

OPEN SESSION: There were no members of public present.

## **MINUTES OF THE MEETING OF RINGWOOD TOWN COUNCIL**

Held on Wednesday 27<sup>th</sup> June 2018 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Tony Ring, Town Mayor  
Cllr Philip Day, Deputy Mayor  
Cllr Andrew Briers  
Cllr Hilary Edge  
Cllr Jeremy Heron  
Cllr Darren Loose  
Cllr Anne Murphy  
Cllr Gloria O'Reilly  
Cllr Steve Rippon-Swaine  
Cllr Michael Thierry  
Cllr Christopher Treleaven  
Cllr Tim Ward

IN ATTENDANCE: Mr Chris Wilkins, Town Clerk  
Mrs Jo Hurd, Deputy Town Clerk

### **C/6162 APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllrs Ford and Wiseman.

### **C/6163 DECLARATIONS OF INTEREST**

There were none declared at this time.

### **C/6164 MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the minutes of the Meeting held on 30<sup>th</sup> May 2018, having been circulated, be approved and signed as a correct record.

### **C/6165 PRESENTATION OF STUDENT ADVISOR CERTIFICATES**

There were no Student Advisors in attendance; certificates would be forwarded to the School. The Town Mayor commented that he had been impressed by the maturity and social responsibility of the students. Cllr Thierry said that a former Student Advisor had expressed an interest in becoming a councillor, which showed the value of the scheme.

### **C/6166 RECREATION, LEISURE AND OPEN SPACES COMMITTEE**

Cllr Briers presented the minutes of the Recreation, Leisure and Open Spaces Committee meetings held on 30<sup>th</sup> May and 6<sup>th</sup> June 2018.

**OS/5787:** It was noted that work to refurbish the benches in Gateway Square was now complete, although the fence would not be removed until the oil was dry and the seats were safe to sit on.

There was some concern that vehicles were being allowed to enter the Square, when it had originally been designed for pedestrians only. However, it was acknowledged that there was an occasional need for vehicles to access the area, for example to erect the Christmas tree. The management agreement would give the Town Council the authority to control this better, and the Town Clerk was asked to consider how this could be formally regulated and to enquire of the District Council whether there should be a weight restriction imposed.

**RESOLVED:** That the minutes of the Recreation, Leisure and Open Spaces Committee meetings held on 30<sup>th</sup> May and 6<sup>th</sup> June 2018 be received, and that the recommendation therein be approved.

### **C/6167**

#### **PLANNING, TOWN & ENVIRONMENT COMMITTEE**

Cllr Treleaven presented the minutes of the Planning, Town & Environment Committee meetings held on 30<sup>th</sup> May and 1<sup>st</sup> June 2018.

**P/5508:** Cllr Treleaven outlined the reasons for the Committee's recommendation not to proceed with an independent transport assessment.

- i) The District Council's Transport Assessment, to support the allocation of new housing sites, had concluded that the impact of this development would not be so severe as to preclude the sites coming forward, subject to appropriate mitigation. Members now understood that the term severe represented complete gridlock, and it was agreed that it would not be possible to provide sufficient evidence to challenge the District Council on this point.
- ii) The number of new homes now proposed had decreased from 1150 to 750, and would therefore generate less traffic movement.
- iii) The road network proposed in the new site allocations would create a link from the A31 at Poulner to Christchurch Road, and this would assist in relieving congestion.

Cllr Day reported that he had experienced very little congestion on Crow Lane/Moortown Lane during the recent closure of Christchurch Road, and felt that the lanes had coped well with the increase in traffic. However, he acknowledged that there had been an issue in Eastfield Lane. Also, traffic using the High Street and West Street at rush hour was minimal during this time. He agreed that it would be extremely difficult to argue that additional development would have a 'severe' impact.

**RESOLVED:** That the minutes of the Planning, Town & Environment Committee meetings held on 30<sup>th</sup> May and 1<sup>st</sup> June 2018 be received, and that the recommendation therein be approved.

### **C/6168**

#### **POLICY & FINANCE COMMITTEE**

Cllr Heron presented the minutes of the Policy & Finance Committee meetings held on 30<sup>th</sup> May and 20<sup>th</sup> June 2018.

**RESOLVED:** That the minutes of the Policy & Finance Committee meetings held on 30<sup>th</sup> May and 20<sup>th</sup> June 2018 be received, with the exception of recommendations at F/5584 and F/5590, which were included elsewhere on the agenda.

**C/6169****ANNUAL RETURN** (*Annex A*)

Members considered the Annual Governance and Accountability Return for 2017/18.

In considering the Accounting Statements, the Town Mayor expressed surprise that the Council did not depreciate assets. Cllr Heron explained that this was common practice within the sector and was one of the reasons for holding provisions, in order to set aside funds to replace fixed assets. It was noted that the increase in value for assets that appreciate, such as land, was also not accounted for.

- RESOLVED:**
- 1) That the Internal Audit Report 2017/18 be received and noted;
  - 2) That the Annual Governance Statement 2017/18 be approved;
  - 3) That the Accounting Statements 2017/18 be approved.

<b>ACTION</b> R Fitzgerald / C Wilkins
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**C/6170****STANDING ORDERS**

Members considered a proposal from the Town Clerk to replace current Standing Orders with a new form, based on the latest NALC model (*see Annex D to Policy & Finance Minutes dated 20 June 2017*).

Cllr Day had reviewed the document in detail and highlighted the fact that some proposals were very different to the current Standing Orders, particularly in respect of the rules of debate, the term of office of Town Mayor and the role of the Staffing Committee. He therefore proposed that consideration of the proposed document be deferred to the next meeting and that a Working Party be appointed to consider the changes in detail.

Cllr Thierry said that the difference between a proposal and a motion should be made clear and suggested that there should be tighter rules for debate (to promote debate rather than conversation), perhaps with a restriction on the number of times a councillor could speak on a particular subject.

**RESOLVED:**

- 1) That the consideration of new Standing Orders be deferred to the next meeting of Full Council;
- 2) That a Working Party be established to consider the proposed changes and to make recommendations to Full Council;
- 3) That Cllrs Day, Heron and Thierry be appointed to the Standing Orders Working Party.

<b>ACTION</b> C Wilkins
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**C/6171****COMMUNICATIONS TO BE RECEIVED**

The Town Mayor reported the following:

- 1) He, together with Cllr Ward, had attended the Normandy Veterans Wreath Laying on 6 June. He encouraged a greater attendance of councillors in future years.
- 2) He had attended the Hampshire County Council service in Winchester Cathedral.
- 3) Noted that Hampshire Highways were being pursued by officers to carry out outstanding repairs, in particular to address issues raised by the organisers of the Pedal Car Grand Prix. Meeting House Lane would be closed on Sunday 1 July for repairs to the block paving and manhole covers.

- 4) Noted that a further meeting had been arranged with Wessex Water to discuss the handback of the Bickerley. The Carnival Fun Fair would take place on the site this year as planned.

#### **C/6172**

#### **REPORTS FROM TOWN COUNCILLORS AND STUDENT ADVISORS**

Cllr Day said that people had been making enquiries about when the shared equity/affordable homes would become available on the Linden Homes site, and asked the Deputy Town Clerk to follow this up. (Cllr Ward had been informed by Radian Homes that they would be released in November). He reported that the Events Team was minded to organise the Fireworks event on Sunday 4 November. Ringwood Rotary was bringing together voluntary organisations to discuss joint working and he, along with other councillors, would be attending a meeting next week. The Events Team had received a positive response from Ringwood School promising greater community involvement and support from pupils at future events. A planning application for the new sign at Friday's Cross was in progress and had received positive feedback from the Planning and Conservation officers. The refurbished Friday's Cross clock had been installed and an official launch was to be arranged.

Cllr Treleaven said that he intended to put forward an agenda item for discussion following feedback from a local refreshment business that, had they known about the recent market event, would have increased stock to take account of the greater footfall in the town. He proposed circulating a written invitation to town centre businesses (which he would deliver) to capture contact details so that information on forthcoming events could be disseminated in future. He also reported on issues of concern relating to drainage of the Linden Homes site, following the installation of a new drain connecting to the Crow Lane ditch. This appeared to be contrary to original planning conditions, which provided for all drainage to be by infiltration. The matter was being pursued with the District and County Councils, and Linden Homes.

Cllr O'Reilly asked for assistance in arranging for the grass verge along Bickerley Road to be cut back, as it was affecting visibility. The Deputy Town Clerk agreed to follow this up with the District Council, who cut the verge on behalf of the County Council.

Cllr Edge was pleased to see repairs had been carried out to the surface of Salisbury Road.

Cllr Loose had received feedback from the organisers of the Artisan Market that the first event had been a success.

Cllr Ward reported on progress with Go New Forest of a dedicated web page for Ringwood to promote the town as a destination. He had provided introductory text and photos courtesy of Pam Brown. The next stage was to encourage event organisers to upload event details.

#### **C/6173**

#### **REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

County Councillor Thierry reported that HCC had announced an additional £3 million spend on pothole repairs; local communities would be informed when the Pothole Busters would be in the area. He was working with the Leisure Centre to arrange a rehabilitation programme for sufferers of illnesses such as heart attacks and strokes. There was a concern about the speed of vehicles using Gravel Lane and Hampshire Highways was looking in to possible mitigation. During the recent road closure he had visited Christchurch Road every other day, and had received no complaints from residents about access or delay. He was however aware that there was an issue with congestion at the junction of Hightown Road and Eastfield Lane. He reported that the Town Council could apply to HCC for funds to carry out works, such as the cutting back of the verge in Bickerley Road, if resources allowed.

District Councillor Heron reported that the budget outturn would be on the agenda for Cabinet on 4 July. The Council was also considering adopting powers for litter enforcement in order to fine people who threw litter out of their vehicles.

District Councillor Rippon-Swaine reported that the Council was renewing its contaminated land strategy and this would be considered at Cabinet on 4 July, with a proposal to deal with this through the planning process in future. Also, a study of clean air had been carried out, in partnership with Southampton City Council, and a penalty system for commercial vehicles was being considered.

#### **C/6174**

#### **FORTHCOMING MEETINGS**

Recreation, Leisure & Open Spaces	7.00pm	Wednesday 4 <sup>th</sup> July 2018
Planning, Town & Environment	10.00am	Friday 6 <sup>th</sup> July 2018
Policy & Finance	7.00pm	Wednesday 18 <sup>th</sup> July 2018
Full Council	7.00pm	Wednesday 25 <sup>th</sup> July 2018

#### **C/6175**

#### **EXCLUSION OF PUBLIC AND PRESS**

Cllr Day proposed that there was no need to exclude the public and press as the recommendation and the Minute referring to it was in the public domain. This would only be necessary if Members wished to discuss the matter in detail.

**RESOLVED:** That the public and press be not excluded.

#### **C/6176**

#### **EVENTS MANAGEMENT AND ADMINISTRATION**

Members considered the recommendation from the Policy and Finance Committee (F/5590 refers) to create a new post of Events Co-Ordinator for a trial period.

**RESOLVED:** That the post of Events Co-Ordinator be created for a 6-month trial period, on the basis that it does not interfere with the progress made and ongoing work at Carvers and the Clubhouse, and that a budget be set for this purpose.

There being no further business, the Town Mayor closed the meeting at 8.34pm.

APPROVED  
25<sup>th</sup> July 2018

TOWN MAYOR

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England

## Annual Governance and Accountability Return 2017/18 Part 3

### To be completed by:

- all smaller authorities\* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
  - are unable to certify themselves as exempt; or
  - have requested a limited assurance review.

### Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **annual internal audit report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
  - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
  - a bank reconciliation as at 31 March 2018
  - an explanation of any significant year on year variances in the accounting statements
  - your notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

### Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.



# A

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested or instructed.	✓	

\*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

Annual Internal Audit Report 2017/18

RINGWOOD TOWN 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 2018.

The internal audit for 2017/18 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.	✓		
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.	✓		
<b>K. (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). N/A

Date(s) internal audit undertaken  
08/05 - 17/05/18

Name of person who carried out the internal audit  
NIGEL SPRINGS, SIAP

Signature of person who carried out the internal audit

Date 05-06-18

\*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).



# A

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Ringwood Town 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 2018, that:

	Agreed		
	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. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE

DD/MM/YY

dated

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

Authority web address

www.ringwood.gov.uk

AUTHORITY WEBSITE ADDRESS

**Section 2 – Accounting Statements 2017/18 for**

Ringwood Town Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	356,844	423,196	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	462,991	468,223	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	258,054	232,024	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	375,448	385,755	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	30,157	31,546	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	249,088	209,207	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	423,196	496,936	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	443,381	533,409	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	3,574,128	3,667,439	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	425,171	407,260	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 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[Redacted Signature]

Date 19th June 2018

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED



## Section 3 – External Auditor Report and Certificate 2017/18

In respect of

EN Ringwood Town Council

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2017/18

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2017/18

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))