



## Minutes of the Annual meeting of the Town Council held on Tuesday 30 June 2020 via Zoom at 7.00pm

**Members Present:** Councillors H Goodinge (Mayor), L Kirk (Deputy Mayor), D Budd, D Cleaton, M Cotton, K Critchley, B Dean, B Ezzard, Z Gover, K Green, V Green, M Humphries, S Kemp, M Russell, R Schofield, C Turner

10 members of the public were present.

**Officers present:** V Ricketts, Town Clerk; T Bailey, Committee Clerk

### 1. Election of the Town Mayor

**Resolved** that Councillor Lucia Kirk be elected to the office of Town Mayor for the 2020/2021 municipal year. Councillor Kirk duly signed the declaration of acceptance of office. Councillor Kirk addressed the Council expressing her thanks to the Members and staff of the Council. She announced that Councillor Doreen Cleaton would be the Mayoral Escort for the year. She announced her charity as Wareham Youth Club.

### 2. Election of Deputy Mayor for 2020/2021

**Resolved** that Councillor Keith Green be elected to the office of Deputy Town Mayor for the 2020/2021 municipal year. Councillor Green duly signed the declaration of acceptance of office.

### 3. Mayor 2019/2020 vote of thanks and response

**Resolved** that a formal vote of thanks be recorded to Councillor H Goodinge for her services as Mayor during the past year. Councillor Goodinge responded and stated that she had raised over £3000 for her charities. She thanked Nigel Spiller for fulfilling the role of Sergeant at Mace during her mayoral year and it was noted that Mr. Spiller had served the Council in this official capacity for 50 years. The Council would mark this achievement when it was able to meet in person.

### 4. Apologies

There were no apologies for absence.

### 5. Declarations of interest

There were no declarations of interest.

### 6. Public participation time

The Town Clerk read a question from a member of the public regarding the Dorset Council proposal for social distancing in South Street which includes widening of the pavements to allow for 'sitting out' by restaurants and pubs. It was noted that any proposal would have to be considered and formally

approved by Council before being implemented.

**7. Confirmation of the minutes of the Council meeting held on 3 March 2020 and the extraordinary meeting held on 23 March 2020**

The minutes of the meeting held on 3 March 2020 and the extraordinary meeting held on 23 March 2020 were agreed for signing.

**8. Matters arising from the minutes of the Council meeting held on 3 March 2020 and the extraordinary meeting held on 23 March 2020**

With regard to minute 151 it was confirmed that the matter of the bench, formally situated outside of the Post Office, would be discussed at the next Amenities Committee. With regard to minute 148 it was noted that a meeting to discuss the railway crossing would be convened as soon as possible with Michael Tomlinson MP in attendance.

**9. Suspension of Standing Orders**

**Resolved** to suspend Standing Orders 3.12(h), 8.6, 8.7(a) and 8.9(a) for the purpose of appointing membership to the Committees of the Council, with those Committees then electing their respective Chairmen at their first meetings.

**10. Appointment of Committees and Other Bodies**

An amendment to the motion was proposed and seconded to increase the number of Members on Policy, Resources and Finance Committee. The amendment failed at the vote.

A further amendment to the motion was proposed and seconded to alter Standing Order 8.4 to increase the proportional representation to a minimum number of 2 Members from each party on Policy, Resources and Finance Committee. The amendment was not able to be taken as it was noted that amendments to Standing Orders must

**Resolved** that the following Committees of the Council be approved and the Members, as shown appended to these minutes, serve on these bodies for Civic Year 2020/2021:

- Policy, Resources and Finance Committee (9 Members)
- Amenities Committee (7 Members)
- Planning and Transport Committee (7 Members)
- Personnel Committee (7 Members)
- Museum Committee (2 Members)
- Wareham in Bloom (3 Members)
- Wareham Neighbourhood Plan Steering Group

**11. Representatives on Outside Bodies**

Resolved that the Council's representatives on outside bodies for the 2020/21 municipal year be approved, as appended to these minutes.

**12. Reports by Dorset Councillors and Representatives on Outside Bodies**

Dorset Councillor Ezzard had submitted the Dorset Councillors' report prior to the meeting and provided an update to the Youth Club. Members express concern regarding the loss of the post office at Sandford following the

announcement of the closure of McColls convenience store. It was unanimously agreed for the Council to write to the Area Manager of the post office to express the Council's concerns.

Town Council Members provided updates to their outside bodies noting that, due to the Coronavirus crisis, there had been little action from the groups.

**13. Reports of Committees and Sub-groups**

**Resolved** that the minutes of the following Committees be received:

- a) Museum Committee – 4 March 2020
- b) Personnel Committee – 11 March 2020
- c) Planning and Transport Committee – 11 March 2020

**14. 2019-2020 Annual Budget Review**

**Resolved** that the Budget Comparison Report for 2019-2020 be accepted.

**15. Internal Auditor's Report**

**Resolved** to receive and note the Internal Auditor's report and recommend that Policy, Resources and Finance Committee address the points raised therein.

**16. Re-appointment of the Council's Internal Auditor**

**Resolved** that Rosie Darkin-Miller be appointed as the Council's internal Auditor for the 2020-2021 financial year.

**17. Annual Governance Statement 2019/2020**

**Resolved** that the Annual Governance Statement for 2019/2020 be approved for signing.

**18. Accounting Statement 2019/2020**

**Resolved** that the Accounting Statement for 2019/2020 be approved for signing.

**19. Period for the exercise of public rights**

The period for the exercise of public rights for inspection of the financial accounts ended 31 March 2020 was noted.

**20. Delegated Decisions**

The decisions made under the Council's scheme of delegation during the 'lockdown' period from 17 March to 30 June 2020 were noted. It was further agreed that the list of delegated decision should be uploaded to the Council website and placed on the Council's notice boards.

**21. Request from Arne Parish Council regarding Climate Emergency**

Members considered and agreed to invite representatives from Arne Parish Council to work with the appointed Climate Emergency Working Group, as had been requested by Councillor Duckworth of Arne Parish Council.

**22. Any other items the Mayor deems urgent**

The Mayor reported that there were no matters of urgency.

**23. Date of next meeting**

It was noted that the date of the next meeting was scheduled for  
**Tuesday 11 August 2020 at 7.00 pm.**

Mayor.....

Date.....

**Standing Committees**

**Policy, Finance and Resources Committee (9)**

**Liberal Democrat (5)**

Keith Critchley  
David Budd

Beryl Ezzard

Keith Green  
Robert Schofield

**Conservative (1)**

Malcolm Russell

**Independent (3)**

Marian Cotton  
Zoe Gover

Carol Turner

**Amenities Committee (7)**

**Liberal Democrat (4)**

David Budd  
Beryl Ezzard

Vera Green

Lucia Kirk

**Conservative (1)**

Hillary Goodinge

**Independent (2)**

Sue Kemp  
Carol Turner

**Planning and Transport Committee (7)**

**Liberal Democrat (4)**

David Budd  
Doreen Cleaton

Keith Green

Robert Schofield

**Conservative (1)**

Maxine Humphries

**Independent (2)**

Bob Dean  
Zoe Gover

**Personnel Committee (7)**

**Liberal Democrat (4)**

David Budd  
Keith Critchley

Beryl Ezzard

Keith Green

**Conservative (1)**

Malcolm Russell

**Independent (2)**

Zoe Gover

Carol Turner

## Other Committees and Groups

### **Museum Committee (2)**

Doreen Cleaton Bob

Dean

### **Wareham in Bloom Committee (3)**

Beryl Ezzard

Lucia Kirk

Carol Turner

### **Wareham Neighbourhood Plan Steering Group**

David Budd Doreen

Cleaton Keith Critchley

Bob Dean

Beryl Ezzard

Hilary Goodinge

Keith Green

Carol Turner

## Appointments of representatives to Outside Bodies for 2020/21

Organisation		Councillor(s) appointed
Allotment Associations	Bestwall Northmoor	B Dean K Green
Carey Hut Charitable Trust		Mrs D Cleaton Ms M Cotton
Christmas Lights Committee		Mrs H Goodinge
DAPTC Purbeck Area		Mrs B Ezzard
Larger Parishes & Towns		K Green Mrs V Green
Dementia Friendly Purbeck		Mrs Z Gover Mrs L Kirk Mrs C Turner
Dorset Age Partnership		Mrs B Ezzard
Fairtrade Association		B Dean
Harbin & Pitts Charity		C Turner
Litter Free Purbeck		Mrs Z Gover Mrs M Humphries Mrs C Turner
Purbeck Citizens Advice		Mrs B Ezzard
Purbeck Community Rail Partnership Stakeholder Group		D Budd (reserve – Mrs M Humphries)
Purbeck Heritage Network (Forum)		B Dean
Purbeck Transport Action Group		R Schofield
Rural Transport Forum		Mrs B Ezzard
Streche Almshouses (4 year term)		Ms S Kemp M Russell R Schofield Mrs C Turner
Swanage & Wareham Rugby Club		M Russell
Twinning Associations		Mrs D Cleaton B Dean
Wareham Area Seniors Forum		Mrs D Cleaton Mrs M Humphries
Wareham Burial Joint Committee		Mrs D Cleaton K Critchley Mrs H Goodinge

	Mrs V Green Mrs L Kirk
Wareham Carnival Committee	B Dean Ms S Kemp
Wareham Disabled Club	Mrs D Cleaton
Wareham and District Development Trust	Mrs M Humphries
Wareham Relief in Need and Sickness	Mrs H Goodinge (ex officio) Mrs L Kirk Mrs C umer
Wareham Town Band	Mrs D Cleaton
Wareham Youth & Community Foundation	B Dean Mayor (ex officio) Ms S Kemp Mrs L Kirk



## Annual Governance and Accountability Return 2019/20 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 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
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 2020**. 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 2020
  - 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 2019/20

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 a publicly accessible website:

Before 1 July 2020 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 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 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 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. 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 if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- 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 email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the 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 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes 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 31 March 2020 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? NB: 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 2019/20

### WAREHAM TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. <i>PLEASE SEE ATTACHED NOTE</i>			✓
M. (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

23/10/2019 05/02/2020 02/06/2020

Name of person who carried out the internal audit

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit



Date 09/06/2020

\*If the response is 'no' you must include a note to 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 2019/20

We acknowledge as the members of:

WAREHAM 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 2020, 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.

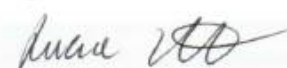

This Annual Governance Statement was approved at a meeting of the authority on:

30/06/2020

and recorded as minute reference:

17

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

Chairman   
Clerk 

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address



## Section 2 – Accounting Statements 2019/20 for

WAREHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	233162	239332	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	209089	287693	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	187451	169847	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	RESTATED 212,059	206339	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	4404	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	RESTATED 178,312	233,282	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	239332	252847	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	237503	254,394	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	RESTATED 2,883,852	2,883,852	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	21000	16944	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 2020 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

*M. Riddells*

20 / 06 / 2020

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

30 / 06 / 2020

as recorded in minute reference:

18

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

*Lucy LEO*

## Section 3 – External Auditor Report and Certificate 2019/20

In respect of

WAREHAM TOWN COUNCIL

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

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

### 2 External auditor report 2019/20

(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 2019/20

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 2020.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

\*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))

## WAREHAM TOWN COUNCIL AGAR 2019-20

### Internal Auditor note on test L:

In order to test compliance with the Council's requirement for the exercise of public rights, I checked the Council's calculation of its public rights period, and checked the Council's website during the statutory public rights period to confirm that the required items had been published. I can confirm that the Council correctly calculated the period, and published the correct information on its website. The External Auditor subsequently confirmed that, in order to pass this test, a Council must be able to demonstrate via its website audit trail that all required information was uploaded the day before the public rights period commenced, and that the information remained on the website for the duration of the period. The Council's website does not have this facility. I have, therefore, assessed the test as 'not covered'.



R Darkin-Miller LLB (Hons) BFP FCA 09/06/20

Draft