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**Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR,**

**Tel: 07887491569 E-mail: [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk)**

**To all Councillors:** You are hereby summoned to attend a meeting of Full Council at the Town Hall on Tuesday 27 July 2021 at 7.15pm to transact the business shown on the agenda below.

**To the press and public:** There is limited public seating for this meeting. To reserve one of the seats please email [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk) or call 07887491569 by 10.00am on Monday 26 July.

Any member of the public may submit a written statement of no more than 500 words relating to any item on this agenda. These must be received by 10am on Monday 26 July please email [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk) or post to the above address.

*Lorna Crow*  
**Lorna Crow - Town Clerk**

**Date:** 21/7/2021

### AGENDA

1	<b>Chairman's opening remarks:</b>	Chairman
2	<b>Apologies for absence received:</b>	Town Clerk
3	<b>Declarations of interest:</b> To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
4	<b>The minutes of the Full Council meeting held on 29 June for approval:</b> Decision required	Attach. 2
5	<b>Statements received from members of the public on items relating to the agenda to be read out by the Town Clerk (maximum 15 minutes):</b> For councillor information	Town Clerk
6	<b>Update on the Welcome Back Fund bid:</b> Decision required	Attach. 3
7	<b>Saturday Market Report:</b> For information	Attach. 4
8	<b>Annual Governance &amp; Accountability Return 2020/21:</b> Decisions required (a) Annual Return – Section 1: Recommendation from the Finance & General Purposes committee (b) Annual Return – Section 2: Recommendation from the Finance & General Purposes committee	Attach. 5 (a&b)
9	<b>Finance:</b> List of payments made between 1 April to 30 April 2021 including list of individual payments exceeding £500.00 for approval and signing: Decision required	Attach. 6
10	<b>Social Media Update:</b> Information to note	Attach. 7
11	<b>Heritage weekend:</b> Decisions required	Attach. 8
12	<b>Report from the Mayor's Secretary:</b> Decisions required	Attach. 9
13	<b>Committee Reports:</b> Information to note (a) The minutes of the Planning Committee meetings held on 6 April 2021 and 4 May 2021. (b) The minutes of the Environment Committee meeting held on 21 April 2021. (c) The minutes of the Transport & Infrastructure Committee meeting held 14 April 2021. (d) The minutes of the Finance & General Purposes Committee meeting held on 23 March 2021.	Attach.10 Attach.11 Attach.12 Attach.13
	<b>Resolution to exclude the public:</b> Resolution to exclude the public: Public Bodies (Admission to Meetings) Act 1960 s1 (2) – on the grounds that the information to be discussed is of a confidential nature	

14	<b>Dover District Council Proposed Partnership: Decision required</b>	Attach.14 PINK
	<b>Date of next Full Council meeting: 28 September 2021</b>	
	Filming and audio recording of Town Council meetings, by representatives of the media and also by members of the public using small media tools, is permitted. Please refer to the council's Protocol for recording on meetings for guidance available to download on <a href="http://www.deal.gov.uk">www.deal.gov.uk</a> or on request	

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

**Note to the Code:**

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.



Deal Town Council  
 Town Hall, High Street,  
 Deal, Kent. CT14 6TR.  
 Tel: 01304 361999  
 E-mail: [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk)

**The minutes of the Full Council meeting  
 held on Tuesday 29<sup>th</sup> June 2021 in Deal Town Hall chamber starting at 7.15pm**

**Present:**

Cllr C Turner – Chairman  
 Cllr M Eddy  
 Cllr B Bano  
 Cllr T Grist  
 Cllr A Friend  
 Cllr S Carlyle  
 Cllr A Stroud

Cllr S Beer Vice-Chairman  
 Cllr T Bond  
 Cllr E Rowbotham  
 Cllr D Cronk  
 Cllr O Richardson  
 Cllr C Oliver

**Officers:**

Town Clerk: Lorna Crow  
 Deputy Town Clerk: Paul Bone  
 Communications Officer: Joanne Harper

**Others:** None

1.	<b>Chairman's opening remarks:</b> The Chairman advised of the fire evacuation instructions.  The Chairman welcomed everyone back to the Town Hall and thanked the staff for making the meeting possible. He welcomed Cllr T Grist to his first council meeting	<b>Actions</b>
2.	<b>Apologies for absence:</b> Cllr T Thompson <b>Absent:</b> Cllr A Farrington	
3.	<b>Declarations of interest:</b> None Received	
4.	<b>Minutes of the Annual Meeting of the Council held on 5<sup>th</sup> May 2021 for approval and signing:</b> Cllr Oliver advised that item 14, the Outside Bodies and Liaison Membership representatives for the East Kent Network of Sanctuary should be Cllr B Bano and Cllr C Oliver.  Members RESOLVED: To accept the amendment to the minutes of the Annual Meeting of the Council held on 5th May 2021 as a true and accurate record. (P) DC (S) OR. 12 for, 1 Abstention.  The Chairman then duly signed the minutes.	Chairman
5.	<b>Statements Received from members of the public on items relating to the agenda to be read out by the Town Clerk (maximum 15 minutes)</b> None received.	

6.	<p><b>Saturday Market Report:</b> Following lengthy discussion Members RESOLVED:</p> <p>(1) To let one pitch a week at a cost of £10 per for live entertainment, subject to a Health &amp; Safety Risk Assessment (P) OR (S) TB Agreed</p> <p>(2) To suspend the decision to create a separate Facebook and Instagram account for the Saturday Market until a DTC account has gone live. The Town Clerk to provide an update to the next full council meeting.</p> <p>(P) DC (S) 11 For, 2 Abstentions. Agreed</p>	<p>Sat Market Officer</p> <p>Town Clerk</p>
7.	<p><b>Deal Town Council Officer Reports:</b></p> <p>(a) Covid Officer Report including High Street fund Update: The Town Clerk advised that the funding request would also include a water fountain/drinks refill station.</p> <p>Members RESOLVED: To note the report and to add to the funding request to explore the option of a water fountain/drinks refill station:</p> <p>(P) DC (S) ME All agreed.</p> <p>(b) Project Officer Report: Following discussion the Chairman received two proposals;</p> <p>To accept the recommendations on the report and to fund up to £20,000 for bikes if absolutely necessary.</p> <p>(P) CO (S) OR – 4 for 7 against 1 abstention, motion falls</p> <p>Members RESOLVED: That the recommendations on the report would not be included in the Welcome Back Fund bid from the council, but, to be referred to the Transport &amp; Infrastructure committee to be investigated as a possible project for the council to undertake.</p> <p>(P) BB (S) SB – 9 for 0 against 1 abstention.</p>	<p>Covid Info Officer</p> <p>Deputy Town Clerk</p>
8.	<p><b>Town Hall Event Capacity:</b> Following discussion Members RESOLVED: That until a suitable ventilation system is in place the number of people permitted into the Chamber for Town Council events and Town Hall Hire will be 40, plus any ancillary staff required. (P) ME (S) TB All Agreed.</p> <p>Members further RESOLVED: That any changes to the numbers will be at the discretion of the Town Clerk. (P) SB (S) DC All Agreed</p>	<p>R.F.O</p> <p>Communication officer</p> <p>Town Clerk</p>
9.	<p><b>Cycle Friendly Deal Final Report and Recommendations:</b> Following discussion members RESOLVED:</p> <p>(1) That the current CFD steering group continues with its existing members and reports to the Transport and Infrastructure committee. The steering group to submit a report to the committee with recommendations for a Cycle Friendly Deal Part 2 Project. Funding for Phase 2 to come from the Transport &amp; Infrastructure committee budget.</p> <p>(P) DC (S) BB All Agreed</p>	<p>CFD Steering Group</p>

10.	<b>Committee Membership:</b> RESOLVED: Cllr T Grist to be added as a member of the Environment Committee and Planning Committee. (P)AF (S)ME All Agreed	Communication Officer
11.	<b>Kent County Councillor Report:</b> Members RESOLVED: To the note the report from Cllr D Murphy. (P)DC (S)SB 12 For, 1 Abstention. Agreed	
12.	<b>Committee Reports:</b> (a)The minutes of the Planning Committee meetings held on 1 March 2021 and 6 April 2021. (b)The minutes of the Environment Committee meeting held on 15 March 2021 for information purposes only. (c)The minutes of the Transport & Infrastructure meeting held on 10 February 2021 for information purposes only.  Members RESOLVED: to note the minutes of the Planning Committee held on 1 March 2021 and 6 April 2021, the Environment Committee 15 March 2021 and the Transport and Infrastructure Committee 10 February. (P)DC (S)OR All Agreed.	
	The Chairman closed the meeting at 9.09pm.	
	<b>Date of next meeting – Tuesday 27<sup>th</sup> July 2021</b>	



**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Chairman of Deal Town Council, all Council members  
**From:** Paul Bone – Responsible Finance Officer  
**Date:** 20<sup>th</sup> July 2021  
**Subject:** Welcome Back Fund – Update

Deal Town Council's final bid for the Welcome Back Fund was submitted to DDC on 5<sup>th</sup> July as per the table below.

This bid is being included with other bids from within the district and will be submitted as one district wide bid by DDC.

Until DDC has confirmation that the elements within Deal Town Council's bid has been approved by the fund, no expenditure can be made.

<u>Item:</u>	<u>Quantity:</u>	<u>Estimated cost per item:</u>	<u>Total:</u>
Bench	1	£700	£ 700.00
Picnic Bench	2	£700	£ 1,400.00
Smart Bin	4	£4,600	£ 18,400.00
Planter	8	£300 (including plants)	£ 2,400.00
Railing Planter	16	£114.84	£ 1,837.44
Market Gazebo	39	£821	£ 31,984.18
Shipping container	1	£2350	£ 2,350.00
Market assistant	1	£10 p/h 9hrs per week	£ 4,680.00
Directional Signs	12	£150	£ 1,800.00
Public art	8	£500	£ 4,000.00
Find and seek event	1	£500	£ 500.00
Maps and geocaching	1	£1500	£ 1,500.00
Vinyls for phone boxes	2 boxes	£500	£ 1,000.00
Parklet	1	£10,000	£ 10,000.00
Love local banners	30	£100	£ 3,000.00
Water fountain/station at the Town Hall	1	£1000	£ 1,000.00
		Total	<b>£86,551.62</b>

**Recommendation**

To note the report, and to delegate authority to the R.F.O. in liaison with the Town Clerk and Chairs of appropriate committees to progress the project should DDC confirm the bid has been accepted before the next meeting of the Council.

**Decisions required:**

Members to consider the above recommendation



# DEAL TOWN COUNCIL - MEMORANDUM

**To:** Councillor Chris Turner - Chairman of Deal Town Council,  
all Council members  
**From:** Christopher Hobbs-East – Saturday Market Officer  
**Date:** 19 July 2021  
**Subject:** Deal Saturday Market Officers Report for Full Council July 2021.

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Since my last report I am glad to say with the easing of restrictions on outdoor markets on the 21<sup>st</sup> June we have gone from strength to strength.

I opened another entrance and exit at the Duke Street side of the site and the one-way system has been stopped. This now means that there are 2 entrances and exits which we trialed on Saturday 26<sup>th</sup> July with great success. This allows more freedom of movement for the public, and we are seeing the public still social distancing whilst on site. I also changed, in line with guidance from NABMA, the mandatory face coverings to advisory which we have seen a large majority still choosing to wear them whilst on site.

The 2 marshals remain to help me keep an eye on not only numbers but also how people are behaving with this new found freedom.

The barriers have stayed in place mainly along the side of the car park so that it stops vehicles coming onto site causing a health and safety problem for people shopping.

The VIC has gone down very well with the public with weekly comments on how nice it is to see information readily available for the visitors. Its has also allowed Sue to connect with many B&B and hotel owners and pass leaflets to them to put into the rooms for visitors. Sue also promotes the electric bike scheme and takes a bike down every Saturday which has proven to be of great interest.

The Charity/ local organisations pitch is very popular as not only does it help diversify the shopping experience, but it also allows those groups to interact with the public by either selling items or by publicizing what they are doing around Deal.

We are averaging 32 -35 stalls a week with a wide range of products available for locals and visitors. On our Google business page, we continue to stay at a rating of 4.3 out of 5. In the last month 9,851 people searched for Deal Saturday Market within the search engine and 15,000 searched on Google maps. 23,000 people looked at our pictures of the market compared to other markets in the area only managing 11,000 views.

On TripAdvisor we are holding at 4 out of 5 rating being branded as number 16 of things to do in Deal.



**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Chairman of Deal Town Council, all Council members  
**From:** Paul Bone – Responsible Finance Officer  
**Date:** 20<sup>th</sup> July 2021  
**Subject:** Annual return for the year ending 31<sup>st</sup> March 2021

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Please find attached a copy of the Annual return for the year ending 31<sup>st</sup> March 2021 that has been approved by the Council's appointed Internal Auditors.

The Finance & General Purposes Committee have reviewed the Annual return and the reports from both the Council's appointed Auditors and the Cllr internal auditors and have made the following recommendations to Full Council, In order to comply with the appropriate legislation a decision on section 1 **must** be made and recorded before a separately recorded decision is made on section 2

**a) Recommendation from F&GP for Section 1 – Annual Governance Statement**

To recommend that:

Assertations 2, 3, 5, 6, 7 & 8 are answered 'YES'  
Assertations 1 & 4 are answered 'NO'  
Assertations 9 is answered 'N/A'

**Decisions required:**

Members to consider and agree with the recommendations from the Finance & General Purposes Committee regarding assertations 1 to 9 and to authorise the Chairman of the Council and the Town Clerk to sign Section 1 of the annual return 2020/21

**b) Recommendation from F&GP for Section 2 – Accounting Statements**

To recommend that the figures as show in section 2 of the annual return are agreed,

**Decisions required:**

Members to consider and agree with the recommendations from the Finance & General Purposes Committee and to authorise the Chairman of the Council to sign Section 2 of the annual return 2020/21



# Annual Governance and Accountability Return 2020/21 Part 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 Part 3 of the Annual Governance and Accountability Return 2020/21

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** 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 2021**.
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 2021**. 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 2021
  - 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 2020/21

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 2021 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 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 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 Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- 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 2021.
- 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 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- 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 2021**.

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 <b>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 from last year to this year been published?	✓	
	Has the bank reconciliation as at <b>31 March 2021</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 2020/21

DealTown Council

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During the financial year ended 31 March 2021, 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 2020/21 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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) 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 2019/20 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

22/06/2021

Name of person who carried out the internal audit

John Donald Sheather FCA

Signature of person who carried out the internal audit



Date

29/06/2021

\*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).

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Deal 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 2021, that:

	Agreed		Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.		✓	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.		✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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:

and recorded as minute reference:

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

Chairman

Clerk

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## Section 2 – Accounting Statements 2020/21 for

### DealTown Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	505,842	477,204	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	391,613	396,109	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	89,557	86,109	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	254,066	255,838	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	255,742	257,109	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	477,204	446,475	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	470,686	420,604	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	565,491	570,834	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	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 2021 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

*P. Bay*  
Date 26/06/2021

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

as recorded in minute reference:

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

## Section 3 – External Auditor's Report and Certificate 2020/21

In respect of

DealTown Council

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

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 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2020/21

(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 2020/21

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 2021.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date