

# POLSTEAD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH  
Tel: 01787 375085 email: polsteadpc@btinternet.com

## PUBLIC NOTICE

The Annual Meeting of Polstead Parish Council will be held on

**Thursday 21<sup>st</sup> May 2020 starting at 7.30pm  
via a Zoom Videoconference.**

**Members of public who wish to attend this meeting via Zoom or a telephone line should contact the Clerk by email up to 30 minutes prior to the start of the meeting. You will then be sent joining instructions.**

The Public and Press are invited to attend with the public participation session being held at the start of the meeting.

Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council including the public participation session.



**Dave Crimmin PSLCC**  
Clerk to Polstead Parish Council

16<sup>th</sup> May 2020

Copies of draft and approved minutes are published on the Parish Council section of the Polstead Website [www.polstead.onesuffolk.net](http://www.polstead.onesuffolk.net)

A copy of the draft or approved minutes can be requested from the Clerk, whose contact details are at the top of this notice.

# POLSTEAD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH  
Tel: 01787 375085 email: polsteadpc@btinternet.com

## AGENDA FOR ANNUAL MEETING TO BE HELD ON THURSDAY 21<sup>st</sup> MAY 2020 VIA A VIDEOCONFERENCE AT 7.30pm

80. **Election of Chairman** and to receive Declaration of Acceptance of Office from Chairman
81. **Election of Vice Chairman**
82. Apologies for absence
83. Receive **declarations of interests** and **request for dispensation** from Councillors
84. Agree **minutes** of Polstead Parish Council meeting held on 23<sup>rd</sup> April 2020
85. To appoint members to the **HR and Standards Committees**
86. To appoint **representatives to outside bodies**:
  - a. Suffolk Association of Local Councils (SALC)
  - b. Traffic Liaison
  - c. Village Hall
  - d. Layham Pit.
87. To consider appointment of **Heelis & Lodge as Internal Auditors** for 2020 / 2021
88. To consider payment of annual subscriptions to **SALC, Suffolk Wildlife Trust, Community Action Suffolk, Society of Local Council Clerks and the Suffolk Preservation Society.**
89. Receive **reports from County Councillor and District Councillor**
90. To receive **reports and questions from Councillors**
91. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
92. Agree actions following the review of the **Clerk's Report**
93. Agree actions required on **emails circulated** by the Clerk to councillors since the last meeting
94. Planning
  - a. Consider any **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
  - b. **Status of Planning Applications** previously reviewed by the Parish Council.
95. Finance
  - a. To consider the **Internal Auditor's Report as at 31<sup>st</sup> March 2020** and agree any actions
  - b. To approve **Section 1 of the Annual Governance and Accountability Return (AGAR)** for the year ending 31<sup>st</sup> March 2020
  - c. To approve **Section 2 - Accounting Statement of the AGAR** for the year ending 31<sup>st</sup> March 2020
  - d. To approve the explanation of **quantified significant variances** for Section 2 of the AGAR
  - e. From the **RFO Report** authorise payments made since the last meeting and to be made; note income received since last meeting.
96. Consider update on **Polstead WI's plans to convey their land** in Polstead
97. Consider any issues raised regarding **Highways and Footpaths**
98. Consider any **asset, allotment, playground or playing field issues**
99. Future **agenda items**
100. In accordance to PPC's Standing Order 3d the councillors to consider the exclusion of the public and press from the meeting due to the confidential nature of the Clerk's Contract of Employment
101. Consider an increase to the Clerk's **Working from Home Allowance** from 1st April 2020
102. Date of the **next scheduled meeting** is Thursday 18<sup>th</sup> June 2020 at 7.30pm.

**Associated Papers PPC for Meeting on 21<sup>st</sup> May 2020**

**Agenda Item 83      Requests for Councillor Dispensation**

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

**Agenda Item 85      HR & Standards committees**

The HR committee sits if there is an issue relating to the Clerk (and staff). The Standards committee sits if there is a complaint raised with PPC against a Councillor. In 2019 Cllrs Weston, Oxford and Wigglesworth were appointed as the members of the HR Committee and Cllrs Sowman and Flather were appointed to the Standards Committee.

**Agenda Item 86      Representatives**

At the last Annual meeting the following appointments were made:

- a. Cllr Wigglesworth to the Suffolk Association of Local Councils (SALC)
- b. Cllr Weston for Traffic Liaison
- c. Cllr Wigglesworth to the Village Hall Committee
- d. Cllr Oxford to the Layham Pit Liaison Meeting.

**Agenda Item 87      Internal Auditor**

Heelis & Lodge have been PPC's Internal Auditor for the past 10 years.

**Agenda Item 92      Clerk's Report**

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewers Arms. PPC has now agreed to pay for the bases to be installed.	
20/064	Minutes updated on website and sent to magazines.	✓
20/066	Wrote to BDC, SCC and James Cartlidge re homeless.	✓
20/069	Change made to grass cutting contract for Polstead Green.	✓
20/070	Sent Planning responses to BDC.	✓
20/071	Responded to Babergh on footpath diversion.	✓
20/072 a	Payments made to suppliers.	✓
20/072 cd	Donations sent to organisations.	✓
20/072 e	CIL Return sent to Babergh.	✓
	Arranged with Community Wardens to pick up rubbish bags from allotments which will incur a £30 disposal cost.	✓

**Agenda Item 93      Emails circulated**

If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

**Associated Papers PPC for Meeting on 21<sup>st</sup> May 2020**

**Agenda Item 94b Planning Status**

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/20/00425	Hill Farm, Stoke Road	Application under Section 73 of the Town and Country Planning Act B/16/00435 for the variation of Condition 4 (Agreement of Materials) to allow a change of cladding.	20/031b	Supported	Permission Granted 21/04/2020
APP/D3505/W/19/3242170	Walnut Cottage, Bower House Tye	Appeal against refusal of outline planning application for erection of a single storey dwelling.	20/031c	No additional objections	
DC/20/00893	Sprotts Farm, Holt Road	Construction of outdoor swimming pool and pool house.	20/049b	Support	Permission Granted 12/05/2020
DC/20/00756	Land South Of Wood Hall Farm, Stackwood Road	Erection of 1no. dwelling with integral garage.	20/049c	Object	
DC/20/01102	Sprotts Farm, Holt Road	Application to determine if Prior Approval is required for a Proposed Change of Use of Agricultural Buildings to D2 Indoor Recreational Facility. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 3, Class R.	20/049d	No comment	Planning Authority not required 22/04/2020
DC/20/01143	Justice Wood Barn, Justice Wood	Erection of single storey side extension	20/049e	No comment	REFUSED 07/05/2020
DC/20/01271	Bower House Farm, Bower House Tye	Erection of rear extension; Erection of annexe and 3 bay cartlodge ancilliary to dwelling and 1.8m boundary wall.	20/070a	Support	

# HEELIS & LODGE

Local Council Services • Internal Audit

## **Internal Audit Report for Polstead Parish Council – 2019/2020**

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £30,236.66      Expenditure: £18,635.25      Reserves: £42,030.94

### AGAR Completion:

Section One: [No – draft figures available](#)

Section Two: [No](#)

Annual Internal Audit Report 2019/20: [Yes](#)

Certificate of Exemption: [No](#)

**Proper book-keeping** Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

*The Council hold the General Power of Competence and LGAs137 does not apply.*

*The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.*

**Financial regulations** Standing Orders and Financial Regulations  
Tenders  
Appropriate payment controls including acting within the legal framework with reference to council minutes  
Identifying VAT payments and reclamation  
Cheque books, paying in books and other relevant documents

Standing Orders in place: [Yes](#)

Reviewed: [18/7/2019 \(Ref:19/123\)](#)

Financial Regulations in place: [Yes](#)

Reviewed: [21/11/2019 \(Ref: 19/192\) and 19/3/2020 \(Ref: 20/047\)](#)

VAT reclaimed during the year: [Yes \(1/4/2020\)](#)

Registered: [No](#)

General Power of Competence: [Yes](#)

[The Council resolved that they had met the eligibility criteria and therefore adopted the General Power of Competence at a meeting held on 16/5/2019 \(Ref: 19/070\).](#)

*There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.*

**Risk Assessment**

Appropriate procedures in place for the activities of the council  
Compliance with Data Protection regulations

Risk Assessment document in place: Yes  
Data Protection registration: Yes (Ref: Z3565757)

**Data Protection**

*The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.*

Privacy Policy published: Yes

*Insurance was in place for the year of audit. The Risk Assessment and Internal Controls were reviewed at a meeting held on 16/1/2020 (Ref: 20/018 and 20/019).*

*The Council have effective internal financial controls in place. Cheque stubbs and invoices are initialled by signatories. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.*

*The annual play area inspection has been undertaken during the year (Ref: Inv 3381 – AIS Services Ltd and min ref: 18/4/2019 – item 19/063).*

*Bank signatories were confirmed at the Annual meeting held on 16/5/2019 (Ref: 19/082.f).*

**Covid-19:**

*The Council have made adequate provision to ensure the day to day running of the Parish Council is effectively carried out during the Covid-19 outbreak (Ref: 19/3/2020 (Ref: 20/047).*

Fidelity Cover: £150,000

*The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.*

**Transparency**

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: [Yes \(2019\)](#)

Website: [www.polstead.onesuffolk.net](http://www.polstead.onesuffolk.net)

- a) all items of expenditure above £100  
*Published – Yes*
- b) end of year accounts (By 1 July)  
*2018 Annual Return, Section One Published – Yes*
- c) annual governance statement (By 1 July)  
*2018 Annual Return, Section Two Published – Yes*
- d) internal audit report (By 1 July)  
*2018 Annual Return, Section Four Published – Yes*
- e) list of councillor or member responsibilities  
*Published – Yes*
- f) the details of public land and building assets (By 1 July)  
*Published – Yes*
- g) Minutes, agendas and meeting papers of formal meetings  
*Published – Yes*

*The Council have met the requirements of the Transparency Code.*

Under **The Accounts & Audit Regulations 2015 15(15)** councils must publish on their website:

- h) external audit report  
*2019 Annual Return, Section Three Published – Yes*

Under **The Accounts & Audit Regulations 2015 15(2b)** councils must publish on their website:

- i) notice of period for the exercise of public rights (2019)  
*Published – Yes*

Period of Exercise of Public Rights

Start Date 17/6/2019

End Date 26/7/2019

**Budgetary controls**  
supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £18,668 (2019-2020)

Date: 17/1/2019 (Ref: 19/011b)

Precept: £18,596 (2020-2021)

Date: 16/1/2020 (Ref: 20/010.b)

*Good budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk*

## Associated Papers PPC for Meeting on 21<sup>st</sup> May 2020

*ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.*

### **Income controls**

Precept and other income, including credit control mechanisms

*All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.*

### **Petty Cash**

Associated books and established system in place

*A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held.*

### **Payroll controls**

PAYE and NIC in place where necessary.  
Compliance with Inland Revenue procedures  
Records relating to contracts of employment

PAYE System in place: **Yes**

*The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. All supporting paperwork is in place and a P60 has been produced as part of the year end process.*

*It is noted that the Council undertook a review of salaries at a meeting held on .*

### **Asset control**

Inspection of asset register and checks on existence of assets  
Cross checking on insurance cover

*A separate asset register is in place. This was reviewed at a meeting held on 19/3/2020 (Ref: 20/051.a). Values are recorded at cost value/insurance value. The total value of assets are recorded at £56,115.27. The figure in the asset register corresponds with the draft figure for Section 2, Box 9 of the AGAR.*

### **Bank Reconciliation**

Regularly completed and cash books reconcile with bank statements

*All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.*

*Bank Balances at 31/3/2020 were confirmed as:*

<i>Barclays Current</i>	<i>£42,358.60</i>
<i>Barclays Savings</i>	<i>£3,333.42</i>



**Reserves**

General Reserves are reasonable for the activities of the Council  
Earmarked Reserves are identified

*The Council have adequate general reserves (£13,413) and have identified earmarked reserves (£28,617) in the draft minutes of 19/3/2020.*

**Year-end procedures**

Appropriate accounting procedures are used and can be followed through from working papers to final documents  
Verifying sample payments and income  
Checking creditors and debtors where appropriate.

*End of year accounts are prepared on a Receipts & Payments basis.*

**Sole Trustee**

The Council has met its responsibilities as a trustee

*The Council is not a sole trustee.*

**Internal Audit Procedures**

*The 2019 Internal Audit report was considered by the Council at a meeting held on 16/5/2019 (Ref: 19/082.a).*

*A review of the effectiveness of the Internal Audit was carried out on 16/1/2020 (Ref: 20/019).*

**External Audit**

*The External Auditor's report was considered at a meeting held on 19/9/2019 (Ref: 19/149.a).*

*There were no matters arising from the External Audit.*

**Additional Comments/Recommendations**

- The Annual Parish Council meeting was held on 16/5/2018, within the required timescale. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for his assistance during the course of the audit work



**Heather Heelis  
Heelis & Lodge**

19 April 2020

Annual Internal Audit Report 2019/20

1 POLSTOAD 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.			✓ No petty cash held
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.	✓		

M. (For local councils only)	Yes	No	Not applicable
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

19/04/2020 DD/MM/YY DD/MM/YY

Name of person who carried out the internal audit

H Heelis (on behalf of Heelis & Lodge)

Signature of person who carried out the internal audit

*[Signature]* SIGNATURE REQUIRED

Date 19/04/2020

\*If the response is 'no' you must include a note to 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).

**Section 1 – Annual Governance Statement 2019/20**

We acknowledge as the members of:

**EN Polstead Parish Council TY**

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
			✓

\*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

[polstead.onesuffolk.net](http://polstead.onesuffolk.net) AUTHORITY WEBSITE ADDRESS

**Section 2 – Accounting Statements 2019/20 for**

ENPolstead Parish Council TY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	26,916	30,430	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	18,302	18,668	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,420	11,569	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	4,390	4,421	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	11,818	14,215	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	30,430	42,031	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	30,430	42,031	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	55,638	56,115	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<b>Yes</b>	<b>No</b>	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 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

**Associated Papers PPC for Meeting on 21<sup>st</sup> May 2020**

**Agenda Item 95d Quantified Significant variances**

**Explanation of variances – pro forma**

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

County area (local councils and parish meetings only): SUFFOLK

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).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)																																													
1 Balances Brought Forward	26,916	30,430				Explanation of % variance from PY opening balance not required - Balance brought forward agrees																																														
2 Precept or Rates and Levies	18,302	18,668	366	2.00%	NO																																															
3 Total Other Receipts	1,420	11,569	10,149	714.72%	YES		<table border="1"> <thead> <tr> <th></th> <th>2018 / 2019</th> <th>2019 / 2020</th> </tr> </thead> <tbody> <tr> <td><b>Receipts</b></td> <td></td> <td></td> </tr> <tr> <td>Bank Interest</td> <td>£6.64</td> <td>£6.15</td> </tr> <tr> <td>Recycling</td> <td>£0.00</td> <td>£0.00</td> </tr> <tr> <td>Grants</td> <td>£194.32</td> <td>£1,294.32</td> </tr> <tr> <td>Allotment Rent</td> <td>£104.40</td> <td>£105.00</td> </tr> <tr> <td>Wayleave</td> <td>£20.75</td> <td>£20.75</td> </tr> <tr> <td>CIL</td> <td>£0.00</td> <td>£9,129.43</td> </tr> <tr> <td>VAT Repayment</td> <td>£1,093.98</td> <td>£1,013.01</td> </tr> <tr> <td></td> <td><b>£1,420.09</b></td> <td><b>£11,568.66</b></td> </tr> </tbody> </table>		2018 / 2019	2019 / 2020	<b>Receipts</b>			Bank Interest	£6.64	£6.15	Recycling	£0.00	£0.00	Grants	£194.32	£1,294.32	Allotment Rent	£104.40	£105.00	Wayleave	£20.75	£20.75	CIL	£0.00	£9,129.43	VAT Repayment	£1,093.98	£1,013.01		<b>£1,420.09</b>	<b>£11,568.66</b>															
	2018 / 2019	2019 / 2020																																																		
<b>Receipts</b>																																																				
Bank Interest	£6.64	£6.15																																																		
Recycling	£0.00	£0.00																																																		
Grants	£194.32	£1,294.32																																																		
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VAT Repayment	£1,093.98	£1,013.01																																																		
	<b>£1,420.09</b>	<b>£11,568.66</b>																																																		
4 Staff Costs	4,390	4,421	31	0.71%	NO																																															
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO																																															
6 All Other Payments	11,818	14,215	2,397	20.28%	YES		<table border="1"> <thead> <tr> <th></th> <th>2018 / 2019</th> <th>2019 / 2020</th> </tr> </thead> <tbody> <tr> <td><b>Payments</b></td> <td></td> <td></td> </tr> <tr> <td>Admin</td> <td>£1,387.01</td> <td>£1,999.75</td> </tr> <tr> <td>Insurance</td> <td>£491.89</td> <td>£505.15</td> </tr> <tr> <td>Audit Inspections</td> <td>£328.00</td> <td>£328.00</td> </tr> <tr> <td>Donations</td> <td>£299.32</td> <td>£540.00</td> </tr> <tr> <td>Dog &amp; Litter Bins</td> <td>£815.04</td> <td>£749.00</td> </tr> <tr> <td>Footpaths</td> <td>£1,725.00</td> <td>£2,358.00</td> </tr> <tr> <td>Grass Cutting</td> <td>£2,473.40</td> <td>£2,826.70</td> </tr> <tr> <td>Maintenance</td> <td>£991.00</td> <td>£769.78</td> </tr> <tr> <td>Village Hall</td> <td>£965.00</td> <td>£0.00</td> </tr> <tr> <td>Projects</td> <td>£810.58</td> <td>£1,128.19</td> </tr> <tr> <td>CIL</td> <td>£520.00</td> <td>£1,553.67</td> </tr> <tr> <td>VAT Paid</td> <td>£1,013.01</td> <td>£1,456.49</td> </tr> <tr> <td></td> <td><b>£11,819.25</b></td> <td><b>£14,214.73</b></td> </tr> </tbody> </table>		2018 / 2019	2019 / 2020	<b>Payments</b>			Admin	£1,387.01	£1,999.75	Insurance	£491.89	£505.15	Audit Inspections	£328.00	£328.00	Donations	£299.32	£540.00	Dog & Litter Bins	£815.04	£749.00	Footpaths	£1,725.00	£2,358.00	Grass Cutting	£2,473.40	£2,826.70	Maintenance	£991.00	£769.78	Village Hall	£965.00	£0.00	Projects	£810.58	£1,128.19	CIL	£520.00	£1,553.67	VAT Paid	£1,013.01	£1,456.49		<b>£11,819.25</b>	<b>£14,214.73</b>
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7 Balances Carried Forward	30,430	42,031			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES																																														
8 Total Cash and Short Term Investments	30,430	42,031				VARIANCE EXPLANATION NOT REQUIRED																																														
9 Total Fixed Assets plus Other Long Term Investments and	55,638	56,115	477	0.86%	NO																																															
10 Total Borrowings	0	0	0	0.00%	NO																																															

**Associated Papers PPC for Meeting on 21<sup>st</sup> May 2020**

**Explanation for 'high' reserves**

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
<b>Earmarked reserves:</b>			
Asset Replacement	11000		
Play Equipment	6000		
CIL	9618		
Election Costs	2000		
		28618	
<b>General reserve</b>	13413		
		13413	
<b>Total reserves (must agree to Box 7)</b>			<b>42031</b>

**Associated Papers PPC for Meeting on 21<sup>st</sup> May 2020**

**Agenda Item 95e Responsible Financial Officer (RFO) Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
06/04/20	Allotment Rent (Plot 5)			18.40	0.00
07/04/20	VAT Repayment			1,456.49	0.00
24/04/20	Polstead Village Hall - Donation	2013	LA 2011 ss 1 to 8	0.00	0.00
24/04/20	Polstead Village Shop - Donation	2014	LA 2011 ss 1 to 8	0.00	0.00
27/04/20	Allotment Rent (Plots 3 & 9)			36.80	0.00
28/04/20	Allotment Rent (Plots 1, 2 and 4)			55.20	0.00
21/05/20	Wave - Allotment water	2015	LA 2011 ss 1 to 8	0.00	13.81
21/05/20	Heelis & Lodge - Audit Fee	2016	LA 2011 ss 1 to 8	0.00	180.00
21/05/20	B Patrick - Footpaths April	2017	LA 2011 ss 1 to 8	0.00	225.00

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/04/20	£50,711.21	£47,006.02	£2,556.39	£0.00	£1,148.80
Premier Account	30/04/20	£3,333.42	£3,333.42	£0.00	£0.00	£0.00
Cash	16/05/20	£0.00	£0.00			£0.00
		£54,044.63	£50,339.44	£2,556.39	£0.00	

**Actual v's Budget**

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£42,030.94			
<b>Income</b>			<b>Expenditure</b>		
Precept	£18,596.00	£9,298.00	Clerks Salary	£4,704.98	£0.00
Bank Interest	£0.00	£0.00	Admin	£2,300.00	£404.39
Recycling	£0.00	£0.00	Insurance	£580.00	£0.00
Grants	£745.00	£0.00	Audit Inspections	£340.00	£180.00
Allotment Rent	£120.00	£110.40	Donations	£1,000.00	£0.00
Wayleave	£22.00	£0.00	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Community Wardens	£1,180.00	£1,000.00
Donation	£0.00	£0.00	Dog & Litter Bins	£1,000.00	£0.00
Compensation	£0.00	£0.00	Footpaths	£1,850.00	£706.00
Other	£0.00	£0.00	Grass Cutting	£3,350.00	£0.00
CIL	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
VAT Repayment	£0.00	£1,456.49	Maintenance	£1,200.00	£55.00
			Village Hall	£965.00	£0.00
			Projects	£1,500.00	£0.00
			Contingency	£500.00	£0.00
			CIL	£9,617.56	£0.00
			VAT Paid	£0.00	£211.00
<b>Total</b>	<b>£19,483.00</b>	<b>£10,864.89</b>	<b>Total</b>	<b>£9,617.56</b>	<b>£20,729.98</b>
			Assets Carried Forward		£50,339.44
<b>Total</b>		<b>£52,895.83</b>	<b>Total</b>		<b>£52,895.83</b>

**Agenda Item 98 Allotments**

The last 2 vacant allotments have now been allocated to residents from Rockalls Road and Flaggy Pond.

**Agenda Item 99 Future Agenda Items**

Items that are currently scheduled for the next meeting:

- Review of Policies.