

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

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

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

CHIDHAM AND HAMBROOK 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 was 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

20/05/2020

Name of person who carried out the internal audit

RACHEL HALL (ACA)

Signature of person who carried out the internal audit

Rachel Hall

Date 20/05/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

CHIDHAM AND HAMBROOK PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed			Yes* means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	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 must be published with the Annual Governance Statement.

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

4 JUNE 2020

and recorded as minute reference:

021-20.4

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

Chairman

Clerk

X *Phil MacDermott*
Paul Jones

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

Authority web address

www.chidhamandhambrook.info

Section 2 – Accounting Statements 2019/20 for

CHIDHAM & Hambrook PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	142,557	216,638	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	45,255	47,150	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	85,465	43,756	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	10,138	16,454	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	46,501	96,274	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	216,638	194,816	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	216,638	194,816	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	94,189	105,174 119,301	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 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

Paul Jones

Date

27-05-2020

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

04/06/2020

as recorded in minute reference:

021-20.4

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

Phil Hargreave

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the body and the auditor

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

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

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

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

QUALITY

*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)

Additional information to be submitted with Part 3 AGAR

Basic and Intermediate levels

Item required.	Included Y/N or response
1. State the basis of accounts – Income and Expenditure (I&E) or Receipts and Payments (R&P)	R+P
2. Bank reconciliation (N.B. a pro-forma document is available online).	✓
3. Explanations of significant variances: For boxes 2 – 10 in the Accounting Statements, where the 2020 figure is 15% greater than, or 15% less than, the 2019 figure unless the variance is less than £500	✓
4. A reconciliation between boxes 7 and 8 – this must be quantified.	✓
5. An explanation of any 'No' answers in Section 1 (Annual Governance Statement)	n/a
6. An explanation of any 'No' answers in the Annual Internal Audit Report.	n/a
7. An explanation of the level of reserves held if more than twice the precept of the Authority.	n/a
8. Whether you use the general power of competence.	No
9. The dates for the period for the exercise of public rights (N.B. a pro-forma document is available online).	✓
10. This sheet, duly completed	✓

FINANCIAL STATEMENT AT 31 MARCH 2020

		Deposit	Current	Total
31/03/2019	Balance at Bank	123,679.97	92,958.18	216,638.15
	Receipts			90,905.61
	Payments			112,727.39
	Balance per Cash Book			194,816.37
	Add: outstanding receipts:			0.00
	Less: outstanding payments:			0.00
31/03/2020	Balance at Bank	133,868.78	60,947.59	194,816.37
	<i>DIFFERENCE</i>			<i>0.00</i>

CHIDHAM & HAMBROOK PARISH COUNCIL - Variances

Section 2	2018-19	2019-20	Variance	Variance %	Detailed explanation of variance with amounts
Box 2 - Precept	£45,255	£47,150	£1,895	1.04	
Box 3 - Total other receipts	£85,465	£43,756	£-41,709	0.51	Grant funding received in 2019-20 was lower than in previous year (see explanation attached)
Box 4 - Staff costs	£10,138	£16,454	£6,316	1.62	Clerk's rate of pay increased by 3 scale points on 1 Jul 2019 and hours increased by 4 hours per week from 1 Sep 2019. This explains the 1.62% increase in staff costs in 2019-20.
Box 5 - Loan Interest/capital payments	£0	£0	£0	0.00	
Box 6 - All other payments	£46,551	£96,274	£49,723	2.07	Spend against all grant funding and earmarked reserves higher in 2019-20 (see explanation attached)
Box 9 - Fixed Assets	£94,189	£105,174	£10,985	1.12	New items added to Asset Register as a result of increased grant funding expenditure on fixed assets (see explanation attached)
Box 10 - Total borrowings	n/a	n/a	n/a	n/a	

Explanation for 'high' reserves

The authority holds earmarked reserves of £115,463 in respect of grant funding received for projects yet to be delivered.

General reserve amount of £79,353.

CHIDHAM AND HAMBROOK PARISH COUNCIL - EXPLANATION OF VARIANCES - RECEIPTS

Receipts 2019-20 (not incl interest payments)

09/04/2019	CDC	CIL receipt	3,072.29
07/06/2019	Zurich	Insurance claim	429.00
07/06/2019	HMRC	VAT refund	3,123.16
10/06/2019	Groundwork UK	Neighbourhood Plan grant	9,000.00
25/10/2019	CDC	New Homes Bonus grant fi	15,807.43
01/11/2019	CDC	CIL receipt	12,258.08
			<hr/>
			43,689.96

Receipts 2018-19 (not incl interest payments)

27/04/2018	CDC	CIL receipt	26,603.60
05/06/2018	HMRC	VAT Refund 2017/18	12,533.80
11/06/2018	H Kilvington iro L Wilkinson's bench	Part payment of costs in respect of L Wilkinsons bench	550.00
23/10/2018	CDC	CIL receipt	30,194.04
16/11/2018	CDC	NHB 2018 - 4 projects	11,160.80
07/02/2019	WSCC	Operation Watershed	3,488.40
22/03/2019	Chichester Harbour Trust	Contribution to Maybush Copse NHB project 07/17	495.79
			<hr/>
			85,026.43

**CHIDHAM AND HAMBROOK PARISH COUNCIL - EXPLANATION OF
VARIANCES - EXPENDITURE AGAINST EARMARKED RESERVES**

Expenditure in 2019-20 against earmarked reserves	
Neighbourhood Plan expenditure	9,685.00
CIL expenditure	30,877.20
Operation Watershed expenditure	8,340.00
CHPC grant expenditure	525.90
NHB grant expenditure	24,428.56
S106 grant expenditure	5,343.00
<i>Expenditure as at 31/3/2020</i>	79,199.66

Expenditure in 2018-19 against earmarked reserves	
Neighbourhood Plan expenditure	105.00
CIL expenditure	17,030.00
Operation Watershed expenditure	3,100.00
CHPC expenditure	836.89
NHB grant expenditure	13,367.70
S106 grant expenditure	0.00
<i>Expenditure as at 31/3/2019</i>	34,439.59

ASSET REGISTER APRIL 2020

This register contains listings for all items owned by the Parish Council. It includes land which the Council values in the Asset Register as a 'Community Asset' at £1 for each plot as per standard local government practice.

The methods of valuation used below are:

EST=Estimate

PP=Purchase Price

IV=Insurance Value

CA=Community Asset

Item	Date Acquired	Purchase Price	Valuation	Location
Wooden bus shelters with integral seats	2015	2,500.00	IV	cnr A259 and N/Chidham Lane
Wooden bus shelters with integral seats	2017	13,733.00	PP	cnr A259 N/Broad Lane/Barleycorn N
Wooden/concrete bus shelter	2016	2,500.00	IV	cnr A259 S/Drift Lane (replaced 2016)
Wooden Park Style benches x 3	?	3,100.13	IV	Cobnor Point x 1, West Tidebank x 2
Memoral bench A Cooper	2017	300.00	IV	next to bus shelter at junction of A259 and S/Chidham Lane
Memorial bench L Wilkinson	2018	650.00	PP	Catchpond
Woodland garden benches x 6	2018	1,575.00	PP	Currently stored in resident's garage
Aluminium notice board (lockable)	2017	1,042.00	PP	o/s children's play area, Broad Road, Hambrook
Wooden notice board (lockable)	2017	1,420.00	PP	Corner A259 S/Chidham Lane Village Hall (new Oct 2017)
Wooden notice board (lockable)	2017	450.00	IV	The Old House at Home Pub
Wooden notice board (lockable)				The Nook, Broad Road - £450 IV REMOVED 2019
Village gateway sign - welcome to Nutbourne East		500.00	EST	Main Road A259 at west boundary
Fingerpost		500.00	EST	at junction Chidham Lane and Steels Lane
Village gateway signs - welcome to Chidham	2020	1,759.34	PP	2 signs either end of Main Road, Chidham. NHB funding
Children's play equipment	2017	37,880.68	IV	Children's play area off Broad Road, Hambrook
3 picnic benches / 2 seating benches	2020	3,196.18	PP	Children's play area off Broad Road, Hambrook. NHB funding
Land - Hawthorne Meadow	2018	1.00	CA	Freehold land on north side of Hawthorne Gardens Hambrook (March 2018)
Streetlighting - 27 units	2014	19,000.00	IV	Across the district - located in Nutbourne East - transferred from Southbourne Parish Council as a result of boundary change 2014
Defibrillators x 3	Sep 2017	5,109.00	PP	Old House at Home Pub, Hambrook Meadows Nursing Home and Chidham Village Hall
Lenovo B50-50 Laptop and software				No longer in use - £405.95 IV REMOVED 2019
Dell Inspiron 3583	2019	475.00	PP	Clerk's use. Serial number 1518294610. Insurance claim
Advent Wireless Mouse	2019	18.46	PP	Clerk.
4 socket 4m extension cable	2019	8.00	PP	Clerk.
1 Epson Overhead Projector	2017	403.18	IV	B Jones, Clerk (moved to lockable cupboard Chidham Village Hall)
Computer data disk - My Passport	2018	67.88	PP	B Jones, Clerk
Dog bins x 1		150.00	EST	Cot Lane - layby near church
Litter bins x 2	2018	600.00	EST	1) Broad Road outside play area, 2) Broad Road near Hambrook Post Office
Fencing	2018	1,852.00	PP	Fences to east/south/west sides of Hawthorne Meadow
Fellowes office paper shredder	2019	39.99	PP	For Clerk's use
Telephone kiosk (community)				Outside the Old Post Office, Chidham Lane, PO18 8TF
Speed Indicator devices x 2 with data collection units and repeater signs	2020	6,343.00	PP	2 devices either end of Broad Road, Hambrook. NHB funding
TOTAL		£105,173.84		

Added 2019-20