Cllr Graham Oakes

## **10/200 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Members who represent the Town Council on outside bodies should take this opportunity to report on any matters of interest.

- **Yeovil Crematorium and Cemetery Committee** – 13<sup>th</sup> September 2021 (minutes previously circulated)

## **10/201 FORWARD PLAN**

The Forward Plan (attached at page 15) lists the items due to be discussed and the decisions due to be made by Yeovil Town Council.

The timings given are indicative and occasionally may be rescheduled and new items added as required.

It is **RECOMMENDED** that Yeovil Town Council approve the Forward Plan.

## **Public Comment (15 Minutes)**

**List of Engagements attended/to be attended by the Mayor of Yeovil, Councillor Evie Potts-Jones and the Deputy Mayor of Yeovil, Councillor Andy Kendall from 6 July to 5 October 2021.**

**July Engagements**

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Radio Ninesprings to discuss the Defibrillator Fundraising campaign

- The Mayor of Yeovil, Councillor Evie Potts-Jones had a tour around Kingfisher Primary School

- The Deputy Mayor of Yeovil, Councillor Andy Kendall attended the 100<sup>th</sup> year Anniversary of the War Memorial Ceremony

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Yeovil College's Place Leadership Group meeting

- The Mayor of Yeovil, Councillor Evie Potts-Jones welcomed the South West in Bloom judge to Yeovil

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Yeovil Recovery Hub's Outreach Clinic promoting World Hepatitis day

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Soroptimist International 100<sup>th</sup> Anniversary Tree Dedication Ceremony at Grovelands Care Home

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Man V Fat Trophy Presentation

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended St Margaret's Hospice Care Summer Fete

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Yeovil Sports and Social Club Charity Musical Festival at Johnsons Park

- The Mayor of Yeovil, Councillor Evie Potts-Jones was due to attend Swan Theatre's production of Night Must Fall but due to illness Cllrs G Oakes and J Lowery attended on her behalf

**August Engagements**

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended The Mayor of Chard's Covid Volunteers Service of Thanks

- The Mayor of Yeovil, Councillor Evie Potts-Jones opened the Little Treat Shop

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the G-Lynx Reunion at the Quicksilver Mail

- The Mayor of Yeovil, Councillor Evie Potts-Jones supported the National Citizen Service Fair to help raise money for Mind in Somerset Charity

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Castaway Theatre Group production of School of Rock

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Yeovil Pride

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Soroptimist Club's Afternoon Tea at the Manor Hotel

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Opening of the new pavilion facilities at Yeovil Recreation Centre

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended The Good Fellowship Club's Afternoon tea

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Yeovil Together Event

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended a Family Funday event for Charlton Farm Children's Hospice Southwest

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Cooksons Court Nursing Home Garden Party

### **September Engagements**

- The Mayor of Yeovil, Councillor Evie Potts-Jones and Deputy Mayor of Yeovil, Councillor Andy Kendall attended the annual Meeting and Talk from the Marine Society and Sea Cadets

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend Wassail Theatres' Appels and Angels Press Night

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend the Somerset Medal Awards

- The Mayor of Yeovil, Councillor Evie Potts-Jones will support the Mind in Somerset Fire Walk

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Preston School Open Day



# 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 <b>dates set for the period for the exercise of public rights</b> , 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 <b>31 March 2021</b> 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? <b>NB:</b> 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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2020/21

## YEOVIL TOWN COUNCIL

www.yeovil.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.	N/A		
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). SEE ATTACHED NOTE			✓
<b>O. (For local councils only)</b> 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 SEE ATTACHED NOTE

Name of person who carried out the internal audit

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit



Date

07/06/2021

\*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).

**Dates internal audit undertaken:**

19/02/2021	26/02/2021	05/03/2021	27/05/2021
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**Internal Auditor note on test N:**

I checked to see that the Council complied with the publication requirements for the previous year's Annual Governance and Accountability Return (AGAR). The Council had to publish before 01/09/20 and at least one day before the start of its public rights period 10/08/20) ss1&2 of the AGAR, and the public rights notice including a declaration that the accounting statements were unaudited.

On or before 30/11/20, the Council was required to publish the notice of conclusion of audit, and ss1-3 of the AGAR (including the completed external audit report). This element of the test was not notified to Councils or internal auditors until March 2021, sometime after the test should have been completed.

The Council (in common with many others) has no website audit trail which could prove the date of publication and removal.

When testing publications on 27/05/21 I was able to confirm that ss1&2 of the AGAR had been published. The Clerk stated that the public rights notice was no longer online (it is not unusual for this to be removed once the period has expired).

I was able to confirm that the notice of conclusion of audit and s3 of the AGAR (the external audit report) had been published.

The evidence indicates but does not prove compliance with the publication requirements. I have therefore assessed the test as 'not covered'. As the External Auditor has confirmed that screenshots are an acceptable substitute for a website audit trail, the Council will be able to prove compliance in future.



R Darkin-Miller LLB (Hons) BFP FCA 07/06/21

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

### YEOVIL 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' 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.	✓		<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

[www.yeovil.gov.uk](http://www.yeovil.gov.uk)

## Section 2 – Accounting Statements 2020/21 for

### YEOVIL TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	935,844	1,063,903	<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	1,033,516	1,152,589	<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	125,049	84,803	<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	302,954	323,103	<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	15,352	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	712,200	745,785	<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	1,063,903	1,232,407	<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	1,009,795	1,199,996	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	1,587,638	1,587,638	<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.  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 Report and Certificate 2020/21

In respect of **YEOVIL TOWN COUNCIL – SO0316**

#### 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 2021; 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 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

None

#### 3 External auditor certificate 2020/21

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 2021.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

29/08/2021

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

**10/194      FORWARD PLAN**

Please note:

- That until further notice, meetings of the Town Council are informal.

<b>Date</b>	<b>Item</b>
5 <sup>th</sup> October 2021	Reserve Date
26 <sup>th</sup> October 2021	Budget Workshop
2 <sup>nd</sup> November 2021	Reports and Recommendations from Council's Committees: <ul style="list-style-type: none"><li>• Planning – 20<sup>th</sup> September 2021 / 11<sup>th</sup> October 2021</li><li>• Grounds &amp; General Maintenance – 13<sup>th</sup> September 2021</li><li>• Promotions &amp; Activities – 14<sup>th</sup> September 2021</li><li>• Buildings &amp; Civic Matters – 21<sup>st</sup> September 2021</li><li>• Policy, Resources &amp; Finance – 28<sup>th</sup> September 2021</li></ul>
7 <sup>th</sup> December 2021	Reports and Recommendations from Council's Committees Planning – 15 <sup>th</sup> November 2021 Grounds & General Maintenance – 8 <sup>th</sup> November 2021 Promotions & Activities – 9 <sup>th</sup> November 2021 Buildings & Civic Matters – 16 <sup>th</sup> November 2021 Policy, Resources & Finance – 23 <sup>th</sup> November 2021
1 <sup>st</sup> February 2022	Reports and Recommendations from Council's Committees: <ul style="list-style-type: none"><li>• Planning – 13<sup>th</sup> December 2021 / 17<sup>th</sup> January 2022</li><li>• Grounds &amp; General Maintenance – 10<sup>th</sup> January 2022</li><li>• Promotions &amp; Activities – 11<sup>th</sup> January 2022</li><li>• Buildings &amp; Civic Matters – 18<sup>th</sup> January 2022</li><li>• Policy, Resources &amp; Finance – 25<sup>th</sup> January 2022</li></ul>
2 <sup>nd</sup> March 2022	Reserve Date
6 <sup>th</sup> April 2021	Reports and Recommendations from Council's Committees: <ul style="list-style-type: none"><li>• Planning – 14<sup>th</sup> February 2022 / 14<sup>th</sup> March 2022</li><li>• Grounds &amp; General Maintenance – 7<sup>th</sup> March 2022</li><li>• Promotions &amp; Activities – 8<sup>th</sup> March 2022</li><li>• Buildings &amp; Civic Matters – 15<sup>th</sup> March 2022</li><li>• Policy, Resources &amp; Finance – 29<sup>th</sup> March 2022</li></ul>

Members have requested presentations from:

- South Somerset District Council – CCTV
- Ambulance Service
- Fire Brigade

We are awaiting responses from these organisations.



# Yeovil Town Council



## NOTICE OF CONCLUSION OF AUDIT

### ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014  
Accounts and Audit (England) Regulations 2015 (SI 2015 No.234)

1. The audit of accounts for Yeovil Town Council for the year ended 31 March 2021 has been completed and the accounts have been published.
2. The Annual Governance and Accountability Return is available for inspection by any local government elector of Yeovil Town Council on application to:

**Name:** Amanda Card  
**Position:** Town Clerk and Responsible Financial Officer  
**Address:** Yeovil Town Council, Town House, 19 Union Street,  
Yeovil, Somerset. BA20 1PQ  
**Tel No:** 01935 382424  
**E-mail:** [amanda.card@yeovil.gov.uk](mailto:amanda.card@yeovil.gov.uk)

Days and time of availability: Monday – Friday 9:00 am to 3:00pm by appointment.

3. Copies will be provided to any person on payment for **£1.00** for each copy of the Annual Governance & Accountability Return.

**Amanda Card**  
**Town Clerk/Responsible Financial Officer**

**1<sup>st</sup> September 2021**