

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

WANTAGE 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 ¹ means that this authority
	Yes	No ²	
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:

13/05/19

and recorded as minute reference:

9

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

WNW.WANTAGETOWNCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2018/19 for

WANTAGE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	335298	433321	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	321000	326000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4442	36884	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	91672	106927	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	Nil	Nil	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	172747	171137	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	433321	518141	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	453659	533500	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	471802	478122	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	Nil	Nil	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.
		N/A	

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

W Falderau
08/05/19

Date

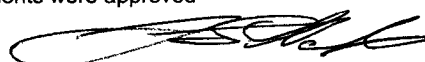
I confirm that these Accounting Statements were approved by this authority on this date:

~~13/05/19~~ 13/05/19

as recorded in minute reference:

10

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



Section 3 – External Auditor Report and Certificate 2018/19

In respect of

WANTAGE 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 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, 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 2018/19

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 2019.

*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)

WANTAGE TOWN COUNCIL

BALANCE SHEET

AND

ACCOUNTS

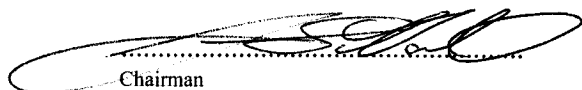
For the Year Ended

31 MARCH 2019

INCOME & EXPENDITURE ACCOUNT

INCOME	2018/2019		2017/2018	
	£	£	£	£
Precept		326,000		321,000
Interest		141		285
Allotments		3,461		3,672
Parking		3,108		3,435
Markets		12,372		13,524
Fairs		2,280		2,205
Burials		6,428		7,472
Grants - DC precept support		-		2,379
Grants and donations		3,945		8,446
Community Infrastructure Levy		5,132		-
Miscellaneous		17		25
	<i>Total Income</i>	<u>362,884</u>		<u>362,443</u>
EXPENDITURE				
General Administration				
- Salary Costs		79,908		73,943
- Other admin		19,321		14,475
- Capital		-		-
Running Costs				
- Allotments		6,456		3,220
- Car park and VC Forecourt		21,927		19,191
- Cemetery		10,714		14,291
- Markets		14,122		11,851
- Playground/Open Areas		550		700
Section 137 - other		1,016		1,145
Section 137 - donations		180		180
Other grants		90,697		87,538
Neighbourhood Plan		336		88
Street Furniture - general		1,408		2,365
Street Furniture - capital		2,450		6,459
Armed Forces Day event		6,934		8,372
Recreation, Tourism and Environment		22,045		20,602
	<i>Total Expenditure</i>	<u>278,064</u>		<u>264,420</u>
	<i>Surplus of Income over Expenditure</i>	<u><u>£84,820</u></u>		<u><u>£98,023</u></u>
MOVEMENT ON GENERAL FUND				
Balance brought forward 1 April		169,021		165,298
Surplus/Deficit for year		84,820		98,023
Less transfer from Capital Reserve		9,168		-94,300
<i>Balance carried forward 31 March</i>		<u><u>£263,009</u></u>		<u><u>£169,021</u></u>

Approved by the Council



Chairman



Responsible Financial Officer

BALANCE SHEET AS AT 31 MARCH 2019

	2018/2019		2017/2018	
	£	£	£	£
INVESTMENTS		-		-
LONG TERM DEBTS		-		-
		-		-
CURRENT ASSETS				
Debtors/prepayments	1,139		366	
Interest Due to Council	-		-	
VAT Recoverable	8,117		9,352	
Cash and Bank Balances	533,500		453,659	
<i>Total Current Assets</i>		542,756		463,377
<i>Total Assets</i>		542,756		463,377
CURRENT LIABILITIES				
Creditors	-24,615		-30,056	
Temporary Loans	-		-	
Bank Overdraft	-		-	
<i>Total Current Liabilities</i>		-24,615		-30,056
<i>Total Assets less Current Liabilities</i>		518,141		433,321
LONG TERM LIABILITIES		-		-
<i>Net Assets</i>		£518,141		£433,321
Represented by:				
COUNCIL FUNDS:				
General Fund		263,009		169,021
PROVISIONS				
RESERVES		255,132		264,300
		£518,141		£433,321

The above statement represents fairly the financial position of the authority as at 31 March 2019 and reflects its income and expenditure during the year.

Approved by the Council


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Chairman


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Responsible Financial Officer

SUPPORTING NOTES

1 ASSETS**Movements in the year**

The following assets were acquired and disposed of during the year

	£
VAS sign Ickleton Road	2,450
Market trolley	1,120
Pathway at Naldertown allotments	3,050
	<u>6,620</u>

(b) For accounting purposes items costing less than £1,000 are not regarded as assets.

(c) At 31 March 2019, the following assets were held:

	Value £
<i>Assets</i>	
Land	8
Statue, paintings and other valuable property	295,042
Street furniture	121,661
Walls and other items at Cemetery	53,606
Allotment items	5,100
Office equipment	2,705
	<u>£478,122</u>

The basis of valuation of these assets is replacement (insurance) value at 31 March 2009 plus subsequent additions at cost, with the exception of land which is valued at a nominal amount.

2 BORROWINGS

At the close of business on 31 March 2019, there were no loans to the Council outstanding.

3 LEASES

At the close of business on 31 March 2019, the following leases were in operation:

<i>Lessor</i>	<i>Purpose</i>	<i>Annual rent</i>	<i>Expires</i>
BNP Paribas	Photocopier	<u>£596</u>	2023

4 DEBTS OUTSTANDING

At 31 March 2019, debts of £366 were outstanding and due to the Council. The ages

Less than three months old	730
More than 3 but less than 6months old	169
Over 12 months old	-
	<u>£899</u>

SUPPORTING NOTES

5 CAPITAL AND PROJECT RESERVE

At 31 March 2019, the Council held the following

	Balance b/f 1.4.2018	Additions 2018-19	Reductions 2018-19	Balance at 31.3.2019
	£	£	£	£
Cemetery: Development of Land	20,000	-	-	20,000
Community support	100,000	-	-	100,000
Neighbourhood Plan Projects	120,000	-	-	120,000
Youth Town Council grants	4,300	-	4,300	-
GROW Children Services	20,000	-	10,000	10,000
Community Infrastructure Levy (CIL)	-	5,132	-	5,132
Total	264,300	5,132	14,300	255,132

6 TENANCIES

During the year, the Council held the following tenancies:

Council as landlord

<i>Tenant</i>	<i>Property</i>	<i>Rent (pa)</i>	<i>Expires</i>
Allotment holders	Allotments	£3,671	2018

Council as tenant

<i>Landlord</i>	<i>Property</i>	<i>Rent (pa)</i>	<i>Expires</i>
Oxfordshire CC	Larkdown Allotments	£480	2024
Crab Hill Partnership	Grove Rd Allotments	£285	2019

7 AGENCY WORK

The Council did not undertake any agency work on behalf of other authorities during the year ended 31 March 2019

8 ADVERTISING AND PUBLICITY

£
Nil

9 CONTINGENT LIABILITIES

£
Nil

10 PENSIONS

	2017/18	2018/19
	£	£
Pension scheme contributions.	373	900

SUPPORTING NOTES

11 SECTION 137 PAYMENTS

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £7.86 per head of electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The limit for this Council in the year ended 31 March 2019 was **£73,600** and the payments made were:

<i>Payee</i>	<i>Nature of payment</i>	<i>£ p</i>
Various - Volunteers' reception	Refreshments	1,016
		<hr/>
<i>Total other</i>		1,016
British Legion	Donation	180
Total		<hr/> £1,196 <hr/>


Other grants and donations (not s137)

		Power
Amegos Theatre	Donation	500 Entertainment and Arts
Dickensian Evening	Donation	500 Entertainment and Arts
KA Academy - Sweatbox	Donation	16,500 Recreation
Betjeman Festival	Donation	1,000 Recreation
4th KA Scouts	Donation	1,200 Recreation
Letcombe Brook Project	Donation	8,000 Recreation
Opera Unmasked	Donation	600 Entertainment and Arts
GROW children's centre	Donation	10,000 Recreation
Jigsaw Stage Productions	Donation	1,000 Entertainment and Arts
Independent Advice Centre	Grant	16,000 Information and Advice
Be Free Young Carers	Donation	2,500 Information and Advice
Twinning Association	Donation	152 Encouraging tourism
Vale & Downland Museum - Visitor point	Grant	6,350 Encouraging tourism
Vale & Downland Museum	Grant	19,000 Entertainment and Arts
Wantage Choral Society	Donation	500 Entertainment and Arts
Wantage Counselling Service	Grant	3,000 Information and Advice
Wantage & Grove Street Pastors	Donation	500 Information and Advice
Wantage Carnival	Donation	395 Entertainment and Arts
October Club	Donation	3,000 Recreation

£90,697

Approved by the Council

Signed
Chairman



Signed
Responsible Financial Officer



Account Balances

As of 31/03/2019

07/05/2019

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Account	31/03/2019 Balance
Bank Accounts	
30 Day	918.89
Barclays	83,163.59
Current	-7,654.97
Instant	431,716.72
Nationwide	25,000.00
TOTAL Bank Accounts	533,144.23
Cash Accounts	
Petty Cash	356.12
TOTAL Cash Accounts	356.12
Asset Accounts	
Asset	0.00
Debtor ORCC	0.00
Debtors	1,138.83
Interest Due	0.00
VAT Recoverable	8,116.75
TOTAL Asset Accounts	9,255.58
Liability Accounts	
Accumulated Surplus	-169,018.49
Allotment Bond	-8,016.80
Community Infrastructure Levy	0.00
Creditor Grove PC	0.00
Creditors	-11,378.61
JEF FUND	-5,222.55
JET Fund	0.00
Reserves	-264,300.00
TOTAL Liability Accounts	-457,936.45
OVERALL TOTAL	84,819.48

Budget

01/04/2018 Through 31/03/2019 Using Budget 3

07/05/2019

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Category Description	01/04/2018 Actual	- Budget	31/03/2019 Difference
INCOME			
L&A			
Allotments	3,461.36	3,630.00	-168.64
Cemetery	6,427.50	6,000.00	427.50
Fair Tolls	2,280.00	2,280.00	0.00
Market Tolls	12,371.82	12,500.00	-128.18
Parking Fines	3,108.00	7,000.00	-3,892.00
VC Forecourt	17.00	30.00	-13.00
TOTAL L&A	27,665.68	31,440.00	-3,774.32
Other Inc			
CIL	5,132.16	0.00	5,132.16
Int Inc	141.21	0.00	141.21
JEF Grants	644.95	0.00	644.95
Precept	326,000.00	325,000.00	1,000.00
VAS grants	3,300.00	0.00	3,300.00
TOTAL Other Inc	335,218.32	325,000.00	10,218.32
PC&E Income			
PC&E Grant Income	0.00	2,000.00	-2,000.00
TOTAL PC&E Income	0.00	2,000.00	-2,000.00
TOTAL INCOME	362,884.00	358,440.00	4,444.00
EXPENSES			
JEF			
Advertising	239.98	0.00	-239.98
Printing	44.97	0.00	-44.97
Town Team	360.00	0.00	-360.00
TOTAL JEF	644.95	0.00	-644.95
Leisure & Amenities			
Allotment	16.00	139.00	123.00
Clearance	740.00	1,000.00	260.00
Maintenance	3,876.50	1,500.00	-2,376.50
Rent	1,250.76	661.00	-589.76
Water	572.78	500.00	-72.78
TOTAL Allotment	6,456.04	3,800.00	-2,656.04
Car Park MP			
Attendant Wages	5,507.57	7,000.00	1,492.43
Rates	3,845.52	3,250.00	-595.52
TOTAL Car Park MP	9,353.09	10,250.00	896.91
Cemetery			
Cemetery hedge	0.00	300.00	300.00
Cleaning	2,120.00	2,500.00	380.00
Grasscutting	4,750.00	7,340.00	2,590.00
Maintenance	3,130.00	1,800.00	-1,330.00
Rates	643.97	740.00	96.03
Tree mtce	70.00	1,000.00	930.00
TOTAL Cemetery	10,713.97	13,980.00	3,266.03
Fairs			
Attendant Wages	0.00	600.00	600.00
Closure	20.83	200.00	179.17
TOTAL Fairs	20.83	800.00	779.17

Budget

01/04/2018 Through 31/03/2019 Using Budget 3

07/05/2019

Page 2

Category Description	01/04/2018 Actual	- Budget	31/03/2019 Difference
Market			
Attendant Wages	9,131.34	9,250.00	118.66
Other	1,412.48	500.00	-912.48
Rates	2,378.17	3,700.00	1,321.83
Shed rent	1,200.00	1,200.00	0.00
TOTAL Market	14,121.99	14,650.00	528.01
Market Square			
Christmas Displays	11,208.22	13,400.00	2,191.78
Floral Displays	3,036.00	3,500.00	464.00
Refurbish	450.00	0.00	-450.00
Statue	26.68	2,250.00	2,223.32
TOTAL Market Square	14,720.90	19,150.00	4,429.10
Misc	65.99	500.00	434.01
Street Furnitur	220.00	5,000.00	4,780.00
Salt Bins	1,000.00	1,000.00	0.00
Street furniture general	187.50	0.00	-187.50
TOTAL Street Furnitur	1,407.50	6,000.00	4,592.50
VC Forecourt Maintenance	193.98	1,000.00	806.02
VC Forecourt Wages	12,380.17	6,300.00	-6,080.17
Weedkilling	2,265.00	3,000.00	735.00
TOTAL Misc	16,312.64	16,800.00	487.36
Play Areas	0.00	500.00	500.00
Grasscutting	550.00	775.00	225.00
Maintenance	0.00	50.00	50.00
TOTAL Play Areas	550.00	1,325.00	775.00
Projects			
Alfred's Bath	0.00	1,000.00	1,000.00
TOTAL Projects	0.00	1,000.00	1,000.00
TOTAL Leisure & Amenities	72,249.46	81,755.00	9,505.54
Neighbourhood Plan	336.00	0.00	-336.00
PC&E	27.45	0.00	-27.45
Armed Forces Day	6,933.56	10,000.00	3,066.44
Mobiloo	1,440.00	1,200.00	-240.00
Other	2,509.43	6,000.00	3,490.57
Queen's 90th	-480.00	0.00	480.00
Town Flags	407.20	2,000.00	1,592.80
Volunteers Reception	1,015.80	1,500.00	484.20
Website	370.00	800.00	430.00
TOTAL PC&E	12,223.44	21,500.00	9,276.56
Planning	9.00	0.00	-9.00
Planning - NP	80.73	0.00	-80.73
Speed checks	0.00	500.00	500.00
VAS equipment	2,415.00	8,500.00	6,085.00
TOTAL Planning	2,504.73	9,000.00	6,495.27
PM&F			
Grants			
Be Free Young Carers	2,500.00	5,000.00	2,500.00
Children's Centre	10,000.00	10,000.00	0.00
Dickens Evg	500.00	500.00	0.00
Donations	4,875.00	10,000.00	5,125.00
IAC	16,000.00	16,000.00	0.00

Budget

01/04/2018 Through 31/03/2019 Using Budget 3

07/05/2019

Page 3

Category Description	01/04/2018 Actual	- Budget	31/03/2019 Difference
JEF	0.00	1,000.00	1,000.00
Letcombe Brook Project	8,000.00	8,000.00	0.00
Museum	19,000.00	19,000.00	0.00
October Club	3,000.00	3,000.00	0.00
Sweatbox	12,000.00	10,500.00	-1,500.00
TIC	6,350.00	6,350.00	0.00
Twinning	152.00	2,000.00	1,848.00
Wantage Counselling	3,000.00	3,000.00	0.00
Wantage Summer Festival	0.00	1,500.00	1,500.00
TOTAL Grants	85,377.00	95,850.00	10,473.00
Office Admin	112.72	100.00	-12.72
Photocopier	885.86	800.00	-85.86
Postage	816.15	800.00	-16.15
Stationery	968.16	1,000.00	31.84
Telephone	709.04	1,000.00	290.96
TOTAL Office Admin	3,491.93	3,700.00	208.07
Office Mtce	1,900.64	2,500.00	599.36
Other	3.32	0.00	-3.32
Audit	833.00	850.00	17.00
Audit internal	832.50	1,200.00	367.50
Bank Chrg	378.21	400.00	21.79
Civic Visits	3,057.13	3,000.00	-57.13
Clerk's Exps	0.00	100.00	100.00
Computers	17.90	500.00	482.10
Election	0.00	5,000.00	5,000.00
Freedom costs	0.00	1,500.00	1,500.00
Insurance	3,121.15	3,250.00	128.85
Mayor's Exps	2,700.00	2,700.00	0.00
Staff Training	325.99	750.00	424.01
Subscriptions	1,739.10	1,750.00	10.90
Sundry	217.90	500.00	282.10
TOTAL Other	13,226.20	21,500.00	8,273.80
Salaries	79,908.05	100,000.00	20,091.95
Salary Admin	702.12	1,000.00	297.88
TOTAL Salaries	80,610.17	101,000.00	20,389.83
TOTAL PM&F	184,605.94	224,550.00	39,944.06
Youth Town Council	5,500.00	5,000.00	-500.00
TOTAL EXPENSES	278,064.52	341,805.00	63,740.48
OVERALL TOTAL	84,819.48	16,635.00	68,184.48