

AGENDA REPORTS PACK

EXTRA ORDINARY COUNCIL MEETING

14th July 2020

Annual Internal Audit Report 2019/20

Cottenham Parish 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.			
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

Name of person who carried out the internal audit

DD/MM/YY	DD/MM/YY	DD/MM/YY
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ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

*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 2 – Accounting Statements 2019/20 for

Cottenham Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	606,962	623,001	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	328,834	288,656	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	44,087	2,834,057	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	59,904	70,170	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	6,116	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	290,861	721,157	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	623,001	2,954,386	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	700,308	2,962,957	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	1,872,731	1,444,731	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	2,841,720	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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

20/144. GCP Survey on Waterbeach to Cambridge link

As the delivery body for the Greater Cambridge City Deal, the Greater Cambridge Partnership (GCP) is investing in solutions to tackle current and future transport problems by offering better and more sustainable ways to make journeys by public transport, cycling and walking.

Investment in infrastructure is well underway to create new and improved public transport routes along four corridors identified as essential to connect growing communities to employment hubs across the city including the Waterbeach to Cambridge corridor via the A10.

The Waterbeach to Cambridge project is looking at access to and from the city from the north to enable people to get around more easily by public transport, cycle or on foot. As part of this process a pre-consultation engagement is underway, this involves seeking views through an online survey and the ability to add suggestions by placing a pin with comment on the interactive map. Comments have already been made about improvement of footpath and cycle routes to Cottenham.

The consultation closes on 3rd August. All councillors should be encouraged to complete the survey and leave comments on the interactive map. A formal response should be made to GCP by CPC. Views are to be sought and collated for discussion and approval at the Highways Committee meeting on 28th July.

<https://www.greatercambridge.org.uk/WaterbeachToCambridge>

20/145. Green Infrastructure in Greater Cambridge

<https://greater-cambridge-consultation-hub-luc.hub.arcgis.com/>

Green infrastructure = the network of natural and semi-natural spaces e.g. parks, private gardens, allotments, woodland, hedges, footpaths, cycle routes and watercourses.

The Infrastructure Delivery Plan = a list of all the infrastructure projects needed to support the Greater Cambridge Local Plan.

This survey asks local bodies to list examples, based on local knowledge, to make sure nothing is missed when fed into the Greater Cambridge local plan being developed this autumn.

Two parts to survey – each optional. Fuller description in ANNEX below but briefly:

Part 1

- which green infrastructure sites are thriving and which need help? (give examples)
- what are the main pressures & challenges?
- where are opportunities for creation and enhancement?

Part 2

- give details of any initiative in green infrastructure for possible inclusion in the Infrastructure Delivery Plan (e.g. any green space creation/enhancement, new or enhanced sports pitches, new leisure centres, habitat creation)

Recommendations for CPC response:

1. We partially complete Part 1, stating that Development pressure/viability is the main pressure/challenge on green infrastructure.
(If fellow councillors have suggestions for sites which are thriving, need help or offer opportunities, please provide information by Friday 17th July for possible inclusion).
2. We complete Part 2 giving details of:
 - a) New Life the Old West project (Jo can you point me in direction of where to find any details highlighted in yellow in ANNEX)
 - b) Our aspirations to expand the playing fields at the recreation ground – probably not strictly speaking allowable but worth flagging? (I can look at Neighbourhood Plan for some info)
 - c) Anything else?

ANNEXE

Greater detail of survey questions:

Pt1

Which green infrastructure sites are thriving and provide the most value to people and wildlife in Greater Cambridge?

Which green infrastructure sites need intervention to enable them to provide more value to people and wildlife in Greater Cambridge?

What are the main pressures and threats to green infrastructure in Greater Cambridge in the future?
Recreational pressure; Climate change; Lack of funding; Development pressure; Agricultural activity; Other

Where do you consider the key opportunities for green infrastructure creation and enhancement in Greater Cambridge to be over the next 5 years and beyond? (indicate location).

What are the major challenges in delivering green infrastructure schemes?
Lack of local government funding; Lack of community support; Development viability; Lack of collaboration between different bodies; Other

Are you aware of any innovative approaches to date in Greater Cambridge or elsewhere in delivering and funding green infrastructure assets?

Are there certain geographical areas that are particularly poorly served by green infrastructure in Greater Cambridge?

Are there certain geographical areas in Greater Cambridge that are completely lacking green infrastructure?

Are there certain communities (e.g. the elderly, children etc) that are particularly poorly served by green infrastructure in Greater Cambridge?

Pt 2

For our work on the Infrastructure Delivery Plan (IDP) we are looking for information on any initiative green infrastructure, sport and recreation project which might be relevant to the local plan (e.g. any green space creation/enhancement, new or enhanced sports pitches, new leisure centres, habitat creation).

Add new record for each initiative/project

Infrastructure project name*

Brief description

What standards / evidence bases have been used to justify the infrastructure project?

Upload any relevant standards / evidence base documents

Indicate the project location

Lead / Partner organisations including contact details

Delivery milestones and overall timescale

Delivery mechanisms

(e.g. will this be direct provision by developer, or by another organisation such as the future parks accelerator)

Anticipated total cost

Anticipated cost for each year of the plan period (the plan period is 2017 – 2040).

Total of identified funding split between funding sources

Identified funding secured

Details of funding

Risks to project delivery

Does the project relate to a specific development site – if so which (ones)

Whether there are alternatives which could also meet need / address the issue