

Chesham Town Council

Bill Richards
Town Clerk



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14th August 2020

Dear Councillor,

You are **SUMMONED** to attend a meeting of the **CHESHAM TOWN COUNCIL** to be held remotely in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, on

MONDAY 24th AUGUST 2020 AT 6.30 pm

AGENDA

1. Apologies for absence.
2. Declarations of Interest.
3. To receive and consider the Minutes of the under mentioned Committees.
Planning Committee of the 20th July and 17th August 2020 (to follow)
Finance Committee of the 10th August 2020.
4. Annual Governance & Accountability Return 2019/2020 and Statement of Accounts 2019/20.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bill Richards'.

Bill Richards
Town Clerk

Circulation to all Councillors.

Publication date 14.08.20



Chesham Town Council, Town Hall, Chesham, Bucks HP5 1DS
Twinned with Friedrichsdorf Germany; Houilles France; Archena Spain

AGENDA ITEM NO : 3 - ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2019/2020 AND STATEMENT OF ACCOUNTS 2019/20

Reporting Officer: Steve Pearson (01494 583825).

Summary

1. To approve the Statutory Annual Governance & Accountability Return (AG&AR) for the year ended 31st March 2020 and optional Financial Statements 2019/20.

Background Information

2. Due to the changes in the banding levels in 2011 regarding the type of published accounts, the Council decided, at its meeting held on the 18th April 2011, to publish an AG&AR rather than the Statement of Accounts as it had been previously, thereby saving around £12,000 on external audit fees. The Council also decided to produce a set of new Financial Statements similar to the previous accounts for management information but which are not to be audited.
3. The AG&AR usually has to be approved by the end of June each year but with the Covid-19 pandemic, the legal deadline was deferred until 31st August 2020 which has required this Special Council meeting to be called.

Financial Implications

4. As detailed within the report.

Strategic Objectives

5. Accords with strategic objective 6 - *‘Chesham Town Council will ensure that the money entrusted to it by the residents of Chesham is securely managed and spent effectively on achieving its strategic objectives’.*

Equality Act Implications

6. None pertaining to this report.

Detailed Consideration

7. The statutory AG&AR for the year ended 31st March 2020 and this, along with the optional Financial Statements were circulated to Members as part of the last Finance Committee set of papers. Following observations at the Committee, alterations that have been made since then are:
 - A change of a figure of £20,688 from the debtors to the creditors’ column
 - A further breakdown of ‘other’ spending on the General Income and Expenditure Account (though still fully itemised later in the accounts)
 - Members’ professional qualifications added to their name where requested.
 - The Asset Register has been removed and will be considered anew at a future Finance Committee meeting.

8. With the statutory AG&AR, the Council has to **answer the Annual Governance Statement questions under Section 1 page 4 and approve the Accounting Statement under Section 2 on page 5** - before the 31st August 2020. The return has to be signed by the Chair of the meeting approving the return.
9. The Financial Statements are additional information provided by the Council but are not subject to audit. These statements are broadly as presented to the Finance Committee with the above amendments and will be available on-line and attached to any on-line meeting invitations.
10. Should any Member require further information they are asked to contact the office prior to the Council meeting in order to resolve any issues as the accounts need to be adopted at this meeting.

Recommendation

1. **The AG&AR and the Financial Statements as presented be approved:**
 - i. **That the Council considers each of the Annual Governance Questions numbered 1 to 9 on Section 1 page 4 of the Annual Return and responds in the affirmative, except for number 9 which is not applicable and that it is then signed by the Chairman presiding at this Council meeting and the Town Clerk.**
 - ii. **That the Accounting Statement as shown in Section 2 on page 3 of the Annual Governance & Accountability Return Annual Return Financial Statements be considered, approved and signed by the Chairman presiding at this Council meeting.**



**Bill Richards
Town Clerk**