



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

Yeovil Town Council

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## Yeovil Town Council

Tuesday 1<sup>st</sup> November 2022

7:30pm

Town House, 19 Union Street, Yeovil BA20 1PQ

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For further information on the items to be discussed, please contact  
[town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk).

Amanda Card, Town Clerk

26<sup>th</sup> October 2022

This information is also available on our website: [www.yeovil.gov.uk](http://www.yeovil.gov.uk)

## **Members of Yeovil Town Council are summoned to attend:**

Evie Potts-Jones – Mayor of Yeovil Town

Andy Kendall – Deputy Mayor of Yeovil Town

Barry Boyton

Jane Lowery

Jade Cabell

Graham Oakes

Tareth Casey

Wes Read

Nigel Gage

Ashley Richards

Karl Gill

Jeny Snell

Emma-Jayne Hopkins

Andy Soughton

Kaysar Hussain

Roy Spinner

Tony Lock

Rob Stickland

Pauline Lock

Helen Stonier

Jamie Lock

Liam Watts

Sarah Lowery

Dave Woan

## **Public Comments at meetings**

Members of the public may attend the meeting either physically or via zoom.

If you would like to join the meeting via zoom, please e-mail [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 26<sup>th</sup> October 2022. Instructions will be sent to you to view the meeting.

## **Equality Act 2010**

The general public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

## **Recording of Council Meetings**

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at [www.yeovil.gov.uk](http://www.yeovil.gov.uk). This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

**Prior to the start of the meeting, Members are invited to join the Mayor's Chaplain in the Council Chamber for prayers.**

**Public Comment (15 Minutes)**

**Peter Lewis (CEO of Somerset NHS Foundation Trust and Yeovil District Council will give an update on the progress of the merger of the two Trust and current NHS challenges. Questions are welcome from both Councillors and members of the public.**

**A G E N D A**

**11/036 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Council to receive apologies for absence and consider the reasons given. *LGA 1972 s85(1)*

**11/037 DECLARATIONS OF INTEREST**

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

**11/038 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING**

To confirm as a correct record the Minutes of the previous Town Council Meeting held on 6<sup>th</sup> September 2022.

**11/039 MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS**

To note the Mayor and Deputy Mayor's recent and forthcoming engagements as attached at pages 3 to 5.

**11/040 REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS**

To note the meetings of each Committee, any resolutions and recommendations contained therein to be ratified at a future meeting of Town Council.

**Planning Committee** – 26<sup>th</sup> September 2022 and 17<sup>th</sup> October 2022  
Presented by Cllr Jeny Snell

**Promotions and Activities Committee** – 27<sup>th</sup> September 2022.  
Presented by Cllr Sarah Lowery

**Grounds and General Maintenance Committee – 3<sup>rd</sup> October 2022.**

Presented by Cllr Royston Spinner

**Buildings and Civic Matters Committee – 4<sup>th</sup> October 2022.**

Presented by Cllr Rob Stickland

**Policy, Resources and Finance Committee – 11<sup>th</sup> October 2022.**

Presented by Cllr Graham Oakes

#### **11/041 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Members who represent the Town Council on outside bodies should take this opportunity to report on any matters of interest.

- Yeovil Crematorium & Cemetery Committee – 12<sup>th</sup> October 2022 (previously circulated).

#### **11/042 CONCLUSION OF AUDIT 2021/22**

To note the conclusion of the audit carried out by the external auditor of the Annual Governance and Accountability Return 2021/22 (as attached at pages 8 to 15)

#### **11/043 CIVILITY AND RESPECT PLEDGE**

To adopt the Civility and Respect Pledge as recommended by the Policy, Resources and Finance Committee at its meeting held on 11<sup>th</sup> October 2022 (as attached at pages 16 to 17) and to agree that the Town Clerk sign up for the pledge alongside the many Towns and Parishes that have already done so (as can be seen on <https://www.slcc.co.uk/news-publications/civility-respect-pledge/>).

#### **11/044 FORWARD PLAN**

The Forward Plan (attached at page 18) lists the items due to be discussed and the decisions due to be made by Yeovil Town Council.

The timings given are indicative and occasionally may be rescheduled and new items added as required.

It is **RECOMMENDED** that Yeovil Town Council approve the Forward Plan.

#### **Public Comment (15 Minutes)**

**List of Engagements attended/to be attended by the Mayor of Yeovil, Councillor Evie Potts-Jones and the Deputy Mayor of Yeovil, Councillor Andy Kendall from 4 October to 6 December 2022.**

<b><u>October Engagements</u></b>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the City, Town and Parish Conference with Amanda Card, Town Clerk</li> </ul>
<ul style="list-style-type: none"> <li>- The Deputy Mayor of Yeovil, Councillor Andy Kendall attended Chard Carnival</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones attended The Shire @ Crockermoor</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Man vs Fat Awards evening</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones supported the relaunch of Poundland</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Choral Evensong – a County Service of Thanksgiving to mark the contribution of Mrs Annie Maw as Lord-Lieutenant of Somerset</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Twinning Annual General Meeting</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones and The Deputy Mayor of Yeovil, Councillor Andy Kendall hosted the Twinning Open Afternoon at Yeovil Town Council</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Civic Pre-dinner Reception for Crewkerne in Bloom</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Southwest in Bloom Presentations at Haselbury Mill</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Yeovil Operatic Society's production of Legally Blonde at the Octagon Theatre with Amanda Card, Town Clerk</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones visited Yeovil Rugby Club to support their Women's Teams in their Double Header Match Day</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Yeovil Summer Netball Annual General Meeting</li> </ul>

<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Yeovil Moose International Monthly Supper Meeting</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Blackmore Vale Line Community Rail Partnership, Awards Ceremony</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Westland Sports Bowls Club, Basil Mead Bowls Charity Fundraising Presentation</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones officially Opened the new premises for DP Solutions</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the 'Trafalgar Night' hosted by T S Mantle VC</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Diwali Celebrations 2022</li> </ul>
<ul style="list-style-type: none"> <li>- The Deputy Mayor of Yeovil, Councillor Andy Kendall attended the Phoenix Voices Movie Night Concert</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor, Councillor Evie Potts-Jones presented the Best Kept Allotment and Yeovil Gardening Awards at Milford Hall</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor, Councillor Evie Potts-Jones has sponsored the ongoing award 'Mayor's Trophy/Best NCO' with 1032 (Yeovil) Squadron RAF Air Cadets</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend the Investiture of Street Parish Council's Chair of Council Event &amp; Freedom of Street Award Presentation to Councillor Liz Leyshon</li> </ul>
<ul style="list-style-type: none"> <li>- The Deputy Mayor of Yeovil, Councillor Andy Kendall will attend Yeovil Sea Cadets Annual General Meeting</li> </ul>
<p style="text-align: center;"><b><u>November Engagements</u></b></p>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend Compton View Residential Home to Judge the Guy Fawkes Competition</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones will welcome pupils from St Gildas to the Mayor's parlour for an insight into the role and history of the Mayor</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend the Interfaith and Belief Art Exhibition at Yeovil Art Space</li> </ul>

<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend Yeovil Town Football Club and join HMS Heron to acknowledge Remembrance weekend</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones will do a talk to the 1<sup>st</sup> Preston Guides on the topic: Parliament Week</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend Place Leadership Group's Curry Night</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil. Councillor Evie Potts-Jones will attend the Yeovil Chamber Business Awards</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend the Yeovil Chrysanthemum and Dahlia Society Show</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones and The Deputy Mayor, Councillor Andy Kendall will attend The Good Fellowship Club Christmas Lunch</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Evie Potts-Jones will attend a Yeovil Twinning Association hosted dinner with guests from Herblay Twinning Association</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Evie Potts-Jones will attend the Christmas Lights switch on</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Evie Potts-Jones will welcome guests from Herblay Twinning Association to the Mayor's Parlour</li> </ul>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Evie Potts-Jones will host her Charity Ball Evening in aid of SSAFA and MIND in Somerset</li> </ul>
<p style="text-align: center;"><b><u>December Engagements</u></b></p>
<ul style="list-style-type: none"> <li>- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend the Yeovil College University Centre Graduation Ceremony 2022</li> </ul>





Ms Amanda Card  
Yeovil Town Council  
Yeovil Town Council  
Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

**DDI:**  
+44 (0)20 7516 2200

**Email:**  
sba@pkf-l.com

**Date:**  
26 September 2022

**Our Ref:**  
SO0316

**SAAA Ref:**  
SB09813

**Yeovil Town Council**  
**Completion of the limited assurance review for the year ended 31 March 2022**

Dear Ms Card

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Yeovil Town Council for the year ended 31 March 2022. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

**Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

## Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory which must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

***Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.***

Please include the reference SO0316 or Yeovil Town Council as a reference when paying by BACS.

## Timetable for 2022/23

The 2021/22 reporting year is the last year of our current five-year contract with SAAA. If we are appointed as your external auditor for the subsequent five-year contract for years 2022/23 to 2026/27, the timetable will be broadly similar to that for 2021/22. If we are not appointed as your external auditor, the successor auditor will contact you directly to notify you of their timetable.

## Feedback on 2021/22

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

# Yeovil Town Council



## NOTICE OF CONCLUSION OF AUDIT

### ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2022

**Sections 20(2) and 25 of the Local Audit and Accountability Act 2014**

**Accounts and Audit (England) Regulations 2015 (SI 2015 No.234)**

1. The audit of accounts for Yeovil Town Council for the year ended 31 March 2022 has been completed and the accounts have been published.
2. The Annual Governance and Accountability Return is available for inspection by any local government elector of Yeovil Town Council on application to:

**Name:** Amanda Card

**Position:** Town Clerk and Responsible Financial Officer

**Address:** Yeovil Town Council, Town House, 19 Union Street,  
Yeovil, Somerset. BA20 1PQ

**Tel No:** 01935 382424

**E-mail:** [amanda.card@yeovil.gov.uk](mailto:amanda.card@yeovil.gov.uk)

Days and time of availability: Monday – Friday 9:00 am to 3:00pm by appointment.

3. Copies will be provided to any person on payment for **£1.00** for each copy of the Annual Governance & Accountability Return.

**Amanda Card**  
**Town Clerk/Responsible Financial Officer**

**29<sup>th</sup> September 2022**



# Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** 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 and published on the authority website/webpage **before 1 July 2022**.
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 is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2022
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2021/22

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

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

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 the Local Audit and Accountability Act 2014.



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR 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 before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR 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 full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage 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 **before 1 July 2022**.

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 <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
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 been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2022</b> been reconciled 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 as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2021/22

## Yeovil Town Council

www.yeovil.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 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	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 bank account reconciliations were properly carried out during the year.	✓		
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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements <i>PLS SEE APPENDICES</i>			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

17/03/2022 24/03/2022 31/03/2022 13/06/2022 Mrs R Darkin-Miller LLB (Hons) BFP FCA

Signature of person who carried out the internal audit

Date

23/06/2022

\*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).

**Internal Auditor note on test L:**

As the Council has an annual turnover in excess of £200,000, it should as best practice comply with the Local Government Transparency Code 2015. The Council has just tendered for a new website and the requirements of the Transparency Code have been included in the specification. Consequently, I have assessed the test as 'not covered', and will test compliance with the Code in the 2022/23 audit.



R Darkin-Miller LLB (Hons) BFP FCA 23/06/22



## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Yeovil 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 2022, 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 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:

27/06/2022

and recorded as minute reference:

11/017(2)

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

Chairman

Clerk

www.yeovil.gov.uk



## Section 2 – Accounting Statements 2021/22 for

### Yeovil Town Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	1,063,903	1,232,411	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	1,152,589	1,177,276	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	84,803	121,795	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	323,103	310,763	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	745,781	798,291	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	1,232,411	1,422,428	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	1,199,616	1,545,830	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	1,587,638	1,587,638	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		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	N/A
		✓	
			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 2022 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



Date

27/06/2022

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

27/06/2022

as recorded in minute reference:

11/017(3)

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





## Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Yeovil Town Council – SO0316

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

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

None

### 3 External auditor certificate 2021/22

We 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 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

*PKF Littlejohn LLP*

Date

24/09/2022

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



# YEOVIL TOWN COUNCIL

## CIVILITY AND RESPECT PLEDGE



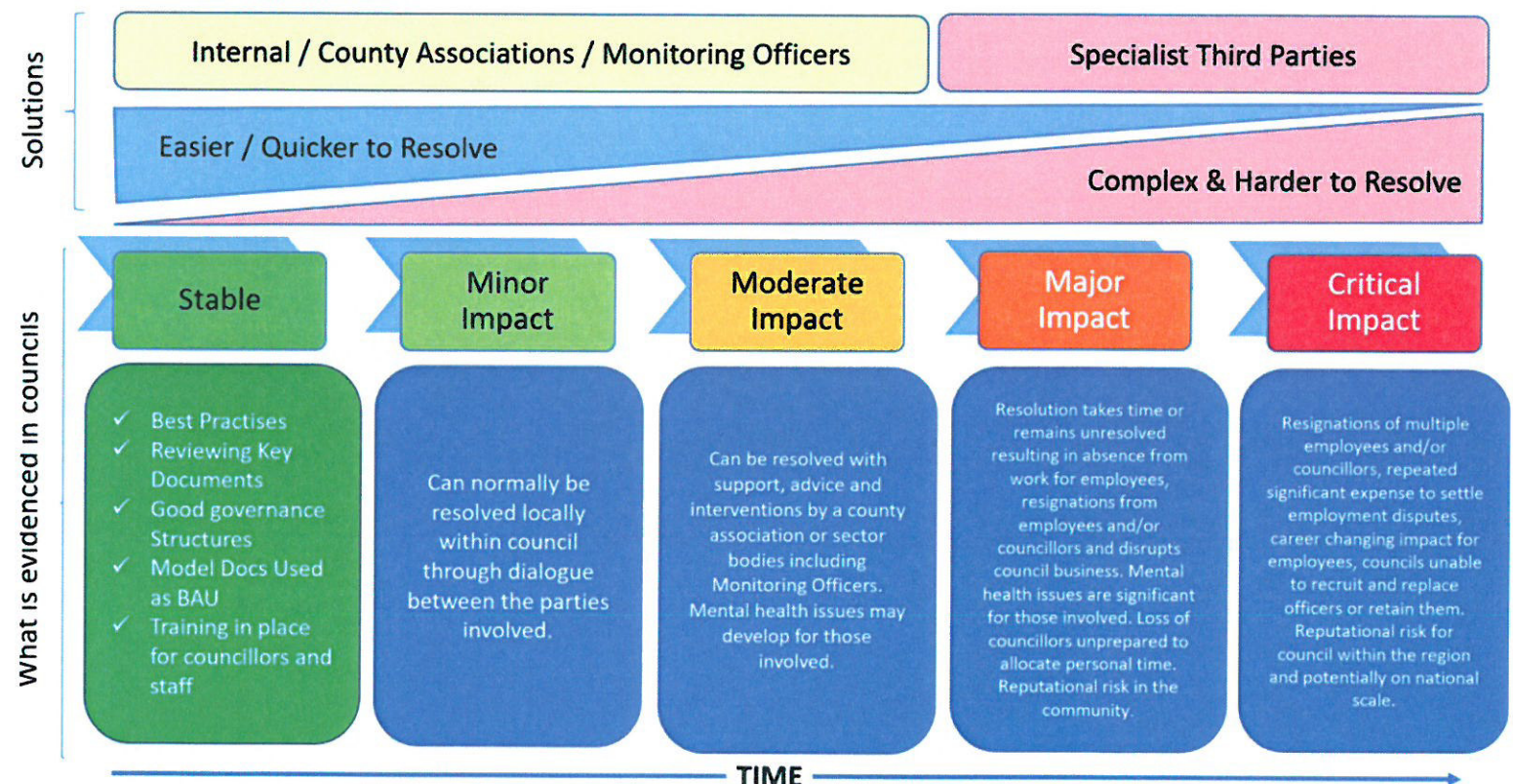
### 1. Purpose and Scope

- 1.1 The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.
- 1.2 By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

### 2. Definitions

- 2.1 Civility means politeness and courtesy in behaviour, speech, and in the written word.
- 2.2 Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

### 3. The Civility and Respect Continuum



- 3.1 The Civility and Respect Continuum illustrates how issues escalate over time.
- 3.2 Research has indicated that councils experiencing poor conduct or vexatious demands/complaints often experience problems repeatedly over a significant period of time. The longer an issue is permitted to continue, unaddressed, the more complex, time consuming, and expensive the resolution becomes. This can eventually result in damage to the reputation of the council and health issues for those involved, eventually ending with multiple resignations of staff and councillors.
- 3.3 Councils that have up to date policies and procedures and well-trained councillors and employees, can often manage and mediate issues with or without advice and support from county associations and/or monitoring officers. Where councils become overwhelmed, or fail to draw upon the resources available, matters can escalate and come under significant strain and pressure, making the Council ineffective and inefficient.

#### 4. The Pledge

Statement	Tick to agree
Our council has agreed that it will treat all Councillors, Town Clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to putting in place an on-going training program for Councillors and staff	
Our council has signed up to Code of Conduct for Councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

<b>Date</b>	<b>Item</b>
6 <sup>th</sup> December 2022	Leonardo – Presentation on home of British Helicopters Draft Budget 2023/24 Reports and Recommendations from Council's Committees: Planning – 14 <sup>th</sup> November 2022 Grounds and General Maintenance – 7 <sup>th</sup> November 2022 Promotions and Activities – 13 <sup>th</sup> November 2022 Buildings and Civic Matters – 15 <sup>th</sup> November 2022 Policy, Resources and Finance – 22 <sup>nd</sup> November 2022
7 <sup>th</sup> February 2022	Budget 2023/24 Risk Strategy Review of Financial Regulations Programme of Meeting 2023/24 Mayor Elect/Deputy Mayor Elect Reports and Recommendations from Council's Committees: Planning – 12 <sup>th</sup> December 2022 / 16 <sup>th</sup> January 2023 Grounds and General Maintenance – 9 <sup>th</sup> January 2023 Promotions and Activities – 10 <sup>th</sup> January 2023 Buildings and Civic Matters – 17 <sup>th</sup> January 2023 Policy, Resources and Finance – 24 <sup>th</sup> January 2023
4 <sup>th</sup> April 2022	Reports and Recommendations from Council's Committees: Planning – 13 <sup>th</sup> February 2023 / 20 <sup>th</sup> March 2023 Grounds and General Maintenance – 13 <sup>th</sup> February 2023 Promotions and Activities – 14 <sup>th</sup> February 2023 Buildings and Civic Matters – 21 <sup>st</sup> February 2023 Policy, Resources and Finance – 28 <sup>th</sup> February 2023

Members have requested presentations from:

- Ambulance Service
- Fire Brigade
- Buses of Somerset

We are awaiting responses from these organisations.