

# KILMERSDON PARISH COUNCIL

YOU ARE SUMMONED TO ATTEND A MEETING OF KILMERSDON PARISH COUNCIL TO BE HELD AT KILMERSDON VILLAGE HALL CAR PARK ON TUESDAY 18<sup>TH</sup> MAY 2021 AT 7.30PM, PRECEDED BY A CONSULTATION HELD REMOTELY VIA ZOOM ON MONDAY 17<sup>TH</sup> MAY 2021 AT 7.30PM

Join Zoom Meeting

<https://zoom.us/j/97688201829?pwd=dS9wdTNzclE1WWVEYzFSOWJTS0JUUT09>

Meeting ID: 976 8820 1829

Passcode: 309666

Or join by phone on 0203 481 5240 using the meeting ID and passcode above.

## AGENDA

1. **TO ELECT THE CHAIR**
2. **DECLARATION OF ACCEPTANCE OF OFFICE** To receive the Chair's declaration of acceptance of office, or if not then received to decide when it should be received.
3. **TO ELECT THE VICE CHAIR**
4. **APOLOGIES** To receive apologies for absence
5. **DECLARATIONS OF INTEREST** To note any Councillors' interests
6. **MINUTES** 26<sup>th</sup> April 2021. (**Pages 1-3**).
7. **PUBLIC SPEAKING TIME** (max 15 mins).
8. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross	Net	Power	Ch no
K Hutton	Defib training grant	£100	£100.00	LGA 1972 S143	EB24
Greensward	New bench at Kilmersdon Hill	£228.00	£190.00	LG Misc Provisions Act 1976 s 19	EB25
L Close	Refund of purchase of waterproof labels for dog bins	£14.57	£12.14	LGA 1972 S143	EB26
L Close	April salary	£256.62	£256.62	LGA 1972 S143	EB27
Paul Clark Accountants Ltd	Internal Audit	£180.00	£150.00	LGA 1972 S143	EB28

## KILMERSDON PARISH COUNCIL

9. **TO RECEIVE THE INTERNAL AUDIT REPORT FOR 2020/21 (Page 4)**
10. **ANNUAL GOVERNANCE STATEMENT 2020/21 (Page 5)**  
To review and approve the Annual Governance Statement 2020/21
11. **YEAR END ACCOUNTS 2020/21 – (Pages 6-11)**  
To review and approve the Accounting Statements 2020/21
12. **TO AGREE THE COMPARISON OF ACTUAL AGAINST BUDGET AT YEAR END 2020/21 -**  
to be circulated (Pages 12-13)
13. **TO AGREE THE EXEMPTION CERTIFICATE –** To certify that during the financial period 2020/21, the higher of the authority's gross income for the year or gross annual expenditure for the year did not exceed £25,000 (Page 14)
14. **TO NOTE THE CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS** 14<sup>th</sup> June to 23<sup>rd</sup> July 2021 (External Auditor's suggested dates).
15. **ANNUAL REVIEW OF THE CODE OF CONDUCT, THE STANDING ORDERS, THE FINANCIAL REGULATIONS, COMPLAINTS PROCEDURE, HEALTH AND SAFETY POLICY, FREEDOM OF INFORMATION PUBLICATION SCHEME, ANNUAL REVIEW OF THE INTERNAL CONTROL ENVIRONMENT, DATA PROTECTION PRIVACY POLICY**  
<https://www.kilmersdonpc.co.uk/your-parish-council/finance-policies/general-policies/>  
<https://www.kilmersdonpc.co.uk/your-parish-council/finance-policies/yearly-archives/2020-21-finance-and-policies/>
16. **HIGHWAY MATTERS**
  - Flooding on the Mells to Babington Road – any update from Cllr Pullin
  - Treacherous highway in freezing weather at Hoares Lane – any update from Cllr Pullin
17. **PLAYING FIELD**
  - (1) To note the small train and trim trail installation have been deferred to 24<sup>th</sup> May.
  - (2) Quote to repair / move the bench at the edge of the field – see quotes in part 2 page 17.
  - (3) Quote to move the goalposts to accommodate the zipwire – see quotes in part 2 page 17
  - (4) Quote to install key operated height restrictors at entrance to the car park -email circulated 4/5/21 with a suggested specification for the works.
  - (5) Quote to repair the firemans pole – work to be incorporated in the £540 already agreed last February for work to the multi play unit by GB Sport and Leisure. To be undertaken 26<sup>th</sup> May.
  - (6) Quote to repair erosion to soil around the base of the basket swing – see quotes in part 2 page 17
  - (7) Quote to fix the bolts on the rear of the goalposts -awaiting quotes

## KILMERSDON PARISH COUNCIL

- (8) From the play park weekly inspections – there are some stones missing from the wall of the spiral garden at the entrance  
(9) Driving over the grass from the car park to a residential property – raised with Savills 27/4/21

### 18. PLANNING APPLICATIONS (Cllr Butt)

- Alterations to garage (retrospective). The Tallat House Silver Street 2021/0112/HSE
- 3 Kilmersdon Hill, planning reference 2019/1144/HSE. Although the applicant secured permission to change the green profile roofing to black, the garage was built larger than consented with the roof much higher than proposed. Update requested from Mendip DC.

### 19. CORRESPONDENCE

### 20. OUTSIDE BODIES

### 21. ANNUAL REVIEW OF THE HEALTH AND SAFETY POLICY (Page 15)

### 22. CHARLTON FINGERPOST – Somerset Forge has visited the site and found the fingerpost to be in a very bad state of disrepair, with no cast sleeve on the central post and the top finger is plastic. Two options attached (Page 16)

### 23. KILMERSDON GARAGE With thanks to Cllr Hudson for the review below

An inventory of the garage is listed below:

Parish Council Garage No. 7	
Description	Quantity
Large traffic cone	2
Small traffic cone	3
Red/white hazard tape reel	1
Litter picker	3
High-viz jacket	3
De-icing material bag	43
Rover Raider petrol lawnmower	1
Echo SRM2000A Strimmer	1
Husqvarna 125RJ Trimmer	1
Assorted wood	

Photographs have been circulated:

- No. 1 shows the slightly rusty door and cracking frame – should we address? – raised with Savills 27/4/21

## KILMERSDON PARISH COUNCIL

- No.2 the lawn mower, strimmer and trimmer
- No.3 tidied garage with lots of space
- No. 4 the lock which would need to be changed to add a padlock

24. **MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING**

25. **DATE AND ARRANGEMENTS FOR THE NEXT MEETING – 21st June 2021**

*Part 2 To resolve to exclude the press and public under s.1(2) of the Public Bodies (Admission to Meetings Act) 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

26. **REVIEW OF LEASES**

27. **QUOTES FOR WORKS AT THE PLAYING FIELD (Page 17)**

*L. Close*

**Lesley Close**  
**Parish Clerk**  
10th May 2021

**Tel: 07521 951471**

[Clerk@kilmersdonpc.co.uk](mailto:Clerk@kilmersdonpc.co.uk)  
[www.kilmersdonpc.co.uk](http://www.kilmersdonpc.co.uk)

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.

# KILMERSDON PARISH COUNCIL

## Minutes of a Meeting of Kilmersdon Parish Councillors Held remotely via Zoom At 7.30pm on Monday 26<sup>th</sup> April 2021

- PRESENT:** Cllr N Brand (Chair) Cllrs R Butt, E Drewe (Vice Chair), N Ham, D Hudson.
- ABSENT:** Cllrs G Doswell and B Nagel
- ATTENDING:** L Close, Parish Clerk

### 188. APOLOGIES

Apologies for absence were received from Cllrs G Doswell and B Nagel.

### 189. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 190. MINUTES

The minutes of the Parish Council meeting held on 15<sup>th</sup> March 2021 were **agreed** as a true record and would be signed after the meeting.

### 191. PUBLIC SPEAKING TIME

There were no members of the public.

### 192. FINANCIAL MATTERS

The following payments were **agreed**. Following the meeting, the Clerk scheduled the payments for 30<sup>th</sup> April and sent a screen shot of the electronic banking payment list to all Councillors for confirmation.

Payee	Detail	Gross £	Net £	Power	Electronic banking no
HMRC	Clerk's Tax paid 7/4/21 to meet the 19/4 deadline	192.20	192.20	LGA 1972 S112	EB18
L Close	Salary – March	256.42	256.42	LGA 1972 S112	EB19
Greensward	Quarterly grounds maintenance	627.00	522.50	LGA Misc Provisions Act 1976 s.19	EB20
J&K Primrose	Monthly grounds maintenance - April	175.50	146.25	LGA Misc Provisions Act 1976 s.19	EB21
Love Creative UK	Email fix	81.00	67.50	LGA 1972 S112	EB22
Zurich	Insurance	609.38	609.38	LGA 1972 S112	EB23

*Minutes are draft until approved at the next meeting.*

Signed:

Date:

# KILMERSDON PARISH COUNCIL

## 193. HIGHWAY MATTERS

- Flooding on the Mells to Babington Road – This is happening at two points on the road. Cllr Butt confirmed that Cllr Pullin had not responded to him on this yet. The Clerk to chase again. *Action – the Clerk*
- Treacherous highways in freezing weather on Hoares Lane – Cllr Butt confirmed that a response is awaited from Cllr Pullin. The Clerk to chase again. *Action – the Clerk*
- Renewal of the Village Signs was in progress via Highways.
- The bench on Kilmersdon Hill has been replaced.

## 194. PLAYING FIELD

- The small train and trim trail installation had been deferred until 5<sup>th</sup> May, the base of the small train will be removed free of charge. Cllr Nagel had offered to open the field gate when the contractors arrive. *Action – Cllr Nagel*
- The Annual Tree Inspection was **agreed** at a cost of £150. *Action – the Clerk*
- The bench on the edge of the field has a rough/broken edge – the Clerk to take a photo and get quote for repair when visiting the site later that week. *Action – the Clerk*
- The zipwire was scheduled for installation on 17<sup>th</sup> May and the Clerk and Cllr Nagel would meet a contractor on site on Wednesday 28<sup>th</sup> April at 9.30am to determine the exact positioning. *Action – Cllr Nagel and the Clerk*
- **Agreed** to renew the car park lighting contract with SSE. *Action – the Clerk*
- The play inspection report had been received that day. Most items related to the trim trail, small train and zip wire which are being replaced next month. **Agreed** to seek quotes from GB Sport and Leisure for the renewal of the Fireman's pole, fixing the bolts at the rear of the goalpost and from Primrose Garden Care for the erosion of grass surface creating a raised edge next to the basket swing. *Action – the Clerk*
- Concern was raised at the safety implications and damage to the ground of a resident driving from the car park over the grass to their property. The Clerk to contact Savills as the landowners. *Action – the Clerk*
- It was noted that the motorhome is parked on the car park again. The Clerk to seek quotes for a key operated restricted height frame over the entrance to the site. *Action – the Clerk*

## 195. PLANNING APPLICATIONS

2021/0586/LBC Reinstatement works following fire damage. Prospect House White Post To Charlton Road Charlton – there were no objections

2021/0786/HSE Erection of single storey rear extension. Sunnyholme Fosseway – there were no objections.

## 196. CORRESPONDENCE

There was no correspondence.

## 197. OUTSIDE BODIES

There were no outside bodies reports.

*Minutes are draft until approved at the next meeting.*

Signed:

Date:

KILMERSDON PARISH COUNCIL

198. **FINGERPOST RENOVATION**

The post in Charlton at the junction of the B3139 and Charlton Road (to Holcombe) is in need of renovation and is very prominent when driving from the White Post direction. **Agreed** that this should be renovated next. *Action – the Clerk*

199. **DEFIBRILATOR**

It was noted that defibrillator training had been arranged for 23<sup>rd</sup> April for Kilmersdon residents. **Agreed** to grant fund this training in the amount of £100. *Action – the Clerk*

200. **ITEMS OF REPORT AND ITEMS FOR THE NEXT MEETING**

Cllr Hudson had borrowed the garage key to put the litter pickers inside for storage, the garage being the second from the left of the main road. **Agreed** that Cllr Hudson would return to take photos and an inventory. It was noted also that the garage door is not robust. The Clerk to contact Savills. *Action – Cllr Hudson and the Clerk*

201. **DATE OF NEXT MEETING:** 17<sup>th</sup> May 2021, pending a decision on the Judicial Review on whether meetings are allowed to continue on Zoom. In the meantime the Clerk to contact the Village Hall to confirm availability for meetings. *Action – the Clerk*

202. **CONFIDENTIAL SESSION**

It was agreed to exclude the press and public under s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

203. **TO RECEIVE ANY UPDATE ON LEASES**

The Chair gave an update on the status of the head lease, which is awaiting a response from the landlord on four queries.

The Business Plan had been received from the Village Shop Committee. The conundrum whereby the Village Shop Committee require security of tenure before they can apply for funds was recognized. **Agreed** that once the Parish Council is in a position to set up the sub lease, that an early break clause is inserted to be enacted if the Village Shop Committee has not provided a deposit to cover the cost of disposal and making good the ground should the shop close.

The fact that the soakaway would be on Parish Council land and the youth shelter on Village Shop Committee land was raised. **Agreed** that the Chair arranges a site meeting with John Clayton to discuss this and the above point. *Action – Cllr Brand*

The meeting ended at 8.20pm

*Minutes are draft until approved at the next meeting.*

Signed:

Date:

# Annual Internal Audit Report 2020/21

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## KILMERDON PARISH COUNCIL

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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  
05/05/2021

Name of person who carried out the internal audit  
PAUL CLARK

Signature of person who carried out the internal audit  
P Clark

Date  
05/05/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).  
 \*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



# Section 1 – Annual Governance Statement 2020/21



We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

\*For any statement to which the response is 'no', an explanation must be published

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

and recorded as minute reference:

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

Chairman

Clerk

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

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	✓	

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**Section 2 – Accounting Statements 2020/21 for**

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	18136	30624	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	14323	15100	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	12508	1614	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	3946	3650	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	10397	12897	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	30624	30791	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	30624	30791	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	13286	16151	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.
		<input checked="" type="checkbox"/>	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.  
Signed by Responsible Financial Officer before being presented to the authority for approval

Date

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

as recorded in minute reference:

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

**Receipts  
2020/2021**

**Kilmersdon Parish Council**

Date	Ref	Amount	From	Detail	General	Investment
08/04/2020	Precept	15,100.00	Mendip DC	Precept	15100	
22/04/2020	pg278	637.61	Crowd funding	Play park	637.61	
30/04/2020	pg 167	2.49	NatWest	Interest		2.49
31/05/2020	pg 168	2.41	NatWest	Interest		2.41
30/06/2020	pg 169	0.13	NatWest	Interest		0.13
31/07/2020	pg 170	0.13	NatWest	Interest		0.13
31/08/2020	pg 171	0.12	NatWest	Interest		0.12
30/09/2020	pg 172	0.14	NatWest	Interest		0.14
30/10/2020	pg173	0.12	Natwest	Interest		0.12
30/11/2020	pg174	0.13				0.13
12/02/2021	pg288	969.91	HMRC	VAT reclaim	969.91	
31/12/2020	pg175	0.13	NatWest	Interest		0.13
29/01/2021	pg176	0.12	NatWest	Interest		0.12
26/02/2021	pg177	0.12	NatWest	Interest		0.12
31/03/2021	pg178	0.14	NatWest	Interest		0.14

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Total	16,713.70				16707.52	6.18
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Payments 2020/2021

Kilmersdon Parish Council

Date	Payee	Details	ch no	Amount gross	Amount net	VAT
02/04/2020	SSE	Street lighting	DD1	18.15	17.29	0.86
20/04/2020	L Close	March salary	1416	251.76	251.76	
20/04/2020	L Close	web fee via 1&1	1417	23.98	19.98	4.00
20/04/2020	Greensward	Playing field maint.	1418	648.00	540.00	108.00
20/04/2020	Cartridge People	Printer ink	1419	144.90	120.75	24.15
20/04/2020	B Windell	Tree work	1420	360.00	300.00	60.00
18/05/2020	Love Creative UK	website	1421	297.00	247.50	49.50
18/05/2020	Groundworks UK	Return of grant	1422	3,500.77	3,500.77	
18/05/2020	L Close	1&1 web fee	1423	25.20	21.00	4.20
04/05/2020	SSE	Street lighting	DD2	18.15	17.29	0.86
18/05/2020	Zurich Insurance	PC insurance	1424	591.81	591.81	
18/05/2020	L Close	April salary	1426	256.62	256.62	
15/06/2020	L Close	May salary	1427	256.42	256.42	
15/06/2020	Paul Clark Accountants Ltd	Internal audit	1428	180.00	150.00	30.00
15/06/2020	SALC	subs	1429	167.19	167.19	
02/06/2020	SSE	Street lighting	DD3	18.64	17.76	0.88
02/07/2020	SSE	Street lighting	DD4	18.15	17.29	0.86
20/07/2020	ROSPA Play Safety Ltd	Annual inspection	1430	94.80	79.00	15.80
20/07/2020	Greensward	Quarterly maintenance	1431	537.00	447.50	89.50
20/07/2020	HMRC	Clerk's tax	1432	192.20	192.20	
20/07/2020	L Close	June salary	1434	256.62	256.62	
18/08/2020	Love Creative UK	2nd payment - website	1435	445.50	371.25	74.25
18/08/2020	L Close	1&1 web fee	1436	25.20	21.00	4.20
18/08/2020	L Close	July salary	1437	256.42	256.42	

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04/08/2020 SSE	Street lighting	DD5	19.64	18.71	0.93
21/09/2020 Rt Hon A Jolliffe	Playing field lease	1438	1.00	1.00	
21/09/2020 L Close	August salary	1439	256.42	256.42	
21/09/2020 Somerset Forge	Fingerpost	1440	648.00	540.00	108.00
02/09/2020 SSE	Street lighting	DD6	17.65	16.81	0.84
02/10/2020 SSE	Street lighting	DD7	18.15	17.29	0.86
15/10/2020 HMRC	Clerk's tax	1321	192.20	192.20	
19/10/2020 Greensward	Grounds maint.	EB1	537.00	447.50	89.50
19/10/2020 F Secure via L Close	Computer security	EB2	44.50	37.09	7.41
19/10/2020 L Close	Sept Salary	EB2	256.62	256.62	
03/11/2020 SSE	Street lighting	DD8	19.15	18.24	0.91
16/11/2020 Love Creative UK	Website final pay't	EB3	445.50	371.25	74.25
16/11/2020 L Close	Oct Salary	EB4	256.42	256.42	
16/11/2025 1&1 IONOS Ltd	Web hosting	EB5	25.20	21.00	4.20
16/11/2020 Kilmersdon Estate	Garage rent	EB6	50.00	41.67	8.33
16/11/2020 1&1 IONOS Ltd	Web redirection	EB4	11.00	11.00	
16/11/2020 L Close	Petty cash refund	EB7	69.88	68.34	1.54
16/11/2020 Kilmersdon Parish News	Grant	EB7A	400.00	400.00	
16/11/2020 Kilmersdon Parish Church	Grant	EB7B	850.00	850.00	
02/12/2020 SSE	Street lighting	DD9	17.83	16.99	0.84
21/12/2020 L Close	Nov Salary	EB8	256.62	256.62	
21/12/2020 HMRC	Clerk's tax	EB9	192.20	192.20	
21/12/2020 Mendip Community Transport	Grant	EB9A	300.00	300.00	
20/01/2021 L Close	Dec Salary	EB10	256.42	256.42	
20/01/2021 GB Sport and Leisure	Play inspections	EB11	280.80	234.00	46.80
20/01/2021 Greensward	Grounds maint.	EB12	669.00	557.50	111.50
20/01/2021 Citizens Advice Mendip	Grant	EB12A	300.00	300.00	
05/01/2021 SSE	Street lighting	DD10	20.37	19.40	0.97
15/02/2021 L Close	Jan Salary	EB13	256.42	256.42	
02/02/2021 SSE	Street lighting	DD11	17.16	16.35	0.81
15/03/2021 L Close	Feb Salary	EB14	256.62	256.62	

15/03/2021	GB Sport and Leisure	Swing repairs	EB15A	315.60	263.00	52.60
15/03/2021	GB Sport and Leisure	decommission zipwire	EB15B	36.00	30.00	6.00
02/03/2021	SSE	Street lighting	DD12	17.16	16.35	0.81
15/03/2021	PKF Littlejohn	External audit	EB16	240.00	200.00	40.00
18/12/2020	IONOS	Refund	pg285	18.42	15.35	3.07
15/03/2021	PG Gillard Ltd	Payroll services	EB17A and B	430.00	430.00	

**Total** 16,546.59 15,525.50 1,021.09

16,546.59 gross  
15,525.50 net  
1,021.09 vat

**Reconciliation**  
Cash book balance b/f

30,623.97

10

plus Receipts  
less Payments  
Cash book balance

16,713.70  
16,546.59  
30,791.08

Current a/c balance  
less unrepresented chqs

15,619.47  
-  
          

Reserve a/c balance

15,171.61  
30,791.08

②

KILMERSDON PARISH COUNCIL 2020/21 budget with year end actuals

Figures are net

	2020/21			2020/21	2021/22
	Budget	Actual at 6 months	Estimate to year end	Actual at year end	Budget
<b>EXPENDITURE</b>					<b>S.137</b>
Clerks Salary	3012.00	1534.26	3068.52	3073.38	3075.00
Tax	750.00	192.20	769.00	576.60	770.00
Payroll admin	215.00	0.00	215.00	430.00	230.00
<b>Office expenses</b>					
Postage	100.00	0.00	50.00	60.59	50.00
Stationery	60.00	120.75	150.00	128.50	150.00
Website	85.00	61.98	103.98	78.63	220.00
Recruitment ad	0.00	0.00	0.00	0.00	0.00
IT security	25.00	0.00	45.00	37.09	45.00
Website accessibility	1408.00	618.75	990.00	990.00	0.00
<b>Hire of Meeting Rooms</b>	206.00	0.00	0.00	0.00	206.00
Insurance	540.00	591.81	591.81	591.81	600.00
Audit	160.00	150.00	150.00	350.00	160.00
<b>Subscriptions</b>					
SALC	160.00	167.19	167.19	167.19	170.00
C C for Somerset	35.00	0.00	0.00	0.00	0.00
<b>Legal fees for planning</b>	2000.00	0.00	2000.00	2000.00	2000.00
<b>Village Cleaning/Tidying</b>					
Footpaths	250.00	0.00	0.00	0.00	250.00
Noticeboard and bench repairs	500.00	0.00	0.00	0.00	500.00
Fingerpost renovation	475.00	540.00	540.00	540.00	550.00
Moving 30mph signs	0.00	0.00	0.00	0.00	0.00
<b>Neighbourhood Plan</b>	0.00	3500.77	3500.77	3500.77	0.00
<b>Playing Field</b>					
Maint. Contract	1800.00	987.50	1975.00	1992.50	1975.00
Rent	1.00	1.00	1.00	1.00	1.00
Garage	50.00	0.00	50.00	50.00	50.00
Inspections	314.00	79.00	314.00	313.00	305.00

Notes

2 years

Toner, all colours - £120.75  
£160 hosting and £60 SSL for 2021

2020/21 is year 2 of 3 year agreement

£2000 unspent in 20/21 moved to EMR

To renovate one per year  
Moved to earmarked reserves  
**See earmarked reserves**

Includes Jack and Jill hill - for review 21/22

ROSPA £80; + 3 quarterly checks @ £75

2



Play Equipment Maintenance	2000.00	0.00	2000.00	293.00	2000.00
Tree inspection	150.00	300.00	300.00	300.00	300.00
<b>Capital Expenditure</b>					
Computer equipment	0.00	0.00	0.00	0.00	0.00
<b>General expenditure</b>					
Street Lighting	200.00	105.15	210.00	209.77	220.00
Contingency cover	0.00	0.00	0.00	0.00	0.00
Election expenses	0.00	0.00	0.00	0.00	0.00
<b>Grants</b>					
Village Day	150.00	0.00	0.00	0.00	150.00
Parish Magazine	400.00	0.00	400.00	400.00	400.00
PCC	850.00	0.00	850.00	850.00	850.00
Others	600.00	0.00	600.00	600.00	600.00
<b>Total</b>	<b>16496.00</b>	<b>8950.36</b>	<b>19041.27</b>	<b>17533.83</b>	<b>15827.00</b>

£150 inspection + free works

£500 held in earmarked reserves

s.137 limit for 2020/21 is £8.32 x 250=£2080

£50 per day

<b>INCOME</b>					
Playing Field hire	0.00	0.00	0.00	0.00	0.00
Precept	15100.00	15100.00	15100.00	15100.00	15100.00
Bank interest	15.00	5.42	6.00	6.18	6.00
<b>Total</b>	<b>15115.00</b>	<b>15105.42</b>	<b>15106.00</b>	<b>15106.18</b>	<b>15106.00</b>

Surplus/deficit -1381 6155.06 -3935.27 -2427.65 -721.00

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# Certificate of Exemption – AGAR 2020/21 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2021, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

**KILMELSDON PARISH COUNCIL**

certifies that during the financial year 2020/21, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2020/21: **£16,714**

Total annual gross expenditure for the authority 2020/21: **£16,547**

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2017
- In relation to the preceding financial year (2019/20), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2021.  
**By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:  as recorded in minute reference:
Signed by Chairman	Date	
Generic email address of Authority		Telephone number

\*Published web address  
ENTER PUBLICLY AVAILABLE WEBSITE / WEB PAGE ADDRESS

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2021. Reminder letters incur a charge of £40 +VAT**

## KILMERSDON HEALTH AND SAFETY POLICY

Kilmersdon Parish Council has obligations under the **Health and Safety Regulations** currently in force to identify and take action to minimise risks.

Although it is the legal responsibility of the Council to ensure safe practice, individuals have a responsibility to follow safe working practices. Where individuals work alone, they do need to remain alert to their own safety and should:

- Ensure they do not take unnecessary risks;
- Make the Parish Clerk aware of any medical conditions that might have developed;
- Seek and follow advice from the Parish Clerk;
- Follow all health and safety procedures;
- Comply with requests for information on their activity from the Parish Clerk or any Councillor;
- Report any incidents and potentially dangerous situations to the Parish Clerk.

Kilmersdon PC has no staff to carry out regular maintenance for physical assets, but in respect of the recreation field and play equipment it arranges independent safety checks to be carried out by Somerset ~~Playing~~ <sup>TOSPA</sup> Field Association, annually.

Additionally, the playground equipment is checked frequently by ~~Councillors~~ <sup>volunteers</sup> and ~~annually~~ <sup>by GB Sports Leisure</sup>.

All problems with the equipment are reported to the Clerk and any dangerous items found are reported to the Clerk for immediate safety action (sharp items in particular).

Where repair or maintenance of amenities or equipment becomes necessary, the Council employs qualified contractors, with quotations obtained in advance of all works.

In using professional services and contractors, the Council ensures that wherever possible it selects from providers who are well established and have been previously selected on recommendation, including Mendip District Council's list of approved contractors.

On completion the Council carries out checks on performance and calls for remedial action if the original work is unsatisfactory.

Review History	
Reviewed by the Parish Council, no changes	21/5/18
Reviewed by the Parish Council, no changes	20/5/19

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## Somerset Forge Ltd

Easton Engineering Works, Easton, Nr Wells, Somerset, BA5 1EH  
Tel: 01749 870037 Fax: 01749 871067 Email: [info@somersetforge.co.uk](mailto:info@somersetforge.co.uk)

7<sup>th</sup> May 2021

Quote for works to finger post at Charlton

### Option 1

Remove existing tube and replace. Fit larger sleeve to lower portion.  
Refurbish cast fingers, collars and finial. Supply and fit new cast finger to  
replace temporary finger.

£1095

### Option 2

Remove existing tube and replace with new cast post. Refurbish cast fingers,  
collars and finial. Supply and fit new cast finger to replace temporary finger.

£1695

All prices are +VAT

Cheques payable to Somerset Forge Ltd, BACS payments sort code 40-46-06 a/c 61022911  
VAT no. 336 6168 45