

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

Name of smaller authority: **DURSLEY TOWN COUNCIL**
County Area (local councils and parish meetings only): **GLOUCESTERSHIRE**

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

Commencing on Monday 17th June 2019

and ending on **Monday 26th July 2019**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2019 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 17 June – Friday 26 July 2019. The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2019.)

Signed: _____



Role: Town Clerk

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

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree column headed "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are pre and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as nega

Name of smaller authority:

DURSLEY TOWN COUNCIL

County area (local councils and parish meetings only):

GLOUCESTERSHIRE

Financial year ending 31 March 2019

Prepared by (Name and Role):

Mr John Kay - Town Clerk

Date:

11/04/2019

£

£

Balance per bank statements as at 31/3/19:

Lloyds Bank - Business Account	account 1	13,030.22	
Lloyds Bank - Instant Access Account	account 2	98,011.83	
Barclays Base Rate Reward	account 3	104,614.98	
	account 4		
	account 5		
	account 6		
	account 7		
	account 8		
			215,657.03

Petty cash float (if applicable)

-

Less: any un-presented cheques as at 31/3/19 (enter these as negative numbers)

Amazon	item 1	(43.98)	
Eke Security	item 2	(66.00)	
Eke Security	item 3	(549.60)	
Buidit (Gloster) Ltd	item 4	(78.38)	
Sainsburys	item 5	(8.65)	
	item 6		
	item 7		
	item 8		
			(746.61)

Add: any un-banked cash as at 31/3/19

None

Net balances as at 31/3/19 (Box 8)

214,910.42

Explanation of variances – pro forma

Name of smaller authority: **DURBLEY TOWN COUNCIL**
County area (local councils and Gloucestershire)

Insert figures from Section 1 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).

	2017/18 £	2018/19 £	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	337,894	340,832				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	Not Required.
2 Precept or Rates and Levies	331,250	435,816	104,566	31.57%	YES		£104,566 - Increase in precept from 2017/18. No unexplained figure.
3 Total Other Receipts	546,569	102,751	-443,818	81.20%	YES		PWLB Loan received in 2017/18 (£485,000), Stroud District Council Grant received in 2018/19 (£40,000). Unexplained figure £1,488 - less than 15% of 2018 figure.
4 Staff Costs	171,720	199,700	27,980	16.29%	YES		Incremental Pay Increases (£2,425); Increased PAYE/Pension Contributions (£8,044); Additional member of staff's salary (£12,654). Unexplained figure £4,857 - less than 15% of 2018 figure.
5 Loan Interest/Capital Repayment	4,967	35,528	30,569	616.68%	YES		£30,569 - New repayment for 25 year loan for Car Park site. No unexplained figure.
6 All Other Payments	693,004	392,423	-305,576	43.78%	YES		Purchase of Reliance House in 2017/18 (£499,825); Highfields Play Equipment (£17,159); Youth Service Expenditure (£14,760) & Car Park construction in 2018/19 (£222,717). Unexplained figure £3,451 - less than 15% of 2018 figure.
7 Balances Carried Forward	340,832	281,745			NO	VARIANCES OF MORE THAN 15% NOT REQUIRED	
8 Total Cash and Short Term Investments	340,845	214,910				VARIANCES OF MORE THAN 15% NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,115,914	991,822	-124,092	11.12%	NO		Not Required
10 Total Borrowings	506,830	482,532	-24,298	4.79%	NO		Not Required

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

DURSLEY TOWN COUNCIL

County area (local councils and parish meetings only):

GLOUCESTERSHIRE

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		251,743.63
Deduct: Debtors (enter these as negative numbers)		
VAT Recoverable	(37,579.82)	
2		
3	<u>(37,579.82)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
1		
2		
Total deductions		<u>(37,579.82)</u>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Creditors	746.61	
2	<u>746.61</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
1		
2		
Total additions		<u>746.61</u>
Box 8: Total cash and short term investments		<u><u>214,910.42</u></u>

19th February 2019

Policy and Finance

DURSLEY TOWN COUNCIL

MINUTES and REPORT of the MEETING of the POLICY AND FINANCE COMMITTEE of the Council held in the Methodist Church, Castle Street, Dursley at 7:30p.m. on Tuesday 19th February 2019 for presentation to the Council on the 5th March 2019.

PRESENT

Councillors: S Creswick (Chair), N Grecian, B Cairns, S Ackroyd, L Patrick, J Burdge and W Thomas.

In Attendance: Deputy Town Clerk, L Wellings.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs, A Whitwell (business), M Woodward (personal), A Stennett (personal) and M Stennett (personal).

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. REQUEST FOR DISPENSATIONS

There were no requests for dispensations.

4. REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

5. MINUTES

The Minutes of the Meeting of the Policy and Finance Committee held on the 11th December 2018 were approved as a true record and signed by the Chair.

6. REVIEW OF POLICIES

a) Community Engagement (adopted May 2015)

IT WAS RESOLVED to recommend that Council adopt the revised February 2019 version of the policy.

b) Risk Management (adopted May 2016)

IT WAS RESOLVED to recommend that Council adopt the revised February 2019 version of the policy, subject to the Town Clerk and Committee Chair agreeing a change of wording to section 2B b) to take out 'ensure'.

IT WAS AGREED that the use of abbreviations and acronyms in policies be avoided unless considered well known generally.

DURSLEY TOWN COUNCIL

RISK MANAGEMENT POLICY

Approved March 2016

Dursley Town Council is committed to identifying and managing risks, using the following procedures, and to ensuring that risk potential is maintained at acceptable level. Dursley Town Council has taken the action believed necessary.

The Clerk reviews risks on a regular basis, including any newly identified risks, and will report to the Town Council. The review includes identification of any unacceptable level of risk.

Dursley Town Council:

- a) Take steps to identify key risks facing the Council.
- b) Evaluate the potential consequences to the Council when an event identified as a risk takes place.
- c) Decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

The Council consider:

- i) Areas where there may be scope to use insurance to help manage risk.
- ii) Areas where there may be scope to work with others to help manage risk
- iii) Areas where there may be need for self-managed risk

SECTION 1

AREAS WHERE THERE MAY BE SCOPE TO USE INSURANCE TO HELP MANAGE RISK

1 A RISK IDENTIFICATION

- a) **Protection of physical assets (e.g. Buildings, furniture, equipment)**
The Council maintains insurance for physical assets.
- b) **Risk of damage to third party property or individuals.**
Appropriate employers, public liability and legal insurance will be maintained and reviewed annually. Physical assets such as playground equipment will be insured against accidents and damage.

1 B RISK CONTROL

- a) **Maintain an up-to-date register of Assets and Investments**
An Asset Register is updated as required by the Clerk.
- b) **Inspection and maintenance of physical assets**
The Clerk and Councillors (through appropriate representatives where relevant), undertake inspection of tangible assets. This includes annual independent inspection of the play and sports equipment with faults rectified and remedial work undertaken as recommended.

Review for February 2019 – Proposed changes in red

1 C INTERNAL CONTROL

a) **Review of internal controls in place and their documentation**

Internal controls are reviewed as necessary by the Clerk and Council and are subject to review annually by an independent internal auditor.

SECTION 2

AREAS WHERE THERE MAY BE SCOPE TO WORK WITH OTHERS TO HELP MANAGE RISK

2 A RISK IDENTIFICATION

a) **Maintenance for vulnerable buildings, amenities or equipment**

All physical assets are adequately maintained.

b) **Banking Services**

~~Reviewed periodically by the Council. All cheques, counter foils and other forms of payment require two signatures. All expenditure is approved by two members of the Council and invoices are signed by the cheque signatories at the same time.~~

Insert: All forms of payment/expenditure require two signatures from Councillors who have been approved as a signatory of the relevant bank/building society account. This includes online "BACS" payments by Councillors who have been approved by the relevant bank/building society for internet banking access.

c) **Third party providers**

The Council endeavours to ensure that wherever possible it has the opportunity to select from several providers any service it requires. Ideally, a short list of three is considered, however availability of specialised service providers and/or known service levels may mean this is not possible or practicable. All providers are referenced in the minutes to ensure transparency.

All contractors are informed that the Council expect them to be competent at the activities contracted for and that they complete safety/risk assessments. The Clerk is required to ensure that any contractor working on behalf of Dursley Town Council is adequately insured.

d) **Regular bank reconciliations, independently reviewed**

Bank statements are received by the Clerk. A reconciliation of the accounts are checked during the monthly internal control process and by the internal auditor.

Add: The Councillors are requested to approve the current bank reconciliation at meetings of the Council. The approved bank reconciliation is signed by the Mayor and recorded in the minutes as being approved.

2 B EXTERNAL REVIEW

- a) **Review of internal controls in place and their documentation**
Internal controls are reviewed as necessary by the Clerk and Internal Auditor. Recommendations from the Clerk and Internal Auditor are submitted to the Council as necessary.
- b) **Review of minutes to ensure legal powers are available and the basis of the powers are recorded and correctly applied**
The Clerk undertakes to ensure that the Council does not act ultra vires when a decision is taken. It is recorded if the Council decides against the Clerk's advice. Where appropriate, legal powers bestowed on the Council will be recorded in the minutes against decisions taken.

Add: Dursley Town Council resolved to adopt the General Power of Competence at the Council meeting on the 6th September 2016. All expenditure is permitted using the GPC (LA 2011) s1(1). The eligibility criteria will be re-confirmed at the Council meeting following an election.

SECTION 3

AREAS WHERE THERE MAY BE A NEED TO SELF-MANAGE RISK

3 A RISK IDENTIFICATION

- a) **Keeping proper financial records in accordance with statutory regulations**
Financial records kept in accordance with the statutory requirements, are reviewed as part of the audit process by the internal and external auditors.
- b) **Ensuring all business activities are within legal powers applicable to Town Councils**
See section 2(b) Internal Review Assurance (b)
- c) **Complying with restrictions on borrowing**
To ensure the Council is within the current borrowing parameters.
- d) **Ensuring all requirements are met under HM Revenue and Customs regulations (incl VAT)**
All such requirements are met by the Clerk and checked by the internal auditor.
- e) **Ensuring the adequacy of the annual precept within sound budgeting arrangements**
Council budgets are reviewed and approved by full Council in accordance with the Council's budget procedure.
- f) **Proper, timely and accurate reporting of the Council business in the minutes**
Council minutes are prepared by the Clerk. They are distributed to members in advance of the subsequent meeting, verified as a correct record as one of the first

items of business of that meeting and signed at the meeting. Failure to agree or any required amendments will be recorded.

- g) Responding to electors wishing to exercise their rights of inspection**
The right of inspection to electors is adhered to in accordance with current legislation. In accordance with the Freedom of Information Act, all relevant documents are available on request and in addition, meeting schedules and minutes, will be published on the Council's website.
- h) Meeting the laid down timetables when responding to consultation invitations**
Every effort is made to meet specified timetables when responding to consultation invitations.
- i) Proper document control**
Paperwork is retained in accordance with national guidelines and relevant documents are available for viewing on request. Incoming mail is recorded and stamped as appropriate.
- j) Register of members' interests, gifts and hospitality is in place, complete, accurate and up-to-date**
The members' register of interest is held by the Clerk and a copy is held by the Monitoring Officer at Stroud District Council. It is the responsibility of Members to notify the Clerk of changes.

3 B INTERNAL CONTROLS

- a) Regular scrutiny of financial records and proper arrangements for the approval of expenditure**
Comprehensive measures are in place for the approval of expenditure as per the Standing Orders and Finance Regulations approved by council.
- b) Developing system of performance measurement**
In accordance with legislation, staff appraisal will be undertaken annually, by the Mayor/Deputy Mayor for the Town Clerk and the Mayor/Town Clerk for other members of staff. These are reported to Council on the recommendation of the Staffing Committee.
- c) Minutes with a master copy kept in safekeeping**
All Council and Committee minutes are correctly recorded. A signed hard copy is placed on file with each page duly initialled. An electronic copy is retained, and back-up copies are stored on the back-up server.
- d) Documented procedures to deal with enquiries from the public**
Calls, letters and e-mails are dealt with as soon as practicable.
- e) Documented procedures for document receipt, circulation, response, handling and filing**

Review for February 2019 – Proposed changes in red

The Clerk receives and delegates all mail. All relevant mail is listed with Council for consideration or information. Mail for action by Council is dealt with accordingly and action minuted.

f) Adoption of Codes of Conduct for members and employees

The Council review annually the Code of Conduct. The Employee Code of Conduct is in accordance with their individual contracts of employment.

g) Business Continuity

The council has provided for backup a system that allows the recovery of important documentation to be backed up and stored separately.

Contact details

Name of smaller authority: **DURSLEY TOWN COUNCIL**

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

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

	Clerk/RFO (Main contact)	Chair
Name	Mr John Kay	Cllr Neil Grecian
Address	Dursley Town Council Jacob's House Castle Street Dursley GL11 4 BS	9 Fernhay Dursley GL11 5AB
Daytime telephone number	01453 547758	01453 546608
Mobile telephone number	n/a	n/a
Email address	clerk@dursleytowncouncil.gov.uk	neil.grecian@dursleytowncouncil.gov.uk