



**Minutes of the Meeting of Bridgwater Town Council
held on Thursday 1 August 2019 at 7.00pm
in the Charter Hall, Town Hall, Bridgwater.**

Present - Councillors

T Heywood – (Mayor)	L Leavy
L Redman – (Deputy Mayor)	M Lerry
S Aujla	R Lilley
G Burrows	K Pearce
J Cordiner	G Slocombe
M Cresswell	B Smedley
L Gibson	D Rodrigues

In Attendance:

David Mears PSLCC – Town Clerk and Neighbourhood Police Team Sergeant Joe Piscina. There were 8 members of the public and one member of the press present.

7.00pm Cllr M Lerry in public question time spoke in support of the core grant application for Victoria Park Community Centre and gave an overview of the benefit of the funding.

Sergeant Joe Piscina Wheller discussed local issues concerning ASB in the Town Centre (with over 120 calls received in the last two weeks concerning ASB), drug issues and homelessness with councillors.

TC2019/72 To receive Apologies for Absence and to approve the reasons given (LGA 1972 s85 (1))

Apologies were received from Cllr G Granter who had a conflicting engagement and Cllr D Loveridge was unwell.

RESOLVED – to accept the apologies and to approve the reasons given.

TC2019/73 Declarations of interests - Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

Cllr L Redman declared a Pecuniary interest in item TC2019/89 as a member of Devon and Somerset Fire Authority.

Cllr M Lerry declared a Pecuniary interest in item TC2019/81 as a trustee of Victoria Park Community Centre.

Cllr J Cordiner declared a Pecuniary interest in item TC2019/81 as a trustee of Victoria Park Community Centre.

Cllr L Leavy declared a Non-Pecuniary interest in item TC2019/83

TC2019/74 To approve and sign as a correct record the minutes of the Town Council Meeting held on Thursday 6 June 2019 (LGA 1972 sch 12, para 41(1))

RESOLVED - that the minutes of the Council meeting held on Thursday 6 June 2019 be signed as a correct record.

TC2019/75 Mayor Announcements

The Mayor informed councillors, that he is planning a 'memory walk' for the Alzheimer's Society plus a tea dance for OAPs.

TC2019/76 Town Council Leader— Cllr Smedley to update members on matters of interest and forward plan (*N.B no decisions can be taken*)

Cllr Smedley provided updates on the forward plan. The Mayor review should be concluded in October. Cllr Rodrigues queried why the Youth Awards were in the Forward Plan. Cllr Smedley apologised as it was Mayor initiative for 2019 and this will be removed.

TC2019/76i Portfolio Holders – to receive written reports (if any) from Portfolio Holders

Portfolio Holders made oral reports. Cllr G Burrows provided a written report, which will be attached to the minutes. Councillor Slocombe questioned Cllr Redman on the property report and in relation the moving of the Mayor's Parlour. The Town Clerk explained this had been discussed at the Premises Committee and that by moving the Mayor's Parlour allows for more flexibility with renting of the rooms in the former location and with the Parlour being located next to the Bridgwater Room provides much improved facilities.

TC2019/77 Town Clerk's Oral Report – including use of delegated powers and update on progress since the last meeting (*N.B no decisions can be taken¹*)

The Town Clerk informed members that he will be on annual leave from 7 August until 15 August – both dates inclusive. He will also be away from the office on 19 and 21 August. An update was provided on the recent water leak at the town hall.

The Town Clerk also informed members that the Cemeteries Administrator has now relocated into the Town Council offices as part of the review into the cemeteries.

TC2019/78 Twinning – to receive updates on matters relating to Twinning in Bridgwater (*N.B no decisions can be taken¹*)

Twining week was a success (13-19 July) with an extension in Bridgwater Library. Formal signing of the Twinning Charter with Camacha, Madeira will take place on a Twinning Visit 3-7 October.

TC2019/79 Forums – to receive minutes of recent forum(s) meetings and to discuss issues raised (*N.B no decisions can be taken*)

Transport and Town Development Minutes were circulated.

TC2019/79i Single Use Plastic Working Party update

Cllr K Pearce provided an update on the recent work of the working party. A draft policy on Single Use Plastic will be circulated to councillors for comments and will be presented to the October Council meeting for adoption.

TC2019/80 Finance – Grant request from Engine Room for a grant of £1,885 to assist with workshops in the holidays for young people aged 6 to 18 to help them explore climate change and environmental issues (to be taken from youth budget). *N.B due to late submission and no Youth Council meeting, the Town Council are asked to consider*.

Representative from the Engine Room explained the project. Cllr Rodrigues felt that this application should have Youth Council input. The Town Clerk explained that this application needed a prompt decision.

RESOLVED – that the grant application be approved and the funds be taken from the Youth Budget as it is for a Youth Project.

Cllrs J Cordiner, M Lerry, L Redman and D Rodrigues left the room at 20.29

TC2019/81 Finance – Core Grant Request from Victoria Park Community Centre (£20,000) – Councillors to authorise the Town Clerk to release the funds.

RESOLVED – that the grant application be approved.

Cllrs J Cordiner and M Lerry re-joined the meeting at 20.33

TC2019/82 Finance – Core Grant Request from Sydenham Community Centre (£20,000) – Councillors to authorise the Town Clerk to release the funds.

Cllr M Cresswell declared a Pecuniary interest due to being a member of the committee. Standing Orders were suspended at 20.33 to allow for Cllr Cresswell to explain the benefit of the funding.

Cllr M Cresswell left the room at 20.35 and Standing Orders were restated

RESOLVED – that the grant application be approved

Cllrs M Cresswell and D Rodrigues re-joined the meeting at 20.36

TC2019/83 Finance – Core Grant Request from Hamp Community Association (£20,000) – Councillors to authorise the Town Clerk to release the funds.

Cllr L Leavy left the meeting at 20.36.

A representative of Hamp Community Association explained the benefit of the grant funding.

RESOLVED – that the grant application be approved

TC2019/84 Cemeteries – to consider a request from a member of the public to install a memorial (approx. cost of £800) to recognise Pauper Graves at St John's Cemetery at Bristol Road.

RESOLVED – that the request at this stage be refused and the member of the public is encouraged to work with the Civic Society on this project.

TC2019/85 To create a 'Tree Fund' initially to assist with replacement trees at Hamp Green - *Motion Received from Cllr B Smedley*

RESOLVED – that a tree fund be set up and that Hamp Green be seen as test case with the view of rolling out the scheme across the town.

TC2019/86 Banner – to setup a Druids' banner working party to cost its repair and then to display it in a public location in the town hall (*Motion Received from Cllr B Smedley*)

RESOLVED – that a working party be set up to cost its repair and to look into the possibility to display it in a public location in the town hall. Members to be Cllrs Burrow and Smedley with representatives of TUC and Civic Society.

TC2019/87 Cultural Strategy - to setup a BTC Culture working party to study the TUC cultural strategy and that of Sedgemoor District Council and produce a Cultural Strategy for Bridgwater

RESOLVED – that Bridgwater Cultural Partnership should lead on this project.

TC2019/88 Councillor Wards – to consider a small allocation of funding to be made annually to each Town Council ward, to enable Town Councillors to communicate with their electorates, via meetings, publicity and social media. *Motion received from Cllr G Burrows.*

RESOLVED – that this be discussed as part of the 2020/21 budget preparation.

TC2019/89 Devon and Somerset Fire and Rescue Service – Councillors to consider if to make any comments on the current consultation on changes to the fire and rescue service in Devon and Somerset

RESOLVED – that Bridgwater Town Council supports the Fire Brigade Union's position and relays their concerns.

TC2019/90 Bridgwater Memorial Homes – to appoint another councillor as a trustee. (Cllr Leavy appointed, however two are required)

RESOLVED – that Cllr M Cresswell be appointed.

TC2019/91 To formally set up a multi-agency Liaison Group to tackle antisocial behaviour, drug problems and Homelessness within Bridgwater (a similar item was proposed during the police report at the last meeting and needs to be ratified formally as an agenda item)

RESOLVED – that a multi-agency Liaison Group to tackle antisocial behaviour, drug problems and Homelessness within Bridgwater with Cllrs G Burrows, L Gibson, R Lilley, K Pearce and B Smedley.

TC2019/92 to approve the sealing of the following legal deeds and to appoint two councillors to act as witnesses

I. Trinity Hall under lease to On Your Bike

RESOLVED – to approve the sealing of the lease and Cllrs K Pearce and L Redman to act as witnesses

II. Lease of land from SCC for a shed for the use by Youth Unlimited for the Rollercoaster

RESOLVED – to approve the sealing of the lease and Cllrs K Pearce and L Redman to act as witnesses

III. Office Space leases for Mind in Somerset, Somerset Community Foundation and Sedgemoor Labour Group

RESOLVED – to approve the sealing of the leases and Cllrs K Pearce and L Redman to act as witnesses Mind in Somerset and Somerset Community Foundation. Cllr Lilley and Slocombe to act as witnesses for Sedgemoor Labour Group.

With no further business the meeting closed at 21:20

Signed

Date

Economy and Personnel Report

Town Team

There are now twenty vacant units compared to nineteen last time.

The two recent closures are:

- Unit 4 West Quay, Top Dog Grooming. No agent board displayed but sign in window.

Cornhill Indoor Market and SDC Properties One void "incubator" unit which is the former "Nice Buns" since Lynette has taken the former "Taylor Made Craft" unit and two shop units being the former Piggy's and furniture / houseware shops.

Percentage Void Rate Based on a town centre retail unit stock of 250 the void rate rises to 8.0% up from 7.6% July.

Comparison with August 2017 & 2018 (closest available figures)

	2017	2018	2019
Closures	2	9	1
Re-lets	2	2	0
Total Voids	23	29	20
VR	9.2%	11.6%	8.0%

National average void rate is 14%

Meet the Town Team:

Representatives from 6 town centre businesses attend the event at Vino's Wine Bar in July as well as 7 attending from the Town Team. The main subject was anti-social behaviour and details of DISC were given. Although there was not a massive attendance, responses from a further 18 businesses were received. These events are never likely to be over attended unless businesses have something to gain from them, however by holding them regularly, businesses will start to know they are there and will keep the town team visible.

The Town Guide will be distributed to approximately 8000 businesses, to be issued in January 2020. A report of the Quayside Festival will be issued soon and there will be a need to look at the continuation of the Festival post 2020.

Snowflakes Event - November 22nd 2019

Work is progressing well for this event. Road closures have been applied for and budget for Advertising has been considered and the Bridgwater Town Council will pay £250.00 for the front page. Ten thousand flyers will be printed. An expansion of

the distribution will also be applied this year, involving more schools. Work will be led by the BTC in Eastover to get more retailers and businesses involved in the Snowflakes event for 2019.

Cllr Mick Lerry, David Mears and Mandy Trunks (Town Centre Officer) will be working with retailers in Eastover on Wednesday 9th October, to seek involvement in the Snowflakes project.

SDC have agreed to free car parking from 4-00pm.

Local Enterprise Partnership – Heart of the South West

Bridgwater Chamber of Commerce held their AGM and the guest speaker was the CEO David Ralph. Who explained that at that the moment the LEP was working with Government on the Economic Plan and Strategy. There are 3 priorities in the economic plan Low Carbon, High Technology Engineering and Data Application, basically a clean growth model. This plan has also been produced working with 16 local authorities, but there is great danger that with the new Government and BREXIT, the plan could be changed. There were already discussions taking place with ministers for LEP economic plans to be halted or changed in readiness for a no deal BREXIT. Capital money for the future was uncertain and EU funding of 400 million was only 50% committed, which could lead to a future loss of income and expenditure.

Recently there has been news of Government funding going to Bridgwater and mention has been made of the Innovation Centre and the Enterprise Zone (Gravity Enterprise Park). However, these statements are just referring to funding already spent. There is a real danger that any Government spending announcements will just be the reissuing of funding or money, that has already been spent.

High Street Fund

I have spoken to the Officer at SDC and a bid will be made for the High Street fund. There will be a group established, which I will be part of to oversee the project and to work with consultants.

Personnel

The Staffing Sub-Committee with the Town Clerk have completed the 1st Phase of the Staffing Review and there will be new appointments made in the future. The 2nd Phase will also have to take into consideration future decisions agreed by the Council. It is hoped that the staffing review will be completed by the end of October, when the outcome of the Cemeteries' Service Level Agreement, with Clean Surroundings and SDC is completed.

A meeting has taken place with the Muslim representative to establish a policy document and to ascertain the aspirations of the Muslim community. A policy will be later developed.

The Town Clerk and I have also met with SDC representatives and to discuss the maintenance programme and infrastructure projects at the Cemeteries. The main aim of the discussions relate to Value for money; income generation; improvement of the service and BTC reputational risk.

Bridgwater Heritage Regeneration Partnership

At the last meeting of this committee held on Thursday 26th September, it was agreed to grant funding for the design and installation of a bespoke decorative socket and removable post and cover for the Christmas Tree. This work should be completed and ready for the Snowflakes event.

I have also invited Mark Lidster to a planning meeting to discuss the Bowerings Mill and Retail units with listed status in Bridgwater Town.

Cllr Mick Lerry

October 2019



Adopted by the Council at its Meeting held on

Single Use Plastic Policy

Plastic waste is one of the greatest environmental challenges facing the world today. The UK government estimates that there are currently more than 150m tonnes of plastic in the world's oceans, and that some 100,000 sea mammals and one million birds die from eating or becoming tangled in plastic waste each year.

What are single-use plastics?

Single-use plastics can include any disposable plastic item which is designed to be used only once, such as plastic bags, disposable utensils, beverage containers, coffee capsules, wet wipes, disposable nappies, plastic drinks bottles, food wrappers, bottle tops, straws, stirrers and plastic lids.

What will Bridgwater Town Council Do?

Bridgwater Town Council is committed to taking leadership on tackling the plastic waste problem by taking responsibility for its own impact on the environment and society. This Council will work with staff and volunteers to eliminate the use of single-use plastics across its own operations and services and by all staff and volunteers and pro-actively work with partners to find positive solutions for reducing unnecessary waste plastic.

The Council commits to:

- Eliminate all non-reusable or non-recyclable Single Use Plastics from all properties and activities related to Bridgwater Town Council;
- Reduce use of plastics where possible; and
- Recycle plastics and other recyclable materials where possible

In addition, we will seek to eliminate or reduce the use of harmful chemicals (for example, cleaning chemicals) and purchase materials from environmentally friendly or renewable sources (for example, printer paper and toilet rolls).

Bridgwater Town Council will:

- work with partners and those hiring Town Council premises to provide alternative solutions to single use plastics;
- promote positive initiatives and campaigns for reducing plastic waste across the town;
- through the Council's social media and communication channels, to share guidance and best practice about plastic free initiatives with residents, businesses, visitors and beyond. to assist others to become plastic free;

- work with Somerset County Council and Sedgemoor District Council, community groups and partnerships to support initiatives to ensure our parks, waterways and open spaces are free from litter; and
- use government legislation that regulates against the use of single-use plastics to support our efforts where we can

Where the use of plastics is unavoidable, the Council will encourage the use of recycled plastics, where practicable, and support manufacturers that make products from locally sourced materials.

Bridgwater Town Council will work to embed these commitments into the sustainable events guidance, sustainable procurement policy, and into other key council strategies, policies and plans.

End

NALC code of conduct for parish councils

Introduction

Pursuant to section 27 of the Localism Act 2011, Bridgwater Town Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.

14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

15. On a written request made to the Council's proper officer, the proper officer may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A

Interests described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if

	they were spouses/civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which the member of the Council is a member or in a position of general control or management;

- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

Bridgwater Town Council

Annual Budget - By Centre

Note: Year to Date Budget as of 17 October 2019

	Last Year 2018/19		Current Year 2019/20				Next Year 2020/21			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
101	General Administration									
1030		500	300	1,500	5,067	0	0	0	0	0
1705		21,987	21,951	0	0	0	0	0	0	0
1800		40,000	1,019	10,000	195	0	0	0	0	0
1802		0	0	0	600	0	0	0	0	0
1870		14,000	9,907	8,500	4,651	0	0	0	0	0
1890		0	22,565	0	3,583	0	0	0	0	0
1900		0	549,226	596,000	596,000	0	0	0	0	0
		76,487	604,968	616,000	610,096	0	0	0	0	0
4000		110,000	133,445	115,000	58,203	0	0	0	0	0
4040		150	100	656	65	0	0	0	0	0
4060		150	0	425	0	0	0	0	0	0
4101		23,500	23,688	0	0	0	0	0	0	0
4130		13,000	10,285	13,000	13,167	0	0	0	0	0
4156		0	11	0	135	0	0	0	0	0
4194		0	1,079	0	0	0	0	0	0	0
4195		1,000	6	1,000	1,689	0	0	0	0	0
4265		400	2,002	400	2,444	0	0	0	0	0
4400		400	1,137	400	757	0	0	0	0	0
4401		100	66	100	12	0	0	0	0	0
4402		0	0	0	1,601	0	0	0	0	0
4405		2,500	1,933	2,500	1,096	0	0	0	0	0
4425		500	195	500	260	0	0	0	0	0

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Bridgwater Town Council
Annual Budget - By Centre

Note: Year to Date Budget as of 17 October 2019

	Last Year 2018/19		Current Year 2019/20				Next Year 2020/21		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4426		0	0	824	0	0	0	0	0
4430	500	380	500	408	0	0	0	0	0
4440	3,000	5,297	3,250	5,487	0	0	0	0	0
4445	5,500	5,753	2,000	3,399	0	0	0	0	0
4446	0	0	2,500	1,034	0	0	0	0	0
4460	280	934	3,250	1,567	0	0	0	0	0
4496	2,000	606	300	232	0	0	0	0	0
4499	1,000	0	1,000	0	0	0	0	0	0
4555	1,000	0	1,000	869	0	0	0	0	0
4580	2,250	2,928	2,250	55	0	0	0	0	0
4581	0	0	0	1,296	0	0	0	0	0
4582	0	0	0	295	0	0	0	0	0
4585	1,000	0	1,000	0	0	0	0	0	0
4640	240	0	0	0	0	0	0	0	0
	168,470	189,845	151,031	94,894	0	0	0	0	0
	(91,983)	415,123	464,969	515,202	0		0		
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Bridgwater Town Council
Annual Budget - By Centre

Note: Year to Date Budget as of 17 October 2019

	Last Year 2018/19		Current Year 2019/20				Next Year 2020/21		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4500 Mayor's Allowance	8,190	8,161	8,350	3,720	0	0	0	0	0
4501 Deputy Mayor's Expenses	200	0	200	0	0	0	0	0	0
4520 Mayors Regalia	200	1,390	200	535	0	0	0	0	0
4521 Members Expenses	50	147	1,050	0	0	0	0	0	0
4522 Civic Gifts	250	307	250	0	0	0	0	0	0
4530 Remembrance Day	400	285	400	0	0	0	0	0	0
4531 Civic Signwriting	50	45	50	45	0	0	0	0	0
4535 Mayor's Reception	1,650	1,236	1,675	1,743	0	0	0	0	0
4540 Mace Bearer	50	0	50	0	0	0	0	0	0
4550 Twinning	1,800	1,758	2,100	1,792	0	0	0	0	0
4560 Elections	5,000	0	5,000	4,677	0	0	0	0	0
4600 Bridgwater Cup	300	31	300	9	0	0	0	0	0
Overhead Expenditure	18,290	13,603	19,775	12,521	0	0	0	0	0
Movement to/(from) Gen Reserve	(17,790)	(12,243)	(19,275)	(12,111)	0		0		
105 Grants and Sponsorship									
1800 Miscellaneous Income	0	1,900	1,500	0	0	0	0	0	0
Total Income	0	1,900	1,500	0	0	0	0	0	0
4800 Grants	39,000	32,188	27,034	16,000	0	0	0	0	0
4805 Ward Grants	7,000	20,660	0	0	0	0	0	0	0
4806 Sports Sponsorship	2,000	1,348	1,500	1,855	0	0	0	0	0
4807 Fireworks Grant	5,200	4,600	5,200	0	0	0	0	0	0
4808 Band Concerts	2,500	2,000	2,000	2,000	0	0	0	0	0

Continued on next page

Bridgwater Town Council

Annual Budget - By Centre

Note: Year to Date Budget as of 17 October 2019

	Last Year 2018/19		Current Year 2019/20				Next Year 2020/21		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4809 Youth Grants and Projects	0	0	10,715	1,885	0	0	0	0	0
4817 Arts Centre	10,000	10,000	20,000	0	0	0	0	0	0
4818 Town Centre Partnership	2,500	3,275	2,500	2,500	0	0	0	0	0
4820 BCI	17,000	11,350	7,000	6,480	0	0	0	0	0
4822 Chamber of Commerce	1,000	526	1,000	0	0	0	0	0	0
4823 Dunwear Ward	0	0	1,000	0	0	0	0	0	0
4824 Eastover Ward	0	0	1,000	0	0	0	0	0	0
4826 Fairfax Ward	0	0	1,000	0	0	0	0	0	0
4827 Hamp Ward	0	0	1,000	0	0	0	0	0	0
4828 Westover Ward	0	0	1,000	0	0	0	0	0	0
4829 Wyndham Ward	0	0	1,000	0	0	0	0	0	0
4830 Victoria Ward	0	0	1,000	500	0	0	0	0	0
4832 Sydenham Community Centre	0	0	20,000	20,000	0	0	0	0	0
4833 Hamp Community Association	0	0	20,000	20,000	0	0	0	0	0
4834 Victoria Community Centre	0	0	20,000	20,000	0	0	0	0	0
Overhead Expenditure	86,200	85,947	143,949	91,220	0	0	0	0	0
Movement to/(from) Gen Reserve	(86,200)	(84,047)	(142,449)	(91,220)	0		0		
110 Halls									
1000 Hall & Room Lettings	6,000	3,843	6,000	0	0	0	0	0	0
Total Income	6,000	3,843	6,000	0	0	0	0	0	0
4040 Staff Expenses	50	0	50	0	0	0	0	0	0
4101 Business Rates	0	0	0	-217	0	0	0	0	0

Continued on next page

Bridgwater Town Council

Annual Budget - By Centre

Note: Year to Date Budget as of 17 October 2019

	Last Year 2018/19		Current Year 2019/20				Next Year 2020/21		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4115 Water & Sewerage	0	0	0	111	0	0	0	0	0
4122 Electricity	0	0	0	343	0	0	0	0	0
4819 Trinity Hall	6,500	2,328	5,950	516	0	0	0	0	0
Overhead Expenditure	6,550	2,328	6,000	754	0	0	0	0	0
Movement to/(from) Gen Reserve	(550)	1,515	0	(754)	0				
115 Town Hall									
1000 Hall & Room Lettings	40,000	35,100	40,000	12,708	0	0	0	0	0
1030 Rental Income	38,000	25,271	40,000	0	0	0	0	0	0
1800 Miscellaneous Income	0	200	0	0	0	0	0	0	0
Total Income	78,000	60,571	80,000	12,708	0	0	0	0	0
4101 Business Rates	0	0	24,000	22,881	0	0	0	0	0
4115 Water & Sewerage	3,500	3,407	4,000	2,541	0	0	0	0	0
4122 Electricity	20,000	25,853	20,000	8,950	0	0	0	0	0
4156 Cleaning Material	1,500	4,414	2,200	799	0	0	0	0	0
4157 PRS Licence	0	1,395	0	0	0	0	0	0	0
4158 Equipment	0	0	0	2,543	0	0	0	0	0
4170 Alarm & Fire Service	7,000	7,057	7,000	3,988	0	0	0	0	0
4175 Lamps & General Consumables	350	3,385	300	0	0	0	0	0	0
4180 Toilet Maintenance	1,500	3,248	1,500	0	0	0	0	0	0
4185 Waste Disposal	0	0	0	297	0	0	0	0	0
4187 Cleaning	0	0	0	125	0	0	0	0	0
4190 Electrical Refurbishment	500	4,249	3,000	1,745	0	0	0	0	0

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Bridgwater Town Council
Annual Budget - By Centre

Note: Year to Date Budget as of 17 October 2019

	<u>Last Year 2018/19</u>		<u>Current Year 2019/20</u>				<u>Next Year 2020/21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4191 Flooring	2,000	5,015	0	0	0	0	0	0	0
4192 Decoration and Tools	500	710	500	0	0	0	0	0	0
4194 Heating & Humidity Control	10,000	13,606	10,000	8,961	0	0	0	0	0
4197 Refurb Contingency	15,000	74,228	15,000	29,897	0	0	0	0	0
4199 Security	0	0	0	181	0	0	0	0	0
4440 Telephone/IT support	0	0	0	1,337	0	0	0	0	0
4496 Miscellaneous Expenses	500	17,295	500	1,517	0	0	0	0	0
Overhead Expenditure									
	62,350	163,863	88,000	85,761	0	0	0	0	0
Movement to/(from) Gen Reserve	15,650	(103,293)	(8,000)	(73,053)	0				
201 Museum									
1000 Hall & Room Lettings	300	590	600	0	0	0	0	0	0
1800 Miscellaneous Income	4,700	10,102	5,000	8,135	0	0	0	0	0
Total Income	5,000	10,692	5,600	8,135	0	0	0	0	0
4101 Business Rates	10,650	10,800	10,800	11,048	0	0	0	0	0
4115 Water & Sewerage	200	145	200	165	0	0	0	0	0
4122 Electricity	4,700	3,658	3,200	2,376	0	0	0	0	0
4130 Insurances	6,475	0	0	0	0	0	0	0	0
4156 Cleaning Material	1,200	492	1,200	-12	0	0	0	0	0
4170 Alarm & Fire Service	1,200	709	1,200	811	0	0	0	0	0
4175 Lamps & General Consumables	900	448	600	140	0	0	0	0	0
4185 Waste Disposal	0	0	0	169	0	0	0	0	0
4190 Electrical Refurbishment	700	20	700	1,114	0	0	0	0	0

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Bridgwater Town Council
Annual Budget - By Centre

Note: Year to Date Budget as of 17 October 2019

	<u>Last Year 2018/19</u>		<u>Current Year 2019/20</u>				<u>Next Year 2020/21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4192 Decoration and Tools	400	22	400	1,849	0	0	0	0	0
4195 Furniture	300	0	300	0	0	0	0	0	0
4197 Refurb Contingency	1,000	2,578	1,000	-492	0	0	0	0	0
4400 Printing, Stationery, Copying	600	222	500	-41	0	0	0	0	0
4401 Postage	15	41	15	13	0	0	0	0	0
4405 Photocopier Hire	800	635	600	349	0	0	0	0	0
4430 Publicity - M	700	613	600	943	0	0	0	0	0
4440 Telephone/IT support	950	832	950	277	0	0	0	0	0
4496 Miscellaneous Expenses	800	1,144	500	-299	0	0	0	0	0
4497 Administrative Expenses	180	83	180	183	0	0	0	0	0
4556 Risk Assessment Fees	180	0	180	0	0	0	0	0	0
4700 Archival Materials	900	253	800	145	0	0	0	0	0
4951 Computer - M	750	118	500	0	0	0	0	0	0
4953 General Equipment - M	500	490	500	161	0	0	0	0	0
4954 Digitisation - M	400	0	400	0	0	0	0	0	0
4955 Capital Reserve - M	500	5,307	500	0	0	0	0	0	0
Overhead Expenditure	35,000	28,612	25,825	18,897	0	0	0	0	0
Movement to/(from) Gen Reserve	(30,000)	(17,920)	(20,225)	(10,762)	0		0		
210 Mill									
1800 Miscellaneous Income	0	175	0	30	0	0	0	0	0
Total Income	0	175	0	30	0	0	0	0	0
4496 Miscellaneous Expenses	1,000	0	1,000	0	0	0	0	0	0

Continued on next page

Bridgwater Town Council

Annual Budget - By Centre

Note: Year to Date Budget as of 17 October 2019

	Last Year 2018/19		Current Year 2019/20				Next Year 2020/21		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4961 Mill Refurbishment	1,000	0	1,000	0	0	0	0	0	0
Overhead Expenditure	2,000	0	2,000	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(2,000)	175	(2,000)	30	0		0		
301 Cemeteries									
4101 Business Rates	8,000	8,567	9,000	9,063	0	0	0	0	0
4202 Bristol Road Cemetery	72,500	82,971	75,000	58,540	0	0	0	0	0
4203 Quantock Road Cemetery	70,000	61,560	70,000	57,752	0	0	0	0	0
Overhead Expenditure	150,500	153,098	154,000	125,354	0	0	0	0	0
Movement to/(from) Gen Reserve	(150,500)	(153,098)	(154,000)	(125,354)	0		0		
310 Allotments									
1030 Rental Income	305	0	305	0	0	0	0	0	0
Total Income	305	0	305	0	0	0	0	0	0
4200 Allotment Costs	6,000	5,640	6,000	-232	0	0	0	0	0
Overhead Expenditure	6,000	5,640	6,000	-232	0	0	0	0	0
Movement to/(from) Gen Reserve	(5,695)	(5,640)	(5,695)	232	0		0		
401 Facilities Support									
1030 Rental Income	0	0	0	8,292	0	0	0	0	0
1800 Miscellaneous Income	1,000	4,130	1,000	0	0	0	0	0	0
Total Income	1,000	4,130	1,000	8,292	0	0	0	0	0

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Bridgwater Town Council
Annual Budget - By Centre

Note: Year to Date Budget as of 17 October 2019

	<u>Last Year 2018/19</u>		<u>Current Year 2019/20</u>			<u>Next Year 2020/21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
								Carried Forward
4155 Statue/War Memorial Upkeep	250	0	0	0	0	0	0	0
4160 34-36 High Street	0	0	0	280	0	0	0	0
4162 48 High Street	0	0	0	3,360	0	0	0	0
4163 46 High Street	0	0	0	1,164	0	0	0	0
4164 Cranleigh Gardens	0	0	0	11,250	0	0	0	0
4180 Toilet Maintenance	35,000	28,030	13,710	13,710	0	0	0	0
4210 Blake Gardens Enhancement	1,000	0	1,000	0	0	0	0	0
4270 Bus Shelters	1,000	777	1,000	46	0	0	0	0
4271 Waste Bins/Benches	35,000	23,115	23,115	23,115	0	0	0	0
4285 Street Cleaning	30,000	33,435	35,000	33,435	0	0	0	0
4496 Miscellaneous Expenses	2,000	0	2,000	0	0	0	0	0
4640 Christmas Lights	24,760	23,220	25,000	8,104	0	0	0	0
4818 Town Centre Partnership	12,000	10,117	12,000	5,247	0	0	0	0
4825 Community Centres	70,000	60,000	0	0	0	0	0	0
Overhead Expenditure	211,010	178,694	112,825	99,711	0	0	0	0
Movement to/(from) Gen Reserve	(210,010)	(174,564)	(111,825)	(91,419)	0		0	
Total Budget Income	167,292	687,638	710,905	639,671	0	0	0	0
Expenditure	746,370	821,630	709,405	528,880	0	0	0	0
Movement to/(from) Gen Reserve	(579,078)	(133,991)	1,500	110,791	0		0	

Date: 20/10/2019

Bridgwater Town Council

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Cashbook 1

User: DM

Current/Liquidity Accounts

Payments made between 01/09/2019 and 30/09/2019

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/09/2019	B&CE Holdings	DD	494.18			4000	101	494.18	Pension
04/09/2019	Account Ability	127	285.00	285.00		500			Bookkeeping
04/09/2019	South West Pest Control & Envi	C8754	98.75	98.75		500			Pest Control
05/09/2019	Eclipse Internet	1856279	23.94	23.94		500			Telephone & Broadband
06/09/2019	Somerset Web Services	G7ZTB5	115.92	115.92		500			G-Suite
09/09/2019	ADT Fire and Security plc	40138189	71.99	71.99		500			Intruder Alarm
09/09/2019	ADT Fire and Security plc	40138190	65.44	65.44		500			Intruder Alarm
09/09/2019	ADT Fire and Security plc	40834354	407.66	407.66		500			Fire Alarm
09/09/2019	BNP Paribas Leasing Solutions	A1A09911	416.12	416.12		500			Photocopier
13/09/2019	Somerset Web Services	G7ZTB	240.00	240.00		500			New Website and Hosting
16/09/2019	John Morton Services	01	75.00	75.00		500			Town Hall Window Cleaning
16/09/2019	Microshade Business Consultant	12200	226.75	226.75		500			Hosted Application Service
16/09/2019	Newsquest	1333285	192.00	192.00		500			Search Engine Optimisation
16/09/2019	Futurform Ltd	69154	293.80	293.80		500			Cleaning Materials
16/09/2019	Robson Electrics	88911	150.60	150.60		500			Electrical Works
16/09/2019	Robson Electrics	88912	84.00	84.00		500			Emergency Light Tests
16/09/2019	Bankline	CH	35.30			4582	101	35.30	Bankline
16/09/2019	M G Welch Jewellers	D11210	378.99	378.99		500			Mayoral Chain Repairs
16/09/2019	BW Parish Church Bellringers	EBP	2,500.00			4800	105	2,500.00	Grant
20/09/2019	Total Gas and Power	626/19	10.54	10.54		500			Gas
20/09/2019	Vodafone	DD	7.87			4440	101	7.87	Mobile
20/09/2019	B&C Holdings	DD	477.08			4000	101	477.08	Pension
24/09/2019	Total Gas and Power	342/19	439.71	439.71		500			Electric
25/09/2019	Sedgemoor District Council	00109972	7,886.06	7,886.06		500			Salary & NI Recharge
26/09/2019	Total Gas and Power	1126177	85.38	85.38		500			Electric
27/09/2019	Chess ITC Ltd,	11512	63.13	63.13		500			Telephone
27/09/2019	QSS IT Ltd	16318	120.48	120.48		500			Broadband
30/09/2019	Viridor Waste Management Limit	5/6/7AB	84.97	84.97		500			Waste
30/09/2019	Nat West	CH	6.30			4582	101	6.30	Bank Charges
Total Payments:			15,336.96	11,816.23	0.00			3,520.73	

20/10/2019

Bridgwater Town Council

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Cashbook 1

User: DM

Current/Liquidity Accounts

Receipts received between 01/09/2019 and 30/09/2019

		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
MS2019/04	Banked: 01/09/2019	15.00					
MS2019/04	D Pratt	15.00			1800	101	15.00 Snowflakes Stall
	Bacs Banked: 02/09/2019	1,250.00					
	Bacs BOS Cafe	1,250.00			1030	101	1,250.00 Rent
100109	Banked: 04/09/2019	1,837.50					
100109	Various	1,837.50			1000	115	150.00 Cobblestones - Inv 2
					1800	210	30.00 Civic Society
					4800	105	400.00 On Your Bike - Return of
					1000	115	1,257.50 J H Variety - Inv 01022019
	Banked: 09/09/2019	15.00					
	KA Bazley	15.00			1800	101	15.00 Snowflakes Stall
MS2019/07	Banked: 09/09/2019	15.00					
MS2019/07	N Ellis	15.00			1800	101	15.00 Snowflakes Stall
MS2019/10	Banked: 10/09/2019	15.00					
MS2019/10	M Major	15.00			1800	101	15.00 Snowflakes Stall
MS2019/05	Banked: 11/09/2019	15.00					
MS2019/05	P&P Possibilities	15.00			1800	101	15.00 Snowflakes Stall
MS2019/02	Banked: 11/09/2019	15.00					
MS2019/02	K Bull	15.00			1800	101	15.00 Snowflakes Stall
MS2019/09	Banked: 11/09/2019	15.00					
MS2019/09	R Allison	15.00			1800	101	15.00 Snowflakes Stall
	Bacs Banked: 11/09/2019	50.00					
	Bacs Evie Williams	50.00			1000	115	50.00 Town Hall Hire
VG2020/03	Banked: 13/09/2019	75.00					
VG2020/03	White Feather	75.00			1802	101	75.00 Visitor Guide Advert
MS2019/12	Banked: 16/09/2019	15.00					
MS2019/12	C Smith	15.00			1800	101	15.00 Snowflakes Stall
	Bacs Banked: 16/09/2019	75.00					
VG2020Ba	Enmore Park GC	75.00			1802	101	75.00 Visitor Guide Advert
	Bacs Banked: 19/09/2019	15.00					
	Bacs Hannah Bird	15.00			1800	101	15.00 Snowflakes
	Bacs Banked: 23/09/2019	15.00					
	Bacs Mandy Gair	15.00			1800	101	15.00 Snowflakes
	Bacs Banked: 24/09/2019	15.00					
	Bacs Leslie Benham	15.00			1800	101	15.00 Snowflakes
	Bacs Banked: 24/09/2019	298,000.00					
	Bacs Sedgemoor District Council	298,000.00			1900	101	298,000.00 Precept Sept 2020
Subtotal Carried Forward:		301,452.50	0.00	0.00			301,452.50

20/10/2019

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Bridgwater Town Council

Cashbook 1

Current/Liquidity Accounts

Receipts received between 01/09/2019 and 30/09/2019

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User: DM

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Bacs Banked: 25/09/2019		125.00						
Bacs HIE		125.00			1802	101	125.00	Visitor Guide
Bacs Banked: 26/09/2019		15.00						
Gale		15.00			1800	101	15.00	Snowflakes
Bacs Banked: 30/09/2019		125.00						
Bacs Wildfowl & Wetland		125.00			1802	101	125.00	Visitor Guide
Bacs Banked: 30/09/2019		658.33						
Bacs Victoria Hair		658.33			1030	101	658.33	Rent
Interest Banked: 30/09/2019		9.21						
Interest Nat West		9.21			1870	101	9.21	September Interest
Total Receipts:		302,385.04	0.00	0.00			302,385.04	

Mr S Mears
Bridgwater Town Council
Town Hall
TA6 3AS

Our ref SO0034
SAAA SB01268
ref
Email sba@pkf-littlejohn.com

29 September 2019

Dear Mr Mears

Bridgwater Town Council

Completion of the limited assurance review for the year ended 31 March 2019

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Bridgwater Town Council for the year ended 31 March 2019. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail 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.
- 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.
- 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 for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note if applicable. These arise where either we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or we had to

Tel: +44 (0)20 7516 2200 • Fax: +44 (0)20 7516 2400 • DX 42660 Isle of Dogs • www.pkf-littlejohn.com
PKF Littlejohn LLP • 1 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. 0C342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

send the AGAR back for correction due to a mistake or omission by the smaller authority; or we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or it was necessary for us to undertake additional work; or we had to send back documentation that was not requested.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference SO0034 or Bridgwater Town Council as a reference when paying by BACS.

Timetable for 2019/20

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Monday 29 June 2020.

It is anticipated that the instructions will be sent out during March 2020 in line with current practice, subject to arrangements for the 2019/20 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

In line with the Accounts and Audit Regulations 2015:

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2020, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Wednesday 3 June and Tuesday 14 July 2020; and
 - at the latest, between Wednesday 1 July and Tuesday 11 August 2020.

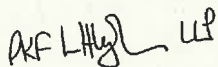
If there are any changes to the above arising from updates to the statutory requirements, you will be notified in good time.

In order to assist you in this process, we plan to include a pro forma template notice with a suggested inspection period on our website, as in previous years. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2018/19

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: https://www.pkf-littlejohn.com/sites/default/files/media/documents/xsatisfaction_survey_2018-19.docx

Yours sincerely



PKF Littlejohn LLP

Bridgwater Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2019

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

Accounts and Audit Regulations 2015 (SI 2015/234)

		Notes
1.	The audit of accounts for Bridgwater Town Council for the year ended 31 March 2019 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website.
2.	The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Bridgwater Town Council on application to:	
(a)	_____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b)	_____	(b) Insert the hours during which inspection rights may be exercised
3.	Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____		(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____		(e) Insert the date of placing of the notice

Mr S Mears
Bridgwater Town Council
Town Hall
TA6 3AS

Our ref SO0034
SAAA ref SB01268
Invoice no: SB20194142

VAT no: GB 440 4982 50

Email sba@pkf-littlejohn.com

29 September 2019

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2019	£2,000.00
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Additional charges (where applicable) as detailed on attached appendix A	£0.00
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Additional fees (where applicable) as detailed by separate cover	£0.00
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TOTAL NET	£2,000.00
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VAT @ 20%	£400.00
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TOTAL PAYABLE	£2,400.00
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PAYMENT IS DUE ON RECEIPT OF INVOICE

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf,
London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc Sort Code: 40-02-31

Account number: 11070797

Account Name: PKF Littlejohn LLP

Please include SO0034 or Bridgwater Town Council as the reference.

For account queries, contact creditcontrol@pkf-littlejohn.com.

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PKF Littlejohn LLP • 1 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. 0C342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

BRIDGWATER TOWN COUNCIL – SO0034

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 2019; 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 2018/19

Except for the matters reported below, 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.

- Section 1, Assertion 5 has been incorrectly completed as the smaller authority has confirmed that risk assessment was not reviewed by the full council within 2018/19.

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

None


3 External auditor certificate 2018/19

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 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

29/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

BRIDGWATER 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 2019, that:

	Agreed		Yes	No	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	✓	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*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 should be published with the Annual Governance Statement.

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

6/06/19

and recorded as minute reference:

TC 2019/68

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

Chairman

Clerk

[Signature]
[Signature]

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

Authority web address

WWW.BRIDGWATER-TC.GOV.UK

Section 2 – Accounting Statements 2018/19 for

BRIDGWATER TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward <i>DM</i> <i>QWTH</i>	551,418 456,807	519,165 368,119	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. 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 <i>DM</i> <i>QWTH</i>	503,092	549,226	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts <i>DM</i> <i>QWTH</i>	143,100	138,412 134,101	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 <i>DM</i> <i>QWTH</i>	91,838	133,445	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments <i>DM</i> <i>QWTH</i>	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 <i>DM</i> <i>QWTH</i>	643,041	688,184 885,450	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 <i>DM</i> <i>QWTH</i>	142,737 368,119	234,128	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 <i>DM</i> <i>QWTH</i>	329,546	236,973 905	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 <i>DM</i> <i>QWTH</i>	13,083,670 200,000	13,083,358	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 2019 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

[Signature]

Date

6/06/19

Resigned on 23/9/2019

[Signature]

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

6/06/19

as recorded in minute reference:

TC2019/69

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

[Signature]