

# FARLAM PARISH COUNCIL

Clerk: Allison Riddell  
Unit 2  
The Old Brewery  
Craw Hall  
Brampton  
CA8 1TR  
Tel: 016977 3382  
Email: farlampc@hotmail.co.uk

1st June 2020

Dear Councillor,

You are summoned to attend a Virtual Meeting of the **FARLAM PARISH COUNCIL** which will be held on **FRIDAY, 5th JUNE, 2020 at 7.00 p.m.**

The meeting is accessible with the attached [link](#) or by logging on to [www.zoom.us](http://www.zoom.us) and using Meeting ID 854 2625 8462 with the password **425438**. The meeting can also be joined by telephone by dialling one of the following numbers - 0203 481 5240 or 0131 460 1196 or 0203 051 2874 or 0203 481 5237. Please aim to arrive at the meeting by 6.50pm in case of connectivity problems.

*Allison Riddell*

## AGENDA

1. **APOLOGIES FOR ABSENCE** – To receive and accept apologies for absence.
2. **REQUESTS FOR DISPENSATIONS** - The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
3. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting)

4. **MINUTES**
  - 4.1 **MINUTES OF THE MEETING HELD ON 11<sup>TH</sup> MARCH 2020** - To agree the accuracy of the minutes of the meeting held on 11<sup>th</sup> March 2020. Minutes will be signed at the next face to face meeting. (copy herewith)
5. **HIGH CONSEQUENCE INFECTIOUS DISEASE POLICY** – To ratify the policy adopted by email on 20<sup>th</sup> March 2020. (copy previously circulated and available on website)
6. **ANNUAL MEETING OF THE PARISH COUNCIL** – To note that the Annual Meeting of the Parish Council has been deferred until May 2021.
7. **STANDING ORDERS** – To adopt an addendum to the Standing Orders to enable virtual meetings. (copy herewith)
8. **PUBLIC PARTICIPATION** - To receive comments and representations from members of the public in relation to any item on the Agenda. (*The Public Participation period will last 15 minutes and members of the public are permitted to speak for up to 3 minutes. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman.*)

**8.1 REPORTS** – To receive reports, if applicable, from City and County Councillors.

**9. TOWN AND COUNTRY PLANNING APPLICATIONS** – To be considered –

None.

**10. NOTIFICATION OF DECISIONS** – To receive a report from the Clerk. (copy herewith)

**11. FINANCIAL MATTERS -**

**11.1 BANK RECONCILIATIONS TO 14.05.20** – Report by Clerk. (copy herewith)

**11.2 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019 AND EXEMPTION CERTIFICATE–**

**11.2.1** To consider the approval of the Annual Governance Statement for year ending 31<sup>st</sup> March 2020.

**11.2.2** To consider the approval of the Statement of Accounts for year ending 31<sup>st</sup> March 2020.

**11.2.3** To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31<sup>st</sup> March 2020.

**11.2.4** To agree that Farlam Parish Council can certify itself as exempt from a limited assurance review and authorise the Chairman to sign the Certificate of Exemption to be submitted to the external auditor.

(copy of Accounts, AGAR and Exemption Certificate herewith)

**11.3 EXPENDITURE TO APPROVE** – That the Council agree the schedule of payments listed below.

<b>Amount £</b>	<b>Payee</b>	<b>Detail</b>	<b>Cheque number</b>
330.48	A Riddell	Net wage to 31.05.20	100787
176.04	CALC	Subscriptions	100788
418.13	Came & Company	Insurance	100789
440.00	R Farrimond	Grass cutting	100790
100.00	HBG Village Hall	Xmas tree contribution	100791

**11.4 INTERNAL AUDIT REPORT** – To note the internal audit report. (copy herewith)

**12. CONTINUED USE OF DELEGATED POWERS** – To note correspondence received from CALC. (copy circulated by email to members)

**13. DATE OF NEXT MEETING** – To confirm that the next virtual meeting will be called by electronic summons to be held on 15<sup>th</sup> July 2020 at 7.00pm.

## FARLAM PARISH COUNCIL

Minutes of the Parish Council Meeting held at Hallbankgate Village Hall on 11th March 2020 at 7.30pm.

### PRESENT

Councillor S. Bowles (Chairman, in the Chair)  
Councillor R Hinton  
Councillor C. Skeates

Councillor R. Foster  
Councillor A. Murray

**IN ATTENDANCE** – Clerk

**ALSO ATTENDING** –

### 109/19 APOLOGIES FOR ABSENCE

**RESOLVED** to note that apologies for absence were received and agreed from:-

Councillor Dalton.

### 110/19 REQUESTS FOR DISPENSATION

**RESOLVED** to note that no requests for dispensation were received.

### 111/19 DECLARATIONS OF INTEREST

**RESOLVED** to note there were no declarations of interest made.

### 112/19 MINUTES

#### 112/19.1 MINUTES OF THE MEETING HELD ON 15TH JANUARY 2020 WERE SUBMITTED.

**RESOLVED** to authorise the Chairman to sign the minutes of the meeting held on 15th January 2020, confirmed as a true and accurate record.

### 113/19 PUBLIC PARTICIPATION

**RESOLVED** to note that no members of the public were present and no items were raised.

**RESOLVED** to note there were no reports from City or County Councillors.

### 114/19 TOWN AND COUNTRY PLANNING - APPLICATIONS –

**APPLICATIONS** – Applications for planning consent were considered.

**RESOLVED** to advise the appropriate Planning Authority of the Council's comments as follows:-

**114/19.1 FARLAM FARM, FARLAM (20/0100)** – Erection of 2 storey side and single storey front and rear extension to provide utility, shower room and family room on ground floor with 1 bedroom and 1 en-suite bathroom above.

No observations.

### 115/19 NOTIFICATION OF DECISIONS

**RESOLVED** to note a report from the Clerk on decisions of the planning authority on applications on which the parish council had previously commented.

### 116/19 CLERK'S REPORT

**RESOLVED** to note that the Clerk updated members on the following items:-

- Pension regulator, automatic renewal – submission made
- Climate change event – clerk to attend, Councillor Bowles is also attending

## 117/19 FINANCIAL MATTERS

### 117/19.1 BANK RECONCILIATION TO 14.02.20

There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank account statements.

**RESOLVED** to receive and note the bank reconciliation and balance to 14<sup>th</sup> February 2020 of £5,270.58.

### 117/19.2 EXPENDITURE TO APPROVE

**RESOLVED** to authorise the following expenditure for payment:-

Amount £	Payee	Detail	Cheque number
330.48	A Riddell	Net wage to 31.03.20	100782
164.80	HMR&C	PAYE	100783
96.00	HBG village hall	Room hire	100784
233.15	Brampton PC	Copier/stny/subs etc	100785
144.00	TEEC Ltd	Website	100786

### 117/19.3 CHEQUE SIGNATORIES

**RESOLVED** to note that the cheque signatories were confirmed as Councillor Bowles, Marsh and Murray. The bank mandate would be reviewed with HSBC bank in due course. Consideration of internet banking would be on the agenda for the next meeting.

## 118/19 REPRESENTATIVES' REPORTS –

### 118/19.1 CARING FOR YOUR COMMUNITY

The Clerk gave a report from the caring for your community event held at Wetheral community centre on Friday 28<sup>th</sup> February. The event had presentations on 'the importance of tackling inactivity', 'social prescribing' and 'examples of how you can support your community'. Presentations from the event would be circulated to parish councils in due course by CALC.

**RESOLVED** to note the report.

## 119/19 WEBSITE

Councillor Hinton updated members on the hosting transfer for the website. At the moment it wasn't as straight forward as expected and work was still ongoing.

Councillor Hinton would look into adding information on the history of the parish and would work on a logo.

**RESOLVED** to note the report.

## 120/19 SPEEDING/SPEEDWATCH

Councillors Bowles and Foster gave members an update on the Speedwatch Group, the group would be carrying out its first vehicle check towards the end of April.

A site visit with an officer from highways and a member of the local police would take place next week to look at problem areas for speeding in Hallbankgate.

**RESOLVED** to note the update.

## 121/19 USE OF OFFICE WITHIN THE VILLAGE HALL

**RESOLVED** to note that play area spares could be stored in the office and that Councillor Hinton would review the content of parish council papers and anything for the archives or to be disposed of confidentially would be passed to the Clerk.

**122/19 CHRISTMAS TREE**

**RESOLVED** to note that Councillors Bowles and Hinton would carry out the work required to put a suitable hole at the village hall for the future location of the Christmas tree. Funding for a Christmas tree would be passed to the village hall committee in due course.

**123/19 PLAY AREA BUFFER ZONE**

**RESOLVED**, after discussion, that Councillor Hinton would ask Councillor Dalton if he could clear the old pallets and goalposts from the area and would investigate trees to plant. There would be no other use for the area.

**124/19 STREETLIGHT AT CROSSGATES ROAD**

**RESOLVED**, after consideration, that the highways officer attending next week's site visit would be asked what was happening with the streetlight that was knocked down.

**125/19 CALC**

The following correspondence from CALC was received and noted:-

**125/19.1 CALC CIRCULAR** – February/March 2020.

**125/19.2 NORTH WEST COASTAL ACCESS UPDATE**

**125/19.3 LOCAL ELECTRICITY BILL**

**RESOLVED** to support the bill.

**125/19.4 CORONAVIRUS ADVICE FROM PUBLIC HEALTH**

**125/19.5 THE GREAT CUMBRIAN LITTER PICK**

**126/19 CORRESPONDENCE RECEIVED BY THE CLERK**

**RESOLVED** to note the following correspondence had been received: -

**126/19.1 CUMBRIA POLICE** – North Cumbria News.

**126/19.2 WORKING TOGETHER SERVICE** – Email from Cumbria County Council.

**126/19.3 BATTLE OF BRITAIN 80<sup>th</sup> CELEBRATIONS** – Email from RAF Spadeadam.

**127/19 LITERATURE AVAILABLE FROM CLERK –**

**RESOLVED** to note the following literature was available from the Clerk:-

**127/19.1 NOTICE OF EXECUTIVE KEY DECISIONS** – 7<sup>th</sup> February and 6<sup>th</sup> March 2020

**128/19 AGENDA ITEMS FOR NEXT MEETING**

**RESOLVED** to note that any items for consideration should be submitted to the Clerk on or before 6<sup>th</sup> May 2020.

**129/19 DATE OF NEXT MEETING** - Wednesday 13th May 2020, Hallbankgate Village Hall, 7.30pm.  
Please note this will include the Annual Parish Meeting and the Annual Meeting of the Parish Council.

Meeting closed at 8.30pm.

## **FARLAM PARISH COUNCIL**

### **Virtual Meetings**

#### **Protocol to add to Standing Orders**

##### **Attendance**

1. To attend any virtual, electronic or digital meeting, a Member must be able at that time:
  - a. to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
  - b. to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
  - c. to be so heard and, where practicable, be seen by any other members of the public attending the meeting

##### **Protocol for the Meeting**

2. Members should connect to the Meeting shortly before the allotted commencement time and check that their connection is operational.
3. Members should ensure that their microphone is muted other than when they are entitled to speak.
4. The Council's Standing Orders will apply as subject to the following amendments:
5. Members are only entitled to speak at the invitation of the Chair, other than to:
  - a. move a Motion or Amendment without Notice
  - b. second a Motion
  - c. move a Motion which may be moved during a debate
  - d. move a closure Motion
  - e. point of order
  - f. personal explanation
6. In any debate, the Chair of the Meeting will ask each Member in attendance, in turn, whether they wish to say anything as part of the debate. If a Member wishes to speak then this is the point at which they will so speak.
7. Once each Member has either spoken or indicated that they do not wish to speak then the relevant matter will be put to the vote.

8. Each vote will be a roll call vote or by a show of hands, while the minutes will record the decision of the meeting.

### **Members with a Disclosable Pecuniary Interest in a Matter**

9. Any Member with a Disclosable Pecuniary Interest in any particular matter must disconnect from the Meeting for that particular item. The Meeting will pause for up to ten minutes for the said Member to reconnect once the matter has been dealt with.

### **Confidential or Exempt Items or Issues**

10. When confidential, or "exempt" issues are under consideration. The Chair and Members should ensure that there are no members of the public at remote locations able to hear or see the proceedings during such meetings. Any Remote Member should confirm, prior to participating in any confidential and/or exempt item of business, that they are in a secure private location and that no one else is able to hear the proceedings from the device being used by that Remote Member and that no recording is being made. Any member in remote attendance who failed to disclose that there were in fact persons present who were not so entitled will be in breach of their Code of Conduct responsibilities.

### **Connection Problems**

11. If, during the course of a Meeting, it becomes apparent that a Member is no longer in attendance, the Meeting will be paused for a period of up to ten minutes to re-establish their attendance.

12. After the ten minute period, if it has not been possible to re-establish the attendance of the particular Member:

- a. If the Meeting remains quorate, the Meeting continues.
- b. If the Meeting is inquorate, it will be adjourned until a suitable alternative time.

13. In circumstances when a Member rejoins part way through a re-commenced matter in a quorate Meeting and have missed part of the debate: councillors must take a view as to whether they are sufficiently informed to properly cast their vote.

### **Public/Other Participants**

14. For those meeting which require some public or other participation, at the relevant item, the Meeting will be paused until such time as those other involved persons are able to so participate.
15. If a technical matter prevents the relevant participant from attending then the Chair will make a decision as to whether they are able to put forward the person's contribution (e.g. a question).

**TOWN AND COUNTRY PLANNING  
NOTIFICATION OF DECISIONS**

**1. SUMMARY OF REPORT**

This report advises members of the decisions of the appropriate planning authority on applications on which the Parish Council has previously commented.

**2. RECOMMENDATIONS**

That members **NOTE** the information.

**3. REPORT**

Members are asked to note that Cumbria County Council has advised of its decisions on planning applications on which the Parish Council has already commented as follows:-

<b>Location</b>	<b>Proposal</b>	<b>Decision</b>
Farlam Farm, Farlam	Erection of 2 storey side and single storey front and rear extension to provide utility, shower room and family room on ground floor with 1 bedroom and 1 en-suite bathroom above	Granted subject to conditions regarding commencement of development and approved documents.



**FARLAM PARISH COUNCIL**  
**BANK RECONCILIATION AT 14th APRIL 2020**

**HSBC ACCOUNT - 20476129**

Balance b/f at 31/03/20	4,814.93		
Income	0.00	Expenditure	0.00
		Balance c/f	4,814.93
	<u>4,814.93</u>		<u>4,814.93</u>

**Bank Reconciliation**

Balance per statement @ 14.4.2020 4,979.73

**Less o/s cheques**

HMR&C	100783	164.80	
		164.80	
		<u>4,814.93</u>	

<u>Income</u>	<u>Date</u>	<u>Detail</u>	<u>£</u>	<u>Expenditure</u>	<u>Date</u>	<u>Detail</u>	<u>£</u>
			<u>0.00</u>				<u>0.00</u>

<b>HSBC Account</b>	<u>Balance B/F</u>	<u>Balance C/F</u>	
	4,814.93	4,814.93	
	<u>£ 4,814.93</u>	<u>£ 4,814.93</u>	

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the date indicated.

**FARLAM PARISH COUNCIL**  
**BANK RECONCILIATION AT 14th MAY 2020**

**HSBC ACCOUNT - 20476129**

Balance b/f at 14/04/20	4,814.93		
Income	7132.00	Expenditure	35.00
		Balance c/f	11,911.93
	<u>11,946.93</u>		<u>11,946.93</u>

**Bank Reconciliation**

Balance per statement @ 14.5.2020 11,911.93

Less o/s cheques

0.00

11,911.93

<u>Income</u>	<u>Date</u>	<u>Detail</u>	<u>£</u>	<u>Expenditure</u>	<u>Date</u>	<u>Detail</u>	<u>£</u>
24.4.20		Carlisle City Council	7132.00	13.5.20		ICO	35.00
			<u>7,132.00</u>				<u>35.00</u>

<b>HSBC Account</b>		<u>Balance B/F</u>		<u>Balance C/F</u>
		4,814.93		11,911.93
	g	<u>£ 4,814.93</u>		<u>£ 11,911.93</u>

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the date indicated.

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

### FARLAM PARISH 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 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.	✓		<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	<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>
			✓	

\*For any statement to which the response is 'no', an explanation must be published

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

DD/MM/YYYY

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

## Section 2 – Accounting Statements 2019/20 for

### FARLAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	2944	4585	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	5730	6958	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2211	2571	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2478	2642	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.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	3822	6657	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	4585	4815	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	4585	4815	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>
9. Total fixed assets plus long term investments and assets	23394	24827	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
		X	<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

*A. Kiddle* RFO

Date

07/05/2020

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Certificate of Exemption – AGAR 2019/20 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2020, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

### FARLAM PARISH COUNCIL

certifies that during the financial year 2019/20, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2019/20:

£9529.22

Total annual gross expenditure for the authority 2019/20:

£9299.66

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website\* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Email of Authority

farlampc@hotmail.co.uk

Telephone number

016977 3382

\*Published web address

www.farlamparishcouncil.com

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT**

# FARLAM PARISH COUNCIL INCOME 2019/2020

date	description	rcpt no	ref	Precept	Farlam Parish Trust	Grants	Village Hall Grants	Vat Received	Insurance	Work to Village Hall	Donation to xmas tree	Interest Received	Totals
	<b>Budget</b>			6,958.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,958.00
	<b>Balance</b>			0.00	396.25	1562.19	0.00	512.78	0.00	0.00	100.00	0.00	2,571.22
	<b>Income to date</b>			6958.00	396.25	1562.19	0.00	512.78	0.00	0.00	100.00	0.00	9,529.22
15.4.19	Precept	D/C	1	6958.00									6958.00
25.4.19	Cumbria County Council	D/C	2			330.00							330.00
17.5.19	Farlam Parish Trust	D/C	3		396.25								396.25
22.11.19	League of Friends	D/C	4			1232.19							1232.19
4.12.19	Carlisle City Council	D/C	5								100.00		100.00
20.3.20	VAT - HMRC	D/C	6					512.78					512.78



**FARLAM PARISH COUNCIL**

**BANK RECONCILIATION AT 31st MARCH 2020**

**HSBC ACCOUNT - 20476129**

Balance b/f at 1/4/19	4,585.37		
Income	9,529.22	Expenditure	9,299.66
		Balance c/f	4,814.93
	<u>14,114.59</u>		<u>14,114.59</u>

**Bank Reconciliation**

**Balance per statement @ 31.3.20**

5219.73

**Less o/s cheques**

HMR&C	100783	164.80	
HBG Village Hall	100784	96.00	
TEEC Ltd	100786	144.00	
		<u>404.80</u>	
			<u>4,814.93</u>

	<u>Balance B/F 1.4.19</u>	<u>Balance C/F</u>
<b>HSBC Account</b>	4,585.37	4,814.93
	<u>£ 4,585.37</u>	<u>£ 4,814.93</u>

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the end of the month indicated.

**FARLAM PARISH COUNCIL**

**BANK RECONCILIATION AT 31st MARCH 2020**

<b>Cash Book</b>	Balance b/f @ 1/4/2019	4,585.37
	Add: receipts	9,529.22
	Less: payments	<u>9,299.66</u>
		<u>4,814.93</u>

<b>Bank</b>	Current Account	
	Balance @ 31.3.20	5,219.73
	Less unpaid cheq's/D.D's	<u>404.80</u>
		4,814.93
		<u>4,814.93</u>

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the end of the year indicated.

Chairman

Responsible Officer

5th June 2020



# FARLAM PARISH COUNCIL

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st MARCH, 2020

<b>RECEIPTS</b>	
Precept	£ 6,958.00
CTRS Grant	
Parish Grant	£ -
Misc grants	£ 1,562.19
Insurance	
From Village Hall funds	
From Farlam Parish Trust	£ 396.25
Misc	£ 100.00
Vat received	£ 512.78
<b>Total Income</b>	<b>£ 9,529.22</b>
<b>PAYMENTS</b>	
Staff	£ 2,642.48
Grass cutting	£ 1,351.99
Village Hall Grants & Other Donations	£ 1,100.00
Grants	£ -
Insurance	£ 567.59
Hall hire	£ 288.00
Playarea	£ 111.99
Admin	£ 206.67
Subscriptions	£ 201.28
Members	£ 30.00
Audit fees	£ 50.00
Vat	£ 456.11
Website	£ 227.20
Misc/repairs	£ 176.46
Village Hall repairs	£ -
Assets	£ 1,894.89
Sec 137	£ -
DPO/ICO	-£ 5.00
<b>Total Expenditure</b>	<b>£ 9,299.66</b>
<b>Excess of Income over Expenditure</b>	<b>£ 229.56</b>

The above Statement represents fairly the financial position of the Parish Council at 31st March, 2020, reflects its receipts and payments during the year and was approved by the Parish Council at its meeting on 5th June 2020.

Chairman

Responsible Officer

5th June 2020

# FARLAM PARISH COUNCIL

## BALANCE SHEET AT 31st MARCH, 2020

Balance at 1st April, 2019			
per balance sheet at 31/3/19	£	4,585.37	£ 4,585.37
Net surplus/(deficit) 2019/2020			£ 229.56
<b>Reserve Fund</b>			<b>£ 4,814.93</b>
Reserve Fund represented by			
HSBC Account	£	4,814.93	
<b>Total</b>			<b>£ 4,814.93</b>

The above Statement represents fairly the financial position of the Parish Council at 31st March, 2019 and reflects its income and expenditure during the year and was approved by the Parish Council at its meeting on 5th June, 2020.

Chairman

Responsible Officer

5th June 2020

FARLAM PARISH COUNCIL

SCHEDULE OF ASSETS AT 31.3.2020

Ref. No	Description ASSETS	Identification	Date Acquired	Value	Custodian	Disposal/Discharge
1	Piece of land situate at the junction of the A689 road and Crossgates Road, Hallbankgate forming part of O.S. Field Number 158 (1900/1901 Edition); Bus shelter and carpark	Deed held at Cartmell Shepherd Solicitors Gill Place, Brampton. CA8 1SQ	13/03/1980	1,000	Farlam Parish Council	
2	War Memorial Farlam Church	Situated in Farlam Church Yard	Unknown	100.00	Farlam Parish Council	
3	Play area equipment	Situated on leased land on Crossgates rd.  2 bay junior swing Toddler swing Jupiter Parrot seesaw City 1.5m free standing slide Tyre traverse Burma bridge Webnet Bandrake seat Timber slatted bin	14/04/2008	2371.00 723.00 1335.00 1298.00 1560.00 928.00 668.00 1615.00 326.00 236.00	Farlam Parish Council	
4	Lawn-mower	Orange	06/05/2009		Cllr. A Shaw on behalf of Farlam Parish Council	Disposed March 2019
5	Lawn-mower	Lawnflite	26/05/2011		Cllr. A Shaw on behalf of Farlam Parish Council	Disposed March 2019
6	Bus Shelter	Situated on land owned by Parish Council described in item 2 above.	12/08/2009	9545.00	Cllr. S. Bowles on behalf of Farlam Parish Council	
7	Noticeboard at Tindale	Magnetic noticeboard	unknown	250.00	Farlam Parish Council	
8	Noticeboard at Hallbankgate Hub	Wooden, double	unknown	250.00	Farlam Parish Council	
7	Notice Board at Farlam	Oak with carving	10/05/2010	300.00	Farlam Parish Council	
8	Photocopier	HP Colour Laser Jet CM2320Fxi	09/07/2010		Cllr. S. Bowles on behalf of Farlam Parish Council	Disposed March 2019
9	Notice Board	Lynester, single door red glaze	09/01/2014		Farlam Parish Council	Disposed August 2019
10	Laptop/printer	HP 250 G4 & Epson XP-432	13/05/2016	427.49	Cllr. R. Hinton on behalf of Farlam Parish Council	
11	Noticeboard at Village Hall	Magnetic noticeboard	07/08/2019	662.70	Farlam Parish Council	
12	Heartsine defibrillator & cabinet	Located at HBG School	14/10/2019	1232.19	Farlam Parish Council	
<b>TOTAL</b>				<b>24,827.38</b>		

Was £461.30

# Annual Internal Audit Report 2019/20

## FARLAM PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	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.			N/A
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 and year-end bank account reconciliations were properly carried out.	✓		
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 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Name of person who carried out the internal audit

11/05/2019 DD/MM/YYYY DD/MM/YYYY

JOANNE BATEY FMAAT OR

Signature of person who carried out the internal audit

J Batey REQUIRED

Date

11/05/2019

\*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).

ANNUAL INTERNAL AUDIT – Farlam PC 2019-20

SUBJECT	TEST	SATISFACTORY?	NOTES	REPLY
Standing Orders	<p>1. Has the Council Committee formally adopted standing orders and financial regulations?</p> <p>2. Have levels of delegation been correctly authorised?</p> <p>3. Have items or services above a deminimis amount been competitively purchased?</p>	<p align="center">√</p> <p align="center">√</p> <p align="center">√</p>	None this period	
Risk management arrangements	<p>1. Do the minutes record the Council carrying out annual risk assessments?</p> <p>2. Are financial controls documented and regularly reviewed?</p>	<p align="center">√</p> <p align="center">√</p>		
Income controls	<p>1. Does the precept recorded in the cash-book agree to the District Council's notification?</p> <p>2. Are security controls over cash adequate and effective?</p>	<p align="center">√</p> <p align="center">√</p>		
Budgetary Controls	<p>1. Has the Council prepared an annual budget in support of its plans?</p>	√		
Payroll Controls	<p>1. Do salaries paid agree with those approved by the Council?</p> <p>2. Are other payments to the Clerk reasonable and approved by the Council?</p> <p>3. Has PAYE/NIC been properly operated by the Council?</p>	<p align="center">√</p> <p align="center">√</p> <p align="center">√</p>	None this period	

<b>Assets Control</b>	1. Are the Assets/Property Registers up to date? 2. Is insurance cover appropriate and adequate?	√ √		
<b>Year End Procedures</b>	1. Are year-end accounts prepared on the correct accounting basis? 2. Do accounts agree with the cash book? 3. Is there an audit trail from underlying financial records?	√ √ √		
<b>Bookkeeping</b>	1. Is the cash book maintained & up to date? 2. Is the cash book arithmetically correct? 3. Is the cash book regularly balanced? 4. Are receipts & invoices easily identified in cash book? 5. Are there vouchers for all transactions?	√ √ √ √ √		
<b>Payment Controls</b>	1. Are payments in the cash book supported by invoices, authorisation (person or minutes)? 2. Is s137 expenditure separately recorded and within statutory limits?	√ √	None this period	
<b>Risk Management Arrangements</b>	1. Does a scan of the minutes identify any unusual financial activity?	√	None	

Statement of Account	1. Is the monthly statement of account presented to the Council?	√	Signed at bi-monthly meeting	
Budgetary Controls	1. Is actual expenditure against the budget regularly reported to the Council?	√	None	
	2. Are there any significant variances from the budget? Have these been explained?	√		
Income Controls	1. Is income properly recorded and promptly banked?	√		
Petty Cash Procedures	1. Is all petty cash spent recorded and supported by invoices/receipts? 2. Is petty cash expenditure reported to each Council meeting?		N/A – Farlam PC do not operate a petty cash system.	
Bank Reconciliation	1. Is bank reconciliation carried out regularly on the receipt of statements? (Monthly and by someone other than the Clerk)	√	Checked by Cllr at bi-monthly meeting	
	2. Are there any unexplained balancing entries in any reconciliation?	√		
Software Control	1. Are back up disks used? Where are they stored?	√	External hard drive & USB stored away from office.	

Date.....

Replies approved by..... Council member

.....(signature)