

# WARE TOWN COUNCIL

## FINANCIAL PAPERS FOR YEAR 2019-20



**PAPERS APPROVED IN COUNCIL ON 15<sup>th</sup> June 2020**

# Financial Summary - Cashbook

Summary between 01/04/19 and 31/03/20 inclusive.

Balances at the start of the year

## Ordinary Accounts

Business Reserve Account	£55,038.43
Current Account	£34,155.92
Petty Cash	£150.00
Rent Deposit Account - Authentic Brands	£2,817.79
Rent Deposit Account - WILLS & WILKINS	£1,529.30
<b>Total</b>	<b>£93,691.44</b>

RECEIPTS	Net	Vat	Gross
Council	£728,915.64	£0.00	£728,915.64
Town Twinning	£251.20	£0.00	£251.20
Central Administration	£241,454.99	£225.78	£241,680.77
Allotments	£5,115.50	£0.00	£5,115.50
Cemetery	£62,952.31	£25.34	£62,977.65
Leisure and Amenities Advisory Committee	£5,870.96	£479.16	£6,350.12
Ware Festival	£15,264.72	£0.00	£15,264.72
Town Mayor's Events	£1,620.58	£275.42	£1,896.00
Total Receipts	£1,061,445.90	£1,005.70	£1,062,451.60

PAYMENTS	Net	Vat	Gross
Council	£464,924.64	£0.00	£464,924.64
Town Twinning	£1,597.33	£79.39	£1,676.72
Central Administration	£445,647.62	£15,847.61	£461,495.23
Allotments	£9,160.25	£287.77	£9,448.02
Cemetery	£81,747.27	£4,792.11	£86,539.38
Closed Churchyard	£5,503.35	£0.00	£5,503.35
Church Clock	£245.00	£49.00	£294.00
War Memorial	£850.34	£0.00	£850.34
Tourism	£5,000.00	£0.00	£5,000.00
Leisure and Amenities Advisory Committee	£37,907.45	£4,689.32	£42,596.77
Ware Festival	£22,483.15	£1,646.46	£24,129.61
Total Payments	£1,075,066.40	£27,391.66	£1,102,458.06

Closing Balances

Statement Closing Balances

## Ordinary Accounts

Business Reserve Account	£91.54
Current Account	£49,086.40

Petty Cash	£150.00
Rent Deposit Account - Authentic Brands	£2,823.92
Uncleared and Unpresented effects	£0.00
Rent Deposit Account - WILLS & WILKINS	£1,533.12
<b>Total</b>	<b>£53,684.98</b>

## Ware Town Council

Financial notes 2019-20

Additional entries to meet the requirements of the Local Government Transparency Code 2014 for Councils with income or expenditure exceeding £200K are noted\*. Any amendments to the details will be published in the council minutes as they occur with an annual summary to tie in with the Financial Papers.

### Debtors

#### Trade Debtors

Represented by:

Ware Priory Trading Ltd £98,498, The Priory Charity £313,702, Powell's £7,610, J Day £1,832.

#### VAT Debtors

VAT debtor of £5439.66 relating to 2019/20 Quarter 4, falls due from HMRC in May 2020.

#### Advanced Payments

Total £1425.00

### Creditors

WTC payment policy is to pay all creditors on 30-day net payment terms, following validation by the RFO, Clerk and approval by at least 2 members of the Finance and Policy committee.

### **Expenditure reports\***

All WTC expenditure is reported to the Full Council, with a report for expenditure over £500 published on the website.

Management reports related to expenditure and income are published monthly for review at Full Council and published on the website and appropriate notice boards. Additional reporting is available for areas of activity that have cost and income headings i.e. Events, Allotments, and the Cemetery.

### **Procurement\***

All WTC procurement is in line with the financial standing orders which can found on the WTC website.

Invitations to Tender are published on the website.

### **Corporate Debit cards\***

WTC do not use Corporate debit cards.

### **Petty Cash**

A float of £150 for petty cash is maintained, expenditure is recorded as part of the general accounts with cost allocated to the appropriate cost heading.

### **Salaries and Employees\***

WTC have Thirteen employees. A Town Clerk, Responsible Financial Officer, Receptionist, Events Officer, Three Administration Assistants (2 part time), Grounds Maintenance Manager, 2 x Grounds Staff, Marketing Manager, Marketing Assistant and Lido Manager on a part time basis.

The Clerk and RFO are paid on the National Association of Local Council's pay scales.

Town Clerk NACL pay scale 50, Responsible Financial Officer NALC pay scale 31.

**Pension Provision:**

During the year to 31 March 2020 the Council has continued a superannuation scheme for employees, contributions amounting to 22.15% of employees' superannuable pay. Ten employees participated in the scheme which is administered by Herts County Council.

**Trade Union Activity\***

No time is given to support this activity.

**Allotment Income\***

WTC provide two allotment sites in Ware

- Crosspath Field
- Warehouse Field

The average size of a plot is 25m<sup>2</sup> and the rent for 2019/20 is £5.00 per 5 metres (1 pole) income was £5115.50 in 2019/20.

**Cemetery Income**

WTC provides burial facilities at Ware Cemetery and in addition are responsible for maintaining the cemetery to a high standard.

Cemetery fees can be found on the website.

Cemetery Income in 2019/20 was £58,697.66.

**Fraud cases\***

There were no fraud investigations undertaken by WTC during 2019/20 WTC do not employ any fraud investigators.

**Section 137 (Grant) Payments\***

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to a designated sum of money per elector for the benefit of people in the area on activities or projects not specifically authorised by other powers. In May 2019 Ware Town Council resolved to operate under the General Power of Competence, Localism Act 2011 (STC 677) after meeting criteria related to the electoral mandate and a qualified clerk. Section 137 no longer applies.

General grants totalling £10000 were given in the 2019/20 including

Tourist Information Point - £2100

Dickensian Evening - £1600

Ware in Bloom - £1300

Ware Museum - £5000

Criteria related to WTC grant policy is available on the website.

### **Officer Decisions\***

Decisions made by Officers of the council will be reported to the first appropriate public Council meeting to be included in the minutes. These records will be retained for a minimum of four years.

### **Transparency of Information\***

WTC aim to be transparent in all of its activities and will publish information to the community in a timely manner. Requests for further information, or suggestions to improve transparency should be submitted via the Clerk's Office

[townclerk@waretowncouncil.gov.uk](mailto:townclerk@waretowncouncil.gov.uk)

Terry Philpott PSLCC, MILCM

Town Clerk

Ware Town Council

The Priory

High Street

Ware

Herts

SG12 9AL

## Ware Town Council: Summary of Assets at 31st March 2020

The details related to land held by the Council will be updated in line with the Local Government Transparency Code 2014\*, including details of size, usage and suitability for purpose, this information is available in the Asset report.

### Fixed assets list

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal
<b>Community Assets</b>							
11	War Memorial		01/04/1974	£0.00	£1.00	£1.00	£54,094.00
25	Crosspath Field Allotment, King George Road		01/04/1974	£0.00	£1.00	£1.00	£0.00
26	Warehouse Field Allotment Site, Widbury Hill		01/04/1974	£0.00	£1.00	£1.00	£0.00
27	Cemetery, Watton Road		01/04/1974	£0.00	£1.00	£1.00	£0.00
33	Maltmaker Sculpture		04/11/1999	£28,280.00	£1.00	£1.00	£36,214.00
35	Wrought Iron Gates & Overmantle		17/10/2000	£8,921.00	£1.00	£1.00	£10,242.00
47	Overmantel St Marys Churchyard South		13/03/2007	£0.00	£1.00	£1.00	£7,167.00
			<b>Total Values</b>	£37,201.00	£7.00	£7.00	£107,717.00
<b>Infrastructure Assets</b>							
			<b>Total Values</b>				
<b>Investments (loans to third parties)</b>							
50	Priory Charity Loan			£366,849.28	£150,587.98	£233,574.14	£0.00
			<b>Total Values</b>	£366,849.28	£150,587.98	£233,574.14	£0.00
<b>Land &amp; Buildings</b>							
41	Cemetery Mess Room		01/10/2003	£44,000.00	£44,000.00	£44,000.00	£66,444.00
42	Cemetery Store Room		01/10/2003	£14,000.00	£14,000.00	£14,000.00	£21,140.00
45	Priory Gates		24/01/2006	£3,750.00	£1.00	£1.00	£4,523.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal
			<b>Total Values</b>	£61,750.00	£58,001.00	£58,001.00	£92,107.00
<b>Vehicles, Plant, Furniture &amp; Equipment</b>							
21	Civic Regalia (Mayoral Chain)		01/04/1974	£0.00	£16,476.00	£16,476.00	£22,823.00
38	Computer Equipment Including Portable PC		11/02/2002	£18,036.00	£18,036.00	£18,036.00	£20,706.00
43	Lighting Columns On Bridgefoot		29/01/2003	£1,970.00	£1.00	£1.00	£3,263.00
48	4 x Town Centre Plaques		21/05/2002	£1,940.00	£1.00	£1.00	£2,509.00
49	Refectory Table		01/04/1974	£0.00	£8,393.00	£8,393.00	£9,635.00
55	Christmas Lights & Decorations		08/11/2007	£9,000.00	£9,000.00	£9,000.00	£10,751.00
56	Hand-held radios & ancillary equipment		22/05/2007	£2,535.00	£2,535.00	£2,535.00	£3,029.00
59	Toyota Truck Dyna Reg YB57 0GD		01/06/2013	£15,510.00	£15,510.00	£15,510.00	£0.00
63	Additional Christmas Lights		10/11/2015	£11,500.00	£11,500.00	£11,500.00	£11,500.00
64	Dell Server		01/12/2019	£3,951.17	£3,951.17	£0.00	£0.00
			<b>Total Values</b>	£64,442.17	£85,403.17	£81,452.00	£84,216.00
			<b>Grand Total</b>	£530,242.45	£293,999.15	£385,072.69	£284,040.00

### Borrowings:

The outstanding value of the Public Works Loan Board loan is £150,587.98 with a total of £93,282 for a loan from the Public Works Loan Board being repaid during 2019/20

**The above statement represents fairly the financial position of the authority as at 31 March 2020 and reflects the income and expenditure during the year.**

Chairman: .....

Alex Curtis

Dated 15<sup>th</sup> June 2020

Responsible Financial Officer: .....

Sean Higgins



Ware Town Council: Annual return 31st March 2020

EXPLANATION OF MAJOR DIFFERENCES IN BOXES:

		2018/19	2019/20	Variance	
1	Balances brought forward	£ 492,617.82	£ 428,701.99	-13%	
2	Precept or Rates and Levies	£ 604,140.00	£ 635,204.00	5%	
3	Total other Receipts	£ 584,283.63	£ 484,511.39	-17%	Cemetery Income lower than expected Intercompany debtors increased unable to make repayments.
4	Staff Costs	£ 176,724.91	£ 180,538.00	2%	
5	Loan Interest/Capital Repayments	£ 93,281.64	£ 93,281.64	0%	
6	All other payments	£ 982,332.91	£ 804,092.62	-18%	Budget Expenditure reduced in line with four year business plan.
7	Balances Carried Forward	£ 428,701.99	£ 470,505.12	10%	
8	Total value of cash and short term investments	£ 93,691.44	£ 53,684.98	-43%	Bank Accounts at low levels need to replenish reserves in line with four Year business plan.
9	Total fixed assets plus long term investments & assets	£ 385,072.69	£ 293,999.15	-24%	Reduced by PWLB repayment of £82,986 plus disposal of assets.
10	Total Borrowings	£ 233,574.00	£ 150,588.00	-36%	Reduced by PWLB repayment of £82,986.

## **STATEMENT OF INTERNAL CONTROL FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2020**

### **1. Scope of Responsibility**

Ware Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

### **2. The Purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

### **3. The Internal Control Environment**

#### **The Council**

The Council has appointed a Chairman who is responsible for the smooth running of its meetings and for ensuring that all Council decisions are lawful. The Council reviews its obligations and objectives and budgets at the level of precept required for the following year at its January Meeting. The Council monitors progress against its aims and objectives at its meetings by receiving relevant reports from the Town Clerk. The Council regularly reviews its internal controls, systems and procedures.

#### **The Clerk/Responsible Financial Officer**

The Council has appointed a Clerk of the Council who acts as the Council's advisor and administrator and a Responsible Financial Officer is responsible for administering the Council's finances. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

#### **Payments**

All online payments and cheques are authorised by any two members, the Town Clerk or the RFO.

#### **Risk Assessments/Risk Management**

The Council carries out regular risk assessments in respect of its activities and regularly reviews its system and controls.

## **Internal Audit**

The Council has appointed an independent Internal Auditor who reports to the Council on the adequacy of its systems and procedures, internal controls and risk management and its reviews of these matters. The effectiveness of internal audit is reviewed annually. **External Audit**  
The Council's External Auditors submits an annual Certificate of Audit which is presented to the Council.

## **4. Review of Effectiveness**

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of

- The Council
- The Clerk and RFO who has responsibility for the design and maintenance of the internal control environment and managing risk
- The independent Internal Auditor who reviews the Council's systems of internal control
- The Council's External Auditors who make the final check using the Annual Return, a form completed and signed by the RFO, the Chairman and Internal Auditor

## **5. Significant Internal Control Issues**

No significant internal control issues were identified during the 2019/20 financial year. The Council strives for the continuous improvement of the system it had designed for internal control and has addressed all of the minor issues and weaknesses raised and reported during the review.

**Approved: 15<sup>th</sup> June 2020**

**Review Date: June 2021**