

## **TWYFORD PARISH COUNCIL**

Agenda of a meeting of the Full Parish Council  
held on Thursday 30<sup>th</sup> April 2020 at 7.30 p.m.

Virtual Meeting conducted via Microsoft Teams

<b>Councillors present</b>	<b>Councillors absent/apologies</b>	<b>In attendance</b>
Councillor Lawton (Chair)	Cllr Humby	J.Nicholson - Clerk
Councillor Wheeler (by phone)	Cllr Pain	T. Nutbeam – Assistant Clerk
Councillor Mitchell		
Councillor Cook		
Councillor Forder-Stent		
Councillor Bronk		
Councillor Corcoran		
Councillor Pullen		
Councillor Sellars		

<b>Item</b>	<b>Agenda Item</b>
<b>1/20</b>	<b>To receive and accept apologies for absence</b>
	Apologies were received from Cllr Humby and Cllr Pain.
<b>2/20</b>	<b>To receive declarations of interest relevant to agenda items</b>
	All registered declarations were applied, in addition, Cllr Bronk declared an interest in the allotments.
<b>3/20</b>	<b>Resolve to adopt <i>The Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority Meetings and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.</i></b> <b>For TPC this will mean that Councillors can join a Full Parish or Committee meeting from more than one location via web address or telephone. Press or Public can join the meeting remotely. The need for an Annual Parish Assembly and Annual meeting has been removed, and Councillor roles will be held until the next Annual meeting.</b>
	Proposed by Cllr Sellars and seconded by Cllr Bronk
<b>4/20</b>	<b>To extend the existing applications for dispensation from restrictions on participation, by Councillors with a potential prejudicial or pecuniary interest, in any Parish Council meetings until 31<sup>st</sup> March 2021 at which the Twyford Neighbourhood Plan is an agenda item.</b>
	The updated applications need to be submitted by Cllrs Sellars, Cook and Pain and appear on the next FPC agenda. <b>Action: Cllrs Sellars, Cook and Pain are to update their application to the Clerk.</b>

<b>5/20</b>	<b>To approve and sign-off, as a true record, the minutes for the meeting on 13<sup>th</sup> February 2020. Note the cancellation of the Full Parish Council meeting which was scheduled for 19<sup>th</sup> March 2020 due to Covid 19 restrictions.</b>
	Cllr Bronk proposed a number of amends to the Minutes, the amends were adopted by the Council and approved. Proposed by Cllr Lawton and seconded by Cllr Bronk
<b>6/20</b>	<b>To adjourn for public participation</b>
6.1/20	To receive questions from the members of the public.
	None received
6.2/20	To receive the County Councillor's report.
	None received
6.3/20	To receive the District Councillors' reports.
	<p>Cllr Bronk District Councillor Report for the Parish Councils.</p> <p>As we complete yet another week of lock down; and those not in the high risk category venture out only for essential journeys for permitted work activities, food/medicine or exercise in order to protect the NHS and save lives, it is reassuring to know that essential services have been maintained and local volunteers have mobilised to support their community.</p> <p>Some changes have brought unexpected benefits (such as the welcome reduction of road and air traffic) but despite the efforts of central government to provide support to many of those affected by COVID 19 some impacts will have a longer term effect, such as upon the families who have lost loved ones and everyone faces the impact on the overall economy. In that respect WCC has received some government assistance, but is drawing upon its reserves as council tax receipts and especially car parking income fall but onward payments of council tax for the county council, police and parish council must be made at the precept level; and services such as household refuse collection, social housing and benefit payments are maintained. WCC is therefore currently forecasting a deficit of between £7million and £12million for this year, which will affect future charges and service levels.</p> <p>As someone at high risk, I have self isolated since attending a WCC Planning Committee on 18th March; but have continued to provide services from home, for those who have contacted me or by disseminating information to relevant persons. On that basis it is also encouraging that changes to the law have enabled certain council meetings to be conducted in a virtual format. WCC continues to progress its update of its Local Plan, although Twyford is subject to the South Downs National Park Authority Plan it will be affected, for example by any major new development permitted in Colden Common or Bishops Waltham. Now that Eastleigh Borough Council has been told to remove reference to the Fair Oak and Bishopstoke development sites and link road to Allbrook from its Local Plan I have pressed for reference to the link road to also be excluded from the Winchester Plan. I also continue to monitor the planning application to extend the runway of Southampton International Airport (which I oppose) and proposals to expand the Shawford railway station car park (which I support).</p> <p>Email and telephone numbers for both myself and Councillor Cook are at the foot of this</p>

report and are published on the WCC website. Please do not hesitate to contact us about WCC services or other local issues that we may be able to assist with.

Cllr Cook provided the following update:

As Cllr Bronks report informed good to see the changes to the law enabling certain Council Meetings to be conveyed in a virtual media (although some have been unfortunately encountering Internet Access and Interruptions to their connectivity).

Encouraging to read the preliminary Report from the Inspector from the Eastleigh Borough Local Plan.

ADD Action Against Destructive Development held a Webinar last night 29/04/2020. It was well attended and the three members were Kate Beal Blythe , Caroline Dibden CPRE and John Lauwerys ADD Chair. Excellently presented and questions were answered by the Hosts that were being asked by members of the general public on line and others too!

Glad to read from Cllr Bronk's Report he has pressed for the reference to the exclusion of the Link Road from the The Winchester Local Plan. In addition, the proposed application of Southampton International Airport (which I also oppose).

In addition, the Shawford Railway Station Car Park proposals (which I fully Support).

Noisy Drain cover Hazeley Road, Twyford reported by many and some time ago and had been escalated. Highways Team arrived in separate vehicles (social distancing) unfortunately no letter or call to advise on their date of work alas could not complete the work as Siemens the Traffic Light Contractor did not arrive on site to fully facilitate the operation of the lights at the cross roads by the Post Office.

The work is being rescheduled to an alternative date and I have requested that the work is completed ideally whilst Lock Down is with us due to the traffic being so much lighter.

I have also asked to be informed so that the Twyford Stores owner is fully aware of the dates involved.

Whilst out placing posters for WCC "It's Okay to Ask For Help" and the Clerk has placed on TIS Thank-You. I came across under the bench of the Bus Stop opposite the Post Office a very tired looking poster that had fallen of the board. Took it home and worked out a contact number and called it and spoke to the Secretary Giselle Letchworth and the heading is 'Can we Help You' Twyford and District Nursing Association (800876)

TDNA is a small Local Charity set up in 1994 from the sale of The Nurses House in Twyford and the money received was invested by the Trustees and their remit is to Award Grants to help local individuals who are going through difficult times with medically incurred problems.

The Clerk has the pdf and will be putting on TIS very shortly and poster will be going back up now on one side with the addition of a pin email address as well after speaking with two of the Trustees.

B3335/Highbridge Road poor visibility on the Triangle Junction. Both Cllr Bronk and I have reported this to Highways and Cllr Lawton took some photos and they have been sent to

	<p>Highways local Engineer to further investigate. As Cllr Bronk has said it should be on the cutting Calendar not dependant on one of us to make contact when it's already a danger to motorists and cyclists.</p> <p>Glass Collection Recycling Twyford Social Club as you are aware have bins and WCC Waste Team are monitoring their use and should this area become full and overflowing please do contact the number on the side of the bin or contact me. Should you see other recycling areas with Brown Bins that are overflowing please if at all possible ring the number on the Bin as I did earlier this week in Teg Down outside Waitrose as I was collecting Groceries for a resident in Winchester and it was collected the next day.</p> <p>Earlier in the week the Team in the Waste Collections Dept were very kind and I popped over and collected 20 Litter Picks. The Clerk put on TIS when residents are out on their walk as part of their exercise perhaps they may wish to keep the Village looking Even more Beautiful by collecting some litter? More litter pickers can be acquired if required.</p> <p>Attempting to do my bit at the Locks collecting a wide variety of interesting litter.</p> <p>Please do not hesitate to contact us about WCC Services and Local Parish Issues that you would like assistance with.</p> <p>Contact:</p> <p>tbronk@winchester.gov.uk tel.01962 714275</p> <p>scook@winchester.gov.uk. Tel 07884 111916</p> <p>In addition, Cllr Pullen reinforced the message that an increase in speed of vehicles passing through the village has been observed.</p>
<b>7/20</b>	<b>To receive an update on matters arising from the minutes of the Full Council meeting held on 13<sup>th</sup> February 2020 that are not included elsewhere on the agenda and to consider the status of progress to date</b>
	None in addition to specific agenda items below.
<b>8/20</b>	<b>To receive an update from the Planning Committee and any updates on any matters arising unless already covered by another agenda item</b>
	<p>Cllr Mitchell updated the Council that the Planning Committee did not pursue requesting Highcroft application went to Committee, instead it will be explored through clarifying the SDNP Neighbourhood plan policies on 30% property size increase definition.</p> <p>Cllr Mitchell also clarified that he has received a number of comments regarding 28 Churchfields, which is due to be discussed at Planning Committee on 7<sup>th</sup> May.</p>
<b>9/20</b>	<b>To receive an update on matters arising from the Recreation Committee; to note or discuss action taken since unless already covered by another agenda item</b>
	<ul style="list-style-type: none"> <li>The play equipment at the parks (Hunter Park and Northfields) require a full clean. Quotes to be obtained once people are able to go back to work (as this is non essential currently). This was supported by the Council and costs will be covered under maintenance budget.</li> </ul>

	<ul style="list-style-type: none"> <li>• Tree survey. Information requested from three companies, but until they can go back to work they also cannot look at the areas that we need assessing. Berry Meadows will be a large survey.</li> <li>• SAND – trying to obtain quotes to top up the sandpit as the sand delivered with WCC funds was used for sand bags for flooding threat. Difficult to obtain quotes and information on who will deliver in current climate. Assistant Clerk is working on getting this delivered for as soon after lockdown as possible.</li> </ul>
9.1/20	Resolve to approve expenditure on tree works required at Hunter Park, Northfields and corner of Queen Street and Finches Lane. Three quotes have been presented to the Councillors, Hampshire Heartwood to be appointed at cost of £750 (plus VAT), for work to be conducted post lockdown.
	Three emails were received confirming to appoint Hampshire Heartwood to conduct essential tree maintenance work at quoted price of £1,150 following the presentation of 3 comparable quotes. Work cannot commence until post lockdown. As the resolution was for £750 plus VAT, it was resolved to approve the work up to £750. Proposed by Cllr Wheeler and seconded by Cllr Pullen.
9.2/20	Confirm no increase in the annual allotment fees
	Cllr Wheeler had confirmed previously via email (during lockdown) that the allotment invoices are to be sent out to the allotment holders for 2020 / 2021 with no price increase. Despite the increase in water bill due to leak in 2019, the income still covers the cost. To be ratified by the Full Parish Council. Proposed by Cllr Corcoran and seconded by Cllr Cook.
<b>10/20</b>	<b>To receive an update from the Finance Committee on matters arising; and to note or discuss action taken since unless already covered by another agenda item</b>
10.1/20	Resolve to approve payments to be made in April 2020. Note the payments made in March which were emailed to Councillors in March 2020.

April 2020 payments for approval					
Organisation Name	DETAILS	Period invoice relates to	Gross	Vat	Net
<b>REGULAR PAYMENTS</b>					
EDF	Monthly SO towards Electricity Bill		£126.00		£126.00
EDF	Electricity to the Sports pavilion	previous SO amounts to be allocated to bill	£200.54		
Shoreland Network Solutions	cricket contract		£873.60	£145.60	£728.00
Green Smile Ltd	Northfields and Hunter Park groundsman		£1,663.65	£277.27	£1,386.38
Microsoft	outlook		£33.00		£33.00
1&1 IONOS	website monthly	April	£11.99		£11.99
Tracy Nutbeam	Asst Clerk expenses - working from home allowance and mileage	MARCH	£15.12		£15.12
Joanne Nicholson	Clerk expenses - working from home and mileage	MARCH	£22.71		£22.71
Marie Longman	pav cleaner net wages	April	£89.09		£89.09
Tracy Nutbeam	asst clerk net wages	April	£214.57		£214.57
Joanne Nicholson	clerk net wages	April	£813.58		£813.58
HMRC	PAYE & NI		£224.91		£224.91
HCC Pensions	Clerk pension	April	£260.56		£260.56
O2	Parish mobile phone	April	£22.10		£22.10
Hilary Frearson	TNP Admin	March	£465.00		£465.00
Foard Maintenance			£0.00		£0.00
Business Stream			£63.91		£63.91
Business Stream			£19.21		£19.21
Business Stream			£35.16		£35.16
HCC	Street lighting (6months)	oct to march	£1,659.85	£276.63	£1,383.22
WCC	Dog poo emptying	Jan, Feb, March	£325.00		£325.00
Microsoft	Clerk and Assistant Clerk Outlook	12 months	£ 225.60		£ 225.60
<b>AD HOC PAYMENTS</b>					
					£0.00
Amazon	10 pack / 12 part Dividers	April	£ 19.48		£ 19.48
Amazon	4 heavy duty lever arch folders	April	£ 15.48		£ 15.48
Amazon	laminator and pouches	April	£ 23.28		£ 23.28
Twyford Social club	S137 toilet refurbishment (Feb FPC)		£ 571.28		£ 571.28
Mayer Brown	Flood Survey work - app by FPC		£ 1,440.00	£ 240.00	£ 1,200.00
<b>Total</b>			<b>£ 9,234.13</b>	<b>£ 939.50</b>	<b>£ 8,294.63</b>

Please note the payment to Mayer Brown which was approved at FPC £2,400 approved 30.01.2020 (192.1/20).

Salary to Clerk, Assistant Clerk and pavilion cleaner assumes the pay increase detailed in agenda item 12/20 below. Salary is due to be paid 30.04.20, therefore, Cllr Lawton approved the Clerk to make the payment following approval from the Finance Committee on 23.04.20.

March payments were approved via email in March 2020, and copied below for ratification.

<b>March payments for approval</b>					
<b>Organisation Name</b>	<b>DETAILS</b>	<b>Period invoice relates to</b>	<b>Gross</b>	<b>Vat</b>	<b>Net</b>
<b>REGULAR PAYMENTS</b>					
EDF	Monthly SO towards Electricity Bill	March	£126.00		£126.00
Shoreland Network Solutions	cricket contract	Feb	£174.00	£29.00	£145.00
Green Smile Ltd	Northfields and Hunter Park groundsman	March	£1,663.65	£277.27	£1,386.38
Microsoft	outlook	March	£33.00		£33.00
1&1 IONOS	website monthly	March	£11.99		£11.99
Tracy Nutbeam	Asst Clerk expenses - working from home allowance and mileage	Feb	£16.88		£16.88
Joanne Nicholson	Clerk expenses - working from home and mileage	Feb	£23.75		£23.75
Marie Longman	pav cleaner net wages	March	£86.67		£86.67
Tracy Nutbeam	asst clerk net wages	March (inc 5.8 feb o/t)	£209.05		£209.05
Joanne Nicholson	clerk net wages	March	£766.64		£766.64
HMRC	PAYE & NI	March	£208.30		£208.30
HCC Pensions	Clerk pension	March	£217.82		£217.82
O2	Parish mobile phone	March / April	£21.52		£21.52
Hilary Frearson	TNP Admin	Feb	£360.00		£360.00
Foard Maintenance			£0.00		£0.00
<b>AD HOC PAYMENTS</b>					
British Hardwood	Hedging for HP approved at Feb FPC	Feb	£ 456.13	£ 76.02	£ 380.11
Amazon	punch hole pockets	Feb	£ 3.99	£ 0.67	£ 3.32
Wix	Neighbourhood plan website	march 20 to march 21	£ 158.40	£ 26.40	£ 132.00
amazon	ink for asst clerk (previous one refund)	march	£ 26.45		£ 26.45
St Mary's Church	S137 Appeal for a Peal fund	2017	£ 1,000.00		£ 1,000.00
Neighbourhood Watch	S137. NW signs and printing	£300 approved Sep	£ 293.00		£ 293.00
			£48 paid		
The Grass Seed Store	grass seed for Berry Meadow	(Berry Meadow maintenance budget)	£ 119.13	£ 19.85	£ 99.28
Wel Medical	defibrillator for Pavilion	approved Feb FPC	£ 1,500.00	£ 250.00	£ 1,250.00
RSWWW (online lock)	2 lock and chain for play area gates	March	£ 23.26		£ 23.26
SSE Southern Electricity	Hunter Park Field electricity	nov to feb	£ 47.08	£ 2.24	£ 44.84
HCC	installation of 2 posts for SLR	Feb	£ 365.00		£ 365.00
H&loWWT	grazing berry meadow	2019 to 2020	£ 1,137.00		£ 1,137.00
<p>The precept first installment was received 14.04.20 for £53,513.50. A transfer was made from the current account to the savings account for £53,000.</p> <p>The bank balance as at 27.04.20:</p> <p>Current account £35,748.24</p> <p>Savings account: £160,405.16</p> <p>Both sets of payments were proposed by Cllr Lawton and seconded by Cllr Cook.</p>					
10.2/20	Resolve to approve the Q4 financials and cash balance				
	<p>Year end cash balance as at 31.03.2020 is £142,727. This has been reconciled to the bank statements by Cllr Sellars, and signed accordingly.</p> <p>See Appendix 1 for Q4 and Year end financial analysis.</p>				

	Proposed by Cllr Sellars and seconded by Cllr Forder-Stent.																															
10.3/20	Resolve to approve the Q4 VAT return for submission																															
	<p><b>VAT Return</b></p> <table><tr><td>Start Date</td><td>01/01/20</td></tr><tr><td>End Date</td><td>31/03/20</td></tr></table> <table><tr><td>VAT due in this period on sales</td><td>£36.00</td><td>Box 1</td></tr><tr><td>VAT due in this period on EC acquisitions</td><td>£0.00</td><td>Box 2</td></tr><tr><td>Total VAT due in this period (box 1 + box 2)</td><td>£36.00</td><td>Box 3</td></tr><tr><td>VAT reclaimed in this period on purchases</td><td>£1,815.80</td><td>Box 4</td></tr><tr><td><b>Net VAT to be reclaimed from Customs</b></td><td><b>£1,779.80</b></td><td>Box 5</td></tr><tr><td>Total sales, ex. VAT (includes box 8)</td><td>£33,892.60</td><td>Box 6</td></tr><tr><td>Total purchases, ex. VAT (includes box 9)</td><td>£12,918.39</td><td>Box 7</td></tr><tr><td>Total EC sales, ex. VAT</td><td>£0.00</td><td>Box 8</td></tr><tr><td>Total EC purchases, ex. VAT</td><td>£0.00</td><td>Box 9</td></tr></table> <p>Proposed by Cllr Sellars and seconded by Cllr Pullen</p>	Start Date	01/01/20	End Date	31/03/20	VAT due in this period on sales	£36.00	Box 1	VAT due in this period on EC acquisitions	£0.00	Box 2	Total VAT due in this period (box 1 + box 2)	£36.00	Box 3	VAT reclaimed in this period on purchases	£1,815.80	Box 4	<b>Net VAT to be reclaimed from Customs</b>	<b>£1,779.80</b>	Box 5	Total sales, ex. VAT (includes box 8)	£33,892.60	Box 6	Total purchases, ex. VAT (includes box 9)	£12,918.39	Box 7	Total EC sales, ex. VAT	£0.00	Box 8	Total EC purchases, ex. VAT	£0.00	Box 9
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Total EC purchases, ex. VAT	£0.00	Box 9																														
10.4/20	Resolve to approve the year end financials 2019 2020																															
	See Appendix 1. The year end financials were proposed by Cllr Sellars and seconded by Cllr Bronk .																															
10.5/20	Resolve to adopt Financial regulations for 2020 / 2021																															
	The Financial Regulations were reviewed by the finance committee on 23.04.20, and no amendment was recommended. The version with no amends for 2020 / 2021 was proposed by Cllr Sellars and seconded by Cllr Wheeler																															
10.6/20	Resolve to adopt the Standing Orders for 2020 / 2021																															
	The Standing Orders were reviewed by the finance committee on 23.04.20 and no amendment was recommended. The version with no amends for 2020 / 2021 was proposed by Cllr Sellars and seconded by Cllr Cook																															
10.7/20	Resolve to adopt the amend to the Financial Risk Assessment for 2020 /2021																															
	<p>The Financial Risk Assessment was updated to include an item reflecting the appointment of an Assistant Clerk, who has access to the financials. An action was also taken at the finance committee 23.04.20 that the Clerk is reviewing the signatories of the Parish accounts to enable business continuity.</p> <p>It was discussed that the Council need to limit the risk to fraud of the Bank Accounts by limiting the amount of cash all of the signatories have access to. It was agreed that the Assistant Clerk would only have access to the Current Account. It was also agreed that a second signature should be added to the transfer of money out of the savings account.</p> <p><b>Action: Clerk to amend the signatories on the HSBC bank accounts</b></p> <p>It is proposed that the signatories will be Clerk, Assistant Clerk and Treasurer. proposed by</p>																															



Cllr Lawton and seconded by Cllr Mitchell

10.8/20

Resolve to adopt the amends to the Asset Register for 2020 / 2021

The Asset register was reviewed by the finance committee 23.04.20. There was an outstanding action to confirm whether the resurfacing of the tennis courts should be included on the Parish Council asset register. The Clerk confirmed after liaison with the internal auditor, that the resurfacing cost should not be on the asset register, but the tennis court is listed as land (£1). The tennis court already forms part of the Hunter Park land asset.

The asset register has been updated, and approved. Proposed by Cllr Lawton and seconded by Cllr Bronk.

Twyford Parish Council : Fixed Asset Register : as at 28.02.2019						
	Purchase date	Purchase cost b/f	Total Assets as at 31.03.19 (brought forward)	Adjustments to items b/f	added 01.04.19 to 31.03.20	Written off 01.04.19 to 31.03.20
						Total Cost c/f to 2020 / 2021
Pavilion			310,000.00			310,000.00
3 folding tables and 32 stacking chairs			650.00			650.00
2 Folding tables for Pottinger Pavilion			178.00			178.00
3 Storage Units			4,500.00			4,500.00
Laptop (& software)			-			-
Laptop & MS Office software	14-Oct-16		485.00			485.00
Hewlett Packard laser printer M280nw	25-Apr-18		214.00			214.00
Projector	20-Jan-17		250.00			250.00
lockable cupboard	14-Nov-18		169.20			169.20
Bus Shelters			36,150.00			36,150.00
Playground Equipment - Northfields			24,000.00			24,000.00
springer Northfields	01-Nov-18		1,350.00			1,350.00
Basketball hoop and safety surface			-			-
Nest Swing			-			-
2 Swings + safety surface			-			-
Spinner + safety surface			-			-
Rocker = Safety surface			-			-
Climbing tower etc and safety surface			-			-
Goal posts	01.09.20		1,358.22	2,470.00	-	1,358.22
Playground Equipment - Hunter Park			15,250.00	-		15,250.00
Slide & safety surface			-			-
Wooden multi-play with slide + safety surface			11,500.00			11,500.00
Small child 2 swing & safety surface			-			-
Sand pit frame			-			-
Climbing frame & safety surface			-			-
2 swing & safety surface			-			-
Nest Swing	08-Dec-16		3,806.24			3,806.24
Outdoor Gym	23-May-16		4,080.00			4,080.00
Outdoor Gym signage	08-Aug-16		100.00			100.00
Bench	23-May-16		302.29			302.29
Cricket Sight Screens	2015/16		1,500.00	-		1,500.00
Cricket Covers	2015/16		1,000.00			1,000.00
Table Tennis table			2,420.00			2,420.00
Tennis Court	01-Aug_18		20,165.00			20165
Tennis Fence			-			-
Defibrillator at Parish Hall			800.00			800.00
Defibrillator at Hunter Park	01.03.20				1,250.00	1,250.00
SLR 1	20.04.19				3,357.00	3,357.00
SLR 2	not yet delivered					-
Assistant clerk laptop	01-Sep-19				380.00	380.00
Assistant Clerk printer	01-Sep-19				-	-
<b>TOTALS</b>		-	<b>440,227.95</b>	<b>2,470.00</b>	<b>4,987.00</b>	<b>21,523.22</b>
			B/f total		Additions in Year	Deductions in yr
<b>Mowers and Machinery</b>						C/f total
Tractor	2000					-
Pattison 24 inch Pedestrian Spiker						-
Viking Rotary Pedestrian Mower - 21inch	2010					-
Tanaka Strimmer						-
Tanaka Strimmer						-
Amazon Leaf Collector / Groomer						-
Transport Box for Tractor	2008					-
Triple Gang Rollers						-
Tractor Reversible Harrows						-
Lloyds Set of Five Gang Mowers	2008					-
White Line Transfer Wheel marker	2009		250.00			250.00
Sisis Hand Scarifying Rake						-
Stihl Knapsack Blower						-
Slitter						-
<b>TOTAL</b>		-	<b>250.00</b>	-	-	<b>250.00</b>
<b>Land</b>						
Twyford Meads			1.00			1.00
Northfields			1.00			1.00
Hunter Park			1.00			1.00
Berry Meadow	2013		103,500.00			103,500.00
						-
		-	<b>103,503.00</b>	-	-	<b>103,503.00</b>
			B/f total		Additions in Year	Deductions in yr
<b>Total Assets</b>		<b>£0.00</b>	<b>£543,980.95</b>	<b>£2,470.00</b>	<b>£4,987.00</b>	<b>£21,523.22</b>
			B/f total		Additions in Year	Deductions in yr
						C/f total

10.9/20	Resolve to approve the regular payments for the financial year 2020 2021																																																																																																																																																																																																				
	<p>1st April 2020 to 31st March 2021</p> <table border="1"> <thead> <tr> <th colspan="2"><u>Direct Debits</u></th><th></th><th></th><th></th><th></th></tr> <tr> <th>payee</th><th>Detail</th><th>frequency</th><th>amount</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>PWLB</td><td>loan repayment</td><td>twice year</td><td>£ 2,600.00</td><td>variable</td><td></td></tr> <tr> <td>1 and 1 hosting</td><td>internet hosting</td><td>Monthly</td><td>£ 12.00</td><td></td><td></td></tr> <tr> <td>EDF Energy</td><td>electricity to pavilion</td><td>monthly</td><td>£ 126.00</td><td>variable</td><td></td></tr> <tr> <td>SSE Southern Electric</td><td>hunter park field</td><td>3 monthly</td><td>£50</td><td>variable</td><td></td></tr> <tr> <td>Business Stream</td><td>water to pavilion</td><td>3 monthly</td><td>£80</td><td></td><td></td></tr> <tr> <td>Business Stream</td><td>water to field</td><td>6 monthly</td><td>£20</td><td></td><td></td></tr> <tr> <td>Business Stream</td><td>water to 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10.10/20	Resolve to complete and sign the 2019 2020 AGAR section 1 and 2.																																																																																																																																																																																																				
	<p>The finance committee have reviewed the explanation of variance, and populated the AGAR form, see Appendix 2. The Full Parish Council resolve to approve Internal Audit report, Section 1 and 2. Cllr Lawton and RFO to sign the form, and prepare for external audit.</p> <p>With the updated asset register value £529,914 added to Section 3, box 9, 2019 / 2020, it was resolved to approve the AGAR sections 1 and 2.</p> <p>Proposed by Cllr Sellars and seconded by Cllr Lawton</p>																																																																																																																																																																																																				
10.11/20	Update on CIL applications to WCC and SDNP for 2020 / 2021																																																																																																																																																																																																				
Cllr Bronk	<p>The CIL application was submitted to SDNP in January, and the application to WCC in March. Both applications were for funding towards the flood mitigation engineering work. The original request to SDNP has been amended following the most recent report from Mayer Brown Consulting. Both applications now request £65,000 contribution to the total project cost of £130,000.</p> <p><b>Action: Cllr Bronk to contact WCC Officers and enquire whether WCC are liaising with SDNP on Twyford flooding mitigation CIL applications.</b></p>																																																																																																																																																																																																				

	Cllr Corcoran has done an update report to WCC Corinne Phillips on progress to date on the Car Pak expansion (CIL awarded 2019 / 2020). Cllr Corcoran is preparing a second report on the B3335 Cycleway.																																																																								
11/20	<b>Resolve to adopt the code of conduct for 2020 2021</b>																																																																								
	No amends are recommended to the code of conduct, resolve to adopt the code with no amends. Proposed by Cllr Sellars and seconded by Cllr Pullen																																																																								
12/20	<b>Resolve to agree an incremental salary to the Clerk to point 24, move the Assistant Clerk up to scale 5. Resolve to agree a 2.75% increase on to the new pay scale, and the existing pay of the pavilion cleaner in line with Government recommendations.</b>																																																																								
	<table><tr><td></td><td colspan="4">2019 / 2020</td><td colspan="4">2020 / 2021</td></tr><tr><td></td><td>Annual</td><td>Pro rata</td><td>Monthly</td><td>Hourly</td><td>Annual</td><td>Pro rata</td><td>Monthly</td><td>Hourly</td></tr><tr><td>Jo Nicholson</td><td>£ 26,999.00</td><td>£ 11,675.24</td><td>£ 972.94</td><td>£ 14.03</td><td>£ 28,672.39</td><td>£ 12,398.87</td><td>£ 1,033.24</td><td>£ 14.86</td></tr><tr><td>Tracy Nutbeam</td><td>£ 17,364.00</td><td>£ 1,877.19</td><td>£ 156.43</td><td>£ 9.02</td><td>£ 19,311.86</td><td>£ 2,087.77</td><td>£ 173.98</td><td>£ 10.01</td></tr><tr><td>Marie Longman</td><td>£ 1,040.00</td><td>£ 1,040.00</td><td>£ 86.67</td><td>£ 10.00</td><td>£ 1,071.54</td><td>£ 1,071.54</td><td>£ 89.29</td><td>£ 10.28</td></tr><tr><td colspan="9">23.04.20 FC approved TN to move to point 5, plus 2.75%</td></tr><tr><td colspan="9">23.04.20 FC approved JN to move to point 24, plus 2.75%</td></tr><tr><td colspan="9">23.04.20 FC approved ML to have 2.75% increase</td></tr></table> <p>HCC pension have increased the contribution to 18.9%.</p> <p>The Parish Council resolved to support the incremental salary changes, proposed by Cllr Lawton and seconded by Cllr Wheeler.</p> <p>Cllr Lawton confirmed to the Council that the Clerk had rescinded her resignation, to help the Parish Council through the Coronavirus restrictions. Cllr Lawton thanked the Clerk on behalf of the Council, and wanted to record his delight to hear the news and to thank her and congratulate her on all the work she had done during lockdown.</p>		2019 / 2020				2020 / 2021					Annual	Pro rata	Monthly	Hourly	Annual	Pro rata	Monthly	Hourly	Jo Nicholson	£ 26,999.00	£ 11,675.24	£ 972.94	£ 14.03	£ 28,672.39	£ 12,398.87	£ 1,033.24	£ 14.86	Tracy Nutbeam	£ 17,364.00	£ 1,877.19	£ 156.43	£ 9.02	£ 19,311.86	£ 2,087.77	£ 173.98	£ 10.01	Marie Longman	£ 1,040.00	£ 1,040.00	£ 86.67	£ 10.00	£ 1,071.54	£ 1,071.54	£ 89.29	£ 10.28	23.04.20 FC approved TN to move to point 5, plus 2.75%									23.04.20 FC approved JN to move to point 24, plus 2.75%									23.04.20 FC approved ML to have 2.75% increase								
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13/20	<b>Review project status update and agree next steps</b>																																																																								
13.1/20	1. Review the notional funding allocation from TPC reserves towards each project, as agreed by the finance committee on 12 <sup>th</sup> March 2020.																																																																								
	<p>The finance committee proposed notional funding to each project in 2020 / 2021.</p> <table><tr><th>Project</th><th>Committed spend</th><th>Date expenditure due to be spent</th></tr><tr><td>Neighbourhood Plan Production</td><td>£11,250</td><td>2020 / 2021</td></tr><tr><td></td><td>Notional Amount discussed at Finance Committee 12.03.20</td><td></td></tr></table>	Project	Committed spend	Date expenditure due to be spent	Neighbourhood Plan Production	£11,250	2020 / 2021		Notional Amount discussed at Finance Committee 12.03.20																																																																
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	<b>Flood Mitigation &amp; Car Park Expansion</b>	£10,000	2020 / 2021
	<b>Pavilion Refurb (install defib £300)</b>	£300	2020 / 2021
	<b>Two Parks Strategy</b> (£30,150 saved) plus additional HP enhancement	£30,000 £750	2020 / 2021
	<b>Traffic</b>	£16,500	2020 / 2021
	<b>Traffic / cycleway</b>	£10,000	2020 / 2021
	<b>Climate</b>	£1,000	2020 / 2021
	<b>Save for Future Equipment replacement</b>	£5,000	2025
	<p>The Parish Council reviewed the funding, and support the reasoning and allocation as at February 2020. However, the Parish Council are now minded to review the notional allocations, during to the current financial climate following covid-19.</p> <p>The Parish Council agreed to review the next steps of each project, and to review the strategic funding approach over the coming months.</p> <p><b>Action: Sub committee review strategic funding scenarios for finance committee meeting 9<sup>th</sup> July 2020.</b></p> <p>The Parish Council take a decision on next steps for each project based on the current climate, both financially, and what can be practically achieved during social distancing measures.</p> <p>In the meantime, the Assistant Clerk has started a fact base on the grants available and relevant to each project.</p> <p><b>Action: Clerk to ensure the terms of reference for each project are compiled, and be clear what groups are Committees and which of those are Working Parties.</b></p>		
13.2/20	2. Councillor Corcoran to provide an update on progress of the Neighbourhood Plan and recommend next steps for FPC to approve		
	<p>a) responses to Pre Sub</p> <ul style="list-style-type: none"> <li>- The technical group are reviewing the feedback and looking to see what changes to make to policies. In addition, the Policy on Orchard Close needs to be amended to reflect the news on its imminent closure. The technical group are also reviewing the 30% increase in property size policy, due to recent planning applications.</li> <li>- Following these changes, the working party will need to establish whether the policies will require further advertisement.</li> </ul>		

	<ul style="list-style-type: none"> <li>- All changes will come to the Parish Council for approval.</li> <li>- The flood mitigation report and archaeological potential review are now available on the website: <a href="http://www.twyfordneighbourhoodplan.com">www.twyfordneighbourhoodplan.com</a></li> </ul> <p>b) further round of publicity c) submission plan to SDNPA d) consider responses to Submission plan e) submit for examination f) prepare for Examination and respond to Examiner g) amend plan for referendum in May 2001 h) publish following referendum</p> <p>Costs: Hilary Frearson continuing to provide administration support, plus some printing and publicity costs; possible professional fees at Examination. All as budgeted.</p> <p><i>Next step agreed by FPC: The Council acknowledged the next steps as outlined above</i></p> <p><i>Costs agreed by FPC: The Council acknowledged that projected spend is as budgeted.</i></p>
13.3/20	<p>3. Councillor Corcoran to provide an update on the Flood mitigation project and car park expansion and recommend next steps for FPC to approve</p>
Clerk	<p><b><u>Flood mitigation</u></b></p> <p>a) Mayer Brown further work as budgeted and approved in 2019/20 (Mayer Brown £2,400 approved 30.01.2020 (192.1/20), invoice received to date £1,440).</p> <p><b>Action – Clerk to establish if further costs are required as part of this approval.</b></p> <p>b) Some further project development costs. Estimated at £10k in CIL submissions. Grants possible</p> <p>Wickham have confirmed they will gift the land required for the flooding mitigation. The NP technical group are awaiting an ecology report.</p> <p>c) Construction 2021/22 d) Now awaiting CIL decisions by WCC and SDNPA for 100% of construction costs (less land costs and PD costs)</p> <p><b><u>Car park expansion.</u></b></p> <p>1. Further costs not yet identified but part of Flood mitigation project ( £10k for Project Development) 2. Construction 2012/22</p> <p><i>Next step agreed by FPC: The County Council as the drainage authority are to inform the FPC of the formal steps required for implementation.</i></p> <p><i>Costs agreed by FPC: No further costs were requested. The FPC await news on CIL applications.</i></p>

13.4/20	<p>4. Councillor Corcoran to provide an update on Water Meadow Restoration project and recommend next steps for FPC to approve</p>
	<p>a) fencing contract carried forward from 2019/20 (£3,200 approved FPC 2019). This has been held up due to Coronavirus restrictions.</p> <p>b) further work via maintenance budget</p> <p>c) towpath restoration. No commitment but Project development funding probably needed, estimated £2k.</p> <p>d) interpretation signs outstanding from water meadow restoration. HCC grant £2,000 remaining.</p> <p><i>Next step agreed by FPC: Andy Coates is looking into signs.</i></p> <p><i>Costs agreed by FPC: No further costs requested at this stage.</i></p>
13.5/20	<p>5. Cllr Lawton and Clerk to provide an update on Two Parks Strategy, Cllr Pullen to provide an update on Park enhancement and recommend next steps for FPC to approve</p>
<p><b>Clerk</b></p> <p><b>Clerk</b></p>	<p>a) £1575.00 + expenses has been committed to Tim Griffin, landscape architect to draw up a master plan of Hunter Park (approved Feb 2020 FPC). No briefing meeting has taken place, Ordnance Survey maps have been purchased.</p> <p><b>Action: Clerk to obtain Ordnance Survey maps from Tim so Cllr Pullen can investigate the Hunter Park boundary for planting purposes.</b></p> <p>Assistant Clerk advised that the owner of the field adjacent to Hunter Park is obtaining the relevant paperwork to advise on the boundary.</p> <p>b) Next step to brief Tim on the needs of the village. Clerk can orchestrate virtually, with copies of the research findings, and priorities previously presented to FPC. Tim can visit Hunter Park in isolation and commence work</p> <p><b>Action: Clerk to create a brief of requirements for Cllrs to sign off prior to sending to Tim Griffin.</b></p> <p>c) Tim to draw up the master plan so the Parish Council can commence priority items to be installed as soon as possible.</p> <p>d) One of the deliverables from the strategy is to provide a perimeter walk around Hunter Park. Cllr Pullen suggests seating could be purchased and installed imminently to support older adults on their daily exercise.</p> <p>e) Cllr Pullen advised that the new hedging is establishing well. It was also advised that a local artist has offered to create a mural on the side of the container with local children. It is apparent from Cllr Pullen work in the park, that locals are happy to be involved in tasks required to improve the park.</p> <p><i>Next step agreed by FPC: Clerk to compile a written brief for approval by Cllrs and sent to Tim Griffin so he can proceed.</i></p> <p><i>Costs agreed by FPC: No additional funds requested at this stage.</i></p>

13.6/20	6. Cllr Wheeler and Assistant Clerk to provide an update on Hunter Park pavilion refurbishment and recommend next steps for FPC to approve
	<p>a) Remaining pavilion refurbishment budget is £1,700</p> <p>b) Electrician - Suggestion that we start these works asap. Additional LED light requires replacing, but all other work has been approved by FPC.</p> <p>c) Plumber is also a lone worker. Work needs to take place after electrician work completed. Approval for £300 for water fountain installation and further approval for type of drinking fountain required, budget is £450.</p> <p>d) Shiplap is required to be replaced. Advice from builder as to when work can start required. Cannot get this until Electrician and Plumber booked in.</p> <p>e) Painting: Once all other work completed, painting can commence.</p> <p>f) General Maintenance. – Not urgent but requires completing after electrician and plumber have carried out work.</p> <p><i>Next step agreed by FPC:</i></p> <ol style="list-style-type: none"> <li><i>1. Cleaner to do a normal clean of the pavilion and showers (it has been more than 3 weeks since the Dr used the facilities)</i></li> <li><i>2. Lone tradesman to continue with maintenance tasks, one at a time – each tradesman to provide their own risk assessment. Tradesman to provide a strategy to manage the Health and Safety risk of working alone.</i></li> <li><i>3. Cleaner to conduct a deep clean following completion of maintenance work.</i></li> </ol> <p><i>Costs agreed by FPC: No additional costs, all maintenance work has been previously approved by FPC.</i></p>
13.7/20	7. Cllr Bronk and Cllr Cook to provide an update on Highways and recommend next steps for FPC to approve
	<p>a) Awaiting delivery of the 2nd SLR in order to implement the new deployment schedule and double the scope of existing speed limit reminders. Westcotec are closed during lockdown, and despite the Twyford unit being ready for despatch, there is no one to transport it. Some residents have complained about the high speed of traffic through the village. The Colleton House post has been extended but a bracket needs to be fitted.</p> <p>b) A resident has requested download and publication of the data from the existing SLR.</p> <p>c) Cllr Cook has reported that the pavement from Coxes Hill to Hockley Link has been restored to its proper width.</p> <p>d) Works to Highbridge Road have resolved some severe surface defects in preparation for road resurfacing later this year.</p> <p>e) The pavement at Hare Lane remains in a very poor state and no plans to resurface have been announced. Similarly no proposals or updates have been received about Norris's Bridge, lowering of the curb at Northfields, painting of road markings in Park</p>

	<p>Lane, gully and drain clearance on Main Road (south), or the Segars Lane drain (although these have not been chased since the announcement of Covid related restrictions).</p> <p>f) Information about village gateways has been received. Colden Common obtained quotes and decided the cost was too great to warrant their installation.</p> <p><i>Next step agreed by FPC: None required at this stage</i></p> <p><i>Costs agreed by FPC: None required at this stage.</i></p>
13.8/20	<p>8. Cllr Mitchell to provide an update on the B3335 / B3354 cycleway and recommend next steps for FPC to approve</p> <p>a) Nick farthing Consultancy has been commissioned to conduct an initial feasibility report (TPC have approved £750 2019 / 2020). Work has been delayed due to coronavirus restrictions. Roger Walker is to head up the working party, and liaise with Nick Farthing.</p> <p><i>Next step agreed by FPC: None required, update required at next FPC meeting.</i></p> <p><i>Costs agreed by FPC: No additional spend required.</i></p>
13.9/20	<p>9. Cllr Forder-Stent to provide an update on climate and recommend next steps for FPC to approve</p> <p>No progress since lockdown, no specific deliverables have been identified to date.</p> <p><i>Next step agreed by FPC: None required.</i></p> <p><i>Costs agreed by FPC: None required.</i></p>
<b>14/20</b>	<b>Councillor Corcoran to provide an update on Berry Meadow and Compton Lock Committee business</b>
14.1/20	Resolve to purchase a water abstraction license from Environmental Agency, for the license to enable flooding of the water meadow. The license will cost £1,600 and cover abstraction until 2037.
	Proposed by Cllr Corcoran and seconded by Cllr Mitchell.
<b>15/20</b>	<b>Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler</b>
	Stagecoach are running an emergency timetable on E1 63 and 69 as are Blue Star 1 and at



	<p>present continuing to run on Sundays. Full details of Stagecoach services have been posted at all village Bus Stops and information was also given by Twyford Information System. During the present situation weekday restrictions for Senior Citizen Concessionary scheme have been removed.</p> <p>South Western Trains are also running a restricted service and most stations will also get at least a train every hour.</p> <p>The Bus industry are receiving a Government subsidy and all rail companies have been taken into Government hands.</p>
<b>16/20</b>	<b>Update on Eastleigh Local Plan</b>
<b>Cllr Bronk</b>	<p>Following the news that the Examiner did not support the ELP proposed Options of B and C, but Eastleigh Council intend to press ahead with B and C, ADD set up a webinar on 29<sup>th</sup> April 2020. At the webinar, ADD updated that there is not much they can do whilst the Inspectorate process continues. However, support to ADD in the future will be likely.</p> <p>It was unclear whether WCC will revise their Local Plan, as WCC have a provision for the link road, which the Inspectorate references plans for the link road should be removed.</p> <p><b>Action: Cllr Bronk to ask Jackie Porter if WCC are liaising with SDNP, on the consideration of the Twyford Neighbourhood Plan and SDNP Local Plan when revising the Winchester Local Plan.</b></p> <p>WCC are still working to the original timetable to produce the updated Local Plan, despite Coronavirus restrictions.</p>
<b>17/20</b>	<b>To note, for information only, significant communications on matters that are not included elsewhere on the agenda</b>
17.1/20	Email received from member of public on Neighbourhood Plan.
	Correspondence was received by a member of public requesting progress on the Neighbourhood Plan was halted due to Coronavirus restrictions. Cllr Lawton has drafted response which was circulated to the Cllrs prior to the meeting, explaining that there is no reason for progress to halt. The Council supported Cllr Lawton response.
<b>18/20</b>	<b>To raise any items for the agenda of 21<sup>st</sup> May Full Parish Council meeting</b>
	None raised.

Jo Nicholson - Clerk to the Parish Council – 10<sup>th</sup> May 2020. [clerk@twyfordhants.org.uk](mailto:clerk@twyfordhants.org.uk)

## Appendix 1 – Q4 financials and full year 2019 / 2020

Financial Budget Comparison			Q4 financial report and year end						
Comparison between 01/04/19 and 31/03/20 inclusive.									
Excludes transactions with an invoice date prior to 01/04/18									
			Budget 2019/2020	Qtr 1 Net	Qtr 2 Net	Qtr 3 Net	Qtr 4 Net	Total Net Q1 to Q4	yr end balance
INCOME									
Finance		100 Precept	£99,559.90	£49,125.00	£49,125.00	£0.00	£0.00	£98,250.00	-£1,309.90
		105 VAT Refund	£0.00	£0.00	£4,141.00	£3,069.00	£9,457.00	£16,667.00	£16,667.00
		110 Bank Interest (current)	£0.00	£0.00	£0.18	£0.00	£0.00	£0.18	£0.18
		115 Bank Interest (savings)	£70.00	£80.64	£75.42	£86.92	£57.19	£300.17	£230.17
		120 CIL	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£2,000.00
Total Finance			£101,629.90	£49,205.64	£53,341.60	£3,155.92	£9,514.19	£115,217.35	£13,587.45
Parish Farm									
		400 Grants & Donations	£37,064.45	£200.00	£9,860.39	£2,187.61	£33,620.41	£45,868.41	£8,803.96
Total Parish Farm			£37,064.45	£200.00	£9,860.39	£2,187.61	£33,620.41	£45,868.41	£8,803.96
Neighbourhood Plan									
		300 NP Production	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		305 NP Project 1 - Flooding	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Neighbourhood Plan			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Open Spaces									
		200 Pavilion Hire	£240.00	£174.00	£75.00	£50.00	£35.00	£334.00	£94.00
		205 Pitch Hire	£2,200.00	£454.00	£1,840.00	£875.00	£180.00	£3,349.00	£1,149.00
		210 Allotments	£675.00	£582.74	£67.69	£0.00	£0.00	£650.43	-£24.57
		215 Deposits	£100.00	£150.00	£200.00	£0.00	£0.00	£350.00	£250.00
		220 Grants & Donations	£0.00	£0.00	£0.00	£120.00	£0.00	£120.00	£120.00
Total Recreation & Open Spaces			£3,215.00	£1,360.74	£2,182.69	£1,045.00	£215.00	£4,803.43	£1,588.43
Total Income			£141,909.35	£50,766.38	£65,384.68	£6,388.53	£43,349.60	£165,889.19	£23,979.84
VAT on Sales			£6.00	£6.00	£0.00	£175.00	£36.00	£217.00	
Total Cash received including VAT			£141,915.35	£50,772.38	£65,384.68	£6,563.53	£43,385.60	£166,106.19	
			2019/2020	Qtr 1 Net	Qtr 2 Net	Qtr 3 Net	Qtr 4 Net	Total Net Q1 to Q4	yr end balance
EXPENDITURE									
Finance		1000 Employment Costs	£15,235.54	£4,244.42	£3,955.43	£4,413.53	£4,206.24	£16,819.62	-£1,584.08
		1010 Expenses	£540.00	£450.69	£58.30	£194.50	£120.45	£823.94	-£283.94
		1020 Administration	£3,474.00	£1,542.18	£725.13	£396.12	£925.51	£3,588.94	-£114.94
		1030 External Advice	£500.00	£80.00	£0.00	£0.00	£0.00	£80.00	£420.00
		1040 Training	£500.00	£0.00	£0.00	£0.00	£215.00	£215.00	£285.00
		1050 Insurance	£2,372.00	£0.00	£0.00	£2,102.97	£0.00	£2,102.97	£269.03
		1060 Grants and Donations	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00
		1070 Section 137	£4,000.00	£340.00	£0.00	£1,080.00	£347.30	£1,767.30	£2,232.70
		1080 Room Hire	£1,000.00	£0.00	£425.00	£265.00	£0.00	£690.00	£310.00
		1090 Legal Fees	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
		1100 Audit Fees	£925.00	£475.00	£0.00	£400.00	£0.00	£875.00	£50.00
		1110 Subscriptions	£500.00	£464.00	£0.00	£0.00	£0.00	£464.00	£36.00
		1120 Street Lighting	£3,000.00	£1,383.52	£0.00	£1,286.49	£0.00	£2,670.01	£329.99
		1130 SLR	£3,300.00	£19.54	£3,150.00	£231.82	£407.00	£3,808.36	-£508.36
		1140 PWLB interest - Gilbert Room	£1,688.25	£252.00	£0.00	£0.00	£0.00	£252.00	£1,436.25
		1141 PWLB capital - Gilbert Room	£0.00	£600.00	£0.00	£836.25	£0.00	£1,436.25	-£1,436.25
		1142 PWLB - interest Berry Meadow	£3,455.59	£67.92	£0.00	£0.00	£0.00	£67.92	£3,387.67
		1143 PWLB - capital Berry Meadow	£0.00	£1,666.67	£0.00	£0.00	£0.00	£1,666.67	-£1,666.67
		1150 VAT on payments	£0.00	£1,385.43	£0.00	£0.00	£0.00	£1,385.43	-£1,385.43
	1160 Street Furniture	£0.00	£0.00	£56.70	£53.40	£57.18	£167.28	-£167.28	
Total Finance			£42,990.38	£12,971.37	£8,370.56	£11,260.08	£6,278.68	£38,880.69	£4,109.69
Parish Farm									
		4000 PWLB - Water Meadow	£0.00	£0.00	£0.00	£1,721.00	£0.00	£1,721.00	-£1,721.00
		4010 Water Meadow Maintenance	£3,783.00	£1,137.00	£301.80	£0.00	£1,236.27	£2,675.07	£1,107.93
		4020 Water Meadow Project	£38,164.45	£0.00	£998.82	£36,430.96	£200.00	£37,629.78	£534.67
Total Parish Farm			£41,947.45	£1,137.00	£1,300.62	£38,151.96	£1,436.27	£42,025.85	-£78.40
Neighbourhood Plan									
		3000 NP Production	£13,250.00	£1,549.50	£675.00	£1,402.50	£2,307.71	£5,934.71	£7,315.29
		3010 NP Projects	£16,000.00	£10,407.78	£0.00	£0.00	£0.00	£10,407.78	£5,592.22
Total Neighbourhood Plan			£29,250.00	£11,957.28	£675.00	£1,402.50	£2,307.71	£16,342.49	£12,907.51
Recreation & Open Spaces									
		2000 Employment Costs	£960.00	£240.00	£308.34	£270.01	£260.01	£1,078.36	-£118.36
		2020 Hunter Park Grounds	£25,211.50	£5,516.56	£7,521.99	£6,457.46	£4,525.51	£24,021.52	£1,189.98
		2030 Hunter Park Pavilion	£6,160.00	£1,031.06	£492.46	£656.46	£2,290.31	£4,470.29	£1,689.71
		2040 Northfields	£3,035.00	£422.17	£633.34	£844.68	£633.51	£2,533.70	£501.30
		2050 New Assets	£24,750.00	£10.89	£2,510.80	£1,500.00	£0.00	£4,021.69	£20,728.31
		2060 Other Open Space	£9,464.00	£73.00	£325.00	£358.00	£325.00	£1,081.00	£8,383.00
		2070 Allotments	£200.00	£407.79	£179.43	£0.00	£84.76	£671.98	-£471.98
		2080 Deposits returned	£100.00	£150.00	£50.00	£50.00	£0.00	£250.00	-£150.00
Total Recreation & Open Spaces			£69,880.50	£7,851.47	£12,021.36	£10,136.61	£8,119.10	£38,128.54	£31,751.96

	Excludes transactions with an invoice date prior to 01/04/18							
		2019/2020	Qtr 1 Net	Qtr 2 Net	Qtr 3 Net	Qtr 4 Net	Total Net Q1 to Q4	yr end balance
	<b>Total Expenditure</b>	<b>£184,068.33</b>	<b>£33,917.12</b>	<b>£22,367.54</b>	<b>£60,951.15</b>	<b>£18,141.76</b>	<b>£135,377.57</b>	<b>£48,690.76</b>
	<b>VAT paid on purchases</b>		£4,146.75	£3,068.88	£9,632.49	£1,815.80	£18,663.92	
	<b>Total cash expenditure including VAT</b>		<b>£38,063.87</b>	<b>£25,436.42</b>	<b>£70,583.64</b>	<b>£19,957.56</b>	<b>£154,041.49</b>	
Total Income		£141,909.35	£50,766.38	£65,384.68	£6,388.53	£43,349.60	£165,889.19	£23,979.84
Total Expenditure		£184,068.33	£33,917.12	£22,367.54	£60,951.15	£18,141.76	£135,377.57	£48,690.76
<b>Total Net Balance</b>		<b>-£42,158.98</b>	<b>£16,849.26</b>	<b>£43,017.14</b>	<b>-£54,562.62</b>	<b>£25,207.84</b>	£30,511.62	£72,670.60
Total income including VAT			£50,772.38	£65,384.68	£6,563.53	£43,385.60	£166,106.19	
Total expenditure including VAT			£38,063.87	£25,436.42	£70,583.64	£19,957.56	£154,041.49	
Total Net Balance			£12,708.51	£39,948.26	-£64,020.11	£23,428.04	£12,064.70	
Cash in c/a at beginning of quarter			£3,556.88	£1,184.75	£16,057.59	£11,950.56	£35,321.41	
Cash in savings at beginning of quarter			£127,104.99	£142,185.63	£167,261.05	£107,347.97	£107,405.16	
Total cash at beginning of quarter			£130,661.87	£143,370.38	£183,318.64	£119,298.53	£142,726.57	
Cash in c/a at end of quarter			£1,184.75	£16,057.59	£11,950.56	£35,321.41		
Cash in savings at end of quarter			£142,185.63	£167,261.05	£107,347.97	£107,405.16		
Total cash at end of quarter			£143,370.38	£183,318.64	£119,298.53	£142,726.57		
<b>check total balance</b>			<b>£143,370.38</b>	<b>£183,318.64</b>	<b>£119,298.53</b>	<b>£142,726.57</b>		
<div> <p>Large items comparing yr end forecast vs full year budget:</p> <p>£5k credit not assumed from HCC grant</p> <p>£17k VAT credit not assumed</p> <p>£20k basketball refurb not spent</p> <p>£7k footpath 12 not spent</p> </div>								
	<b>Cash Balance 31.03.2020</b>	<b>£142,726.57</b>						
	<u>Reserves to be held 2020 / 2021</u>							
	playground equipment savings	£ 30,150.00						
	S137							
	S137 Appeal for a Peal	£ 1,000.00						
	S137 approved 2019 / 2020 not	£ 2,507.00						
	<u>Unspent budget on approved work</u>							
	Water Meadow fencing	£ 3,200.00						
	Water Meadow signage from H	£ 2,000.00						
	Mayer Brown Survey 192.1/20	£ 2,400.00						
	Pavilion Refurb	£ 1,700.00						
	Funds held on behalf of TIW	£ 1,901.00						
	Election costs	£ 1,600.00						
	TPC preferred contingency cash	£ 20,000.00						
	Total to be held in reserves	£ 66,458.00						
	<b>Cash available to be spent</b>	<b>£76,268.57</b>						

## Appendix 2

### AGAR – Figures for Section 2 and explanation of variance

#### Explanation of variances – pro forma

Name of smaller authority: **Twyford Parish Council**

County area (local councils are): **Hampshire**

Insert figures from Section 2 of the AGAR in all **Blue highlighted boxes**

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2018/2019 £	2019/2020 £	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	104,019	130,662				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	90,509	98,250	7,741	8.55%	NO		
3 Total Other Receipts	67,426	67,856	430	0.64%	NO		
4 Staff Costs	15,217	17,898	2,681	17.62%	YES		Total Clerk cost £15,427. Assistant Clerk appointed September 2019 to assist Clerk with running the business. Assistant Clerk appointed for 4 hrs per week, at £9 per hour. Total cost £1,392. Cleaner at pavilion £1,078
5 Loan Interest/Capital Repayment	5,261	5,144	-117	2.23%	NO		
6 All Other Payments	110,813	130,999	20,186	18.22%	YES		Water Meadow restoration project at cost of £37,000 implemented 2019 / 2020. SLR equipment purchased £3,400. New accounting package purchased £1,167. Pavilion refurbishment costs at £1,200.
7 Balances Carried Forward	130,663	142,727			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	130,662	142,727				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	543,981	548,968	4,987	0.92%	NO		
10 Total Borrowings	17,933	13,399	-4,534	25.28%	YES		Reduction is explained by Capital payments made in box 5



## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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

	Agreed		‘Yes’ 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"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input type="checkbox"/>	<input type="checkbox"/>	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

AUTHORITY WEBSITE ADDRESS



## Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	104 019	130 662	<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	90 509	98 250	<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	67 426	67 856	<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	15 217	17 898	<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	5 261	5 144	<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	110 813	130 999	<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	130 663	142 727	<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	130 662	142 727	<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	543 981		<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	17 933	133 999	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED