

MINUTES OF THE SHERIFFHALES PARISH COUNCIL MEETING HELD ON THE 10th MAY 2022 AT
SHERIFFHALES VILLAGE HALL

Present Councillors: Mr J Horne (Chairman), Mr D Himsworth (Vice Chairman), Mr G Tonkinson, Mrs A Robinson, Mr N Pulker and Unitary Councillor K Turley.

In attendance Clerk to the Council – Miss Jennifer Cree

A minutes silence was observed in memory of Councillor N Edwards who sadly passed away in February.

33/22. Election of Chairman of the Parish Council for the Council Year 2022/3.

There was only 1 nomination for Chairman of the Council, Councillor J Horne. Therefore he was elected to the office of Chairman and duly signed his acceptance of office form.

34/22. Appointment of Vice-Chairman of the Parish Council for the Council Year 2022/3.

There was only 1 nomination for Vice Chairman of the Council, Councillor D Himsworth. Therefore he was elected to the office of Chairman and duly signed his acceptance of office form.

35/22. To agree a vote of thanks to the former Vice-Chairman.

Members agreed to send a letter of thanks to Mrs Lorraine Edwards in recognition of Former Councillor N Edwards contribution to the Parish Council and the Parish of Sheriffhales.

36/22. Apologies for Absence.

Councillor A Edwards and Unitary Councillor K Turley sent their apologies for the meeting.

37/22. Declaration of Councillors' Pecuniary Interests.

Councillor G Tonkinson stated that he does live near the property but would not declare a pecuniary interest in the application for 95 Damson Lane.

38/22. To receive for confirmation and adoption, and agree the Minutes of the Parish Council meeting held on 8th February 2022.

The minutes of the meeting held on the above date, was agreed as a true and accurate record of the meeting. Councillor G Tonkinson recorded that he did not vote for these minutes to be accepted.

39/22. Public Participation.

Standing Orders were raised to enable Mrs Himsworth to speak.

She raised an issue relating to APM / public participation.

It was noted that if a member of the public has items they wish to have on the agenda item for a future meeting. Interest needs to be looked at to try to get residents interested in the work of the Parish Council.

The Annual Parish meeting format was discussed, and it was agreed that the Chairman will make reference to encourage people to take part in Council life.

Standing orders were reinstated.

40/22. To note authorisation of signatories for Cheques and internet banking access.

The cheque signatories are J S Cree, Cllr N Pulker, Cllr A Edwards, Cllr J Horne these were noted and agreed.

41/22. To note existing standing orders, Financial Risk Assessment and Financial regulations.

The above documents having being previously circulated to all members were noted.

42/22. To note inventory of land and assets including buildings and office equipment.

Total value of assets held by the Council on 31 March 2022

Date purchased	Description	Cost
		£
Infrastructure		80,475
18/06/2004	Bus Shelter	5,475
28/03/2015	Sheriffhales Playing Field	75,000
	Furniture/equipment	2,343
23/04/2013	Rainbow picnic bench	387
10/09/2013	Rainbow 3-seater bench	308
31/08/2011	Rubbish bin	500
20/09 & 15/11/07	Noticeboards	337
	Chairman's Chain	100
19/02/2016	Clerk Mobile	100
11/09/2019	Laptop	350
30/08/2016	Printer	199
	Community	17,502
19/09/2013	2 Goal Posts	200
31/08/2011	Play equipment	15,302
08/02/2008	Small area of amenity land by road side.	2,000
Nov 2020	Benches / Noticeboard	3,791
May 2021	New Benches	5000

The above fixed assets were agreed as an accurate representation and noted.

43/22. To note insurance cover in respect of all insured risks for the Parish.

The Parish Councillors insurance cover is with Came and Company and is due for renewal on the 4th December 2022

44/22. To note the Council's complaints procedure including Health and Safety policy.

The above documents having being previously circulated to all members were noted.

45/22. To note the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

The above documents having being previously circulated to all members were noted.

46/22. To note additional policies:- Noticeboard and Grants.

The above documents having being previously circulated to all members were noted.

47/22. To note the Council's policy for dealing with the press/media.

The above documents having being previously circulated to all members were noted.

48/22. To agree meeting schedule for 2022-23.

The meeting schedule as detailed below was agreed:-

SCHEDULE OF MEETINGS FOR 2022/23

	Council meetings
MAY 2022	24 th APM
JUNE 2022	No meeting

JULY 2022	12
AUGUST 2022	No meeting
SEPT 2022	6
OCT 2022	No meeting
NOV 2022	15 (budget meeting included in the normal PC meeting)
DEC 2022	No meeting
JAN 2023	10
FEB 2023	No meeting
MARCH 2023	14 (apm at 6.30pm followed by normal pc meeting at 7.30pm)
APRIL 2023	No meeting
MAY 2023	9 AGM

49/22. Unitary Councillor feedback and questions.

Councillor K Turley was not in attendance.

50/22. Update on QPJ celebrations

The Clerk has requested an update from Pippa Hodgetts, but it was reported that this has not been able to be organised. The school are organising an afternoon tea for residents to attend at the end of May. It was agreed to look at a village event for next year to be organised by the Parish Council. Perhaps the Scarecrow festival or a Christmas event after switch on.

51/22. Planning applications received, Decisions and Enforcement matters made by Shropshire Council

Planning Applications received

22/01720/FUL Lillishall Hall, Lillishall

22/01721/LBC Drainage improvements, and refurbishment of existing raised patio area and external undercroft.

No comment.

22/00795/FUL The Stable, Lillihurst Cottage, Lillihurst

Demolition of cottage and replace with 1 no dwelling.

Recommend Refusal due to the loss of a small dwelling in the country side. We request that the application is discussed at the Planning Committee not decided by the Officers and they look at the historic / conservation aspects of the site.

Comments to be copied to Cllr K Turley

22/01901/FUL 95 Damson Lane, Weston Heath, Sheriffhales,

Erection of self contained accommodation ancillary to main dwelling

No objection but we would like the visual impact of the proposed development could be more aesthetically pleasing and match existing properties in the area.

Planning Decision received

Lillishall Hall, National Sports Centre – Provision of 29 parking spaces and all-weather pitch – permission granted

Annexe, Heath Hill Farm, Heath Hill – change of use from commercial to habitable and enlarge annexe – permission granted.

22/00931/FUL The Yews, Kingstreet Grange Barns, Sheriffhales, Shifnal,
Erection of a garden gazebo- Grant Permission

20/02330/VAR Woodcote Wood, Bloomsbury,
Variation of Condition 12a attached to planning permission 17/03661/EIA dated 20 August 2018 to vary the permitted opening hours to allow up to eight delivery vehicles to arrive, load processed excavated sand and depart outside of normal working hours (06:00 to 20:00 Mondays to Fridays, 06:00 to 13:00 Saturdays) to serve a 24-hour Mortar Plant in Bilston and other customers' sites (temporary trial permission for 24 months) - Grant Permission

Enforcement – Signs on the A5 – Cllr K Turley to look at progressing this further. The items attached to the agenda papers were noted.

52/22. To discuss the Celebrating Sheriffhales Day details and date of the event.

Celebrating Sheriffhales Service is to be held on 17th July at 3pm all members of the Council are invited. It was noted that funds cannot be given to the Church as the Parish Council do not have authority to do this. The Clerk to write to the Church with the Councils decision re funding. This was noted.

53/22. To discuss the duties required to be filled as undertaken by the previous chairman.

The duties are listed below and Councillors responsible were agreed as detailed alongside the duty:-

Defib – Cllr Alan J Edwards has agreed to do this previously.

Newsletter article - Chairman.

Noticeboard – the board is unlocked now – Cllr Alan J Edwards

Key holder for village hall – Cllr D Himsworth

Opening gates on playing field when required – local councillor as required – additional keys to be cut and kept by members in-case they are needed.

Accepting deliveries – local councillor as required.

54/22. Clerks report.

- Fence at Village Hall completed
- Smart water Pack distribution - All smartwater packs have been distributed and we have received a positive response to those asking for us to register them.
- Boundary letters re playing field have been sent out to all residents in that area and naming of the orchard
- Update on Countess Arms Path from Cllr K Turley.
- It was agreed to name the orchard on the playing field - details to follow. The Clerk to obtain quotes for a plaque to be erected.

The above items were noted.

55/22. To discuss / confirm the 3 main Policing priorities in the Parish requested by the PCC.

The 3 policing priorities previously sent to the PCC were: -

1. Speeding through the Parish
2. Anti-social Driving (driving too fast near horse riders and pedestrians)
3. Thefts (Outbuilding) – ask for police presence in the parish of Sheriffhales for reassurance for residents

It was agreed that these priorities were agreed to send back to the PCC.

56/22. To discuss applying for EMG grant for 2022/23.

The grant for 2022/23 is due for submission by 31/5/22, it was agreed to submit an application for the maximum of £1500 for the use of employing a contractor to cut back hedges by junctions, the path to Heath Hill to improve safety in the Parish, to clear ditches that flood. Members of the Council to look at areas that need to be cut and bring back ideas to the next Council. not to submit an application this year. This was agreed.

56/22. To receive the year end accounts and the Internal Auditors report.

It was noted that the Playing Field Maintenance was over budget, this was due to play area repairs.

It was proposed by Cllr J Horne and seconded by Cllr Mrs A Robinson that the accounts as set out as appendix 1 to these minutes were agreed. On a vote this was carried.

A note of thanks was given to the Clerk for the preparation for the accounts.

57/22. Future Agenda items.

Lezley Picton; PCC and Gemma Lawley to make presentations to the Council.

To discuss Parish Council liabilities.

To discuss an event to be organised by the Parish for next year.

Countess Arms review in May 2023.

EMG Expenditure for the financial year.

Village Hall support - letter to be requested – Cllr G Tonkinson

58/22. Dates and Times of future meetings. .

24th May 2022 APM at 7.00pm

12th July 2022 at 7.00pm

DRAFT

**SHERIFFHALES PARISH COUNCIL
BANK RECONCILIATION
2021/22**

		Date	31/03/22
Accounts	£	£	
Opening Balance Treasurer as at 01/04/21		38,279.99	
Business account		3,546.24	
Unpresented cheques		- 1,361.96	
		<u>-</u>	
		<u>40,464.27</u>	
Receipts 2021/22	18,394.70		
Payments 2021/22	<u>23,071.58</u>		
		- 4,676.88	
		<u>35,787.39</u>	
Treasurers Account		32,240.82	
Business Account		3,546.57	
Unpresented cheques		-	
<u>Unpresented receipts</u>		<u>-</u>	
		<u>35,787.39</u>	

Balance date: 31/03/2022

Signed:.....Date:..... 01/04/2022
Chairman

Prepared by J Cree, Parish Clerk/RFO

Unpresented cheques

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Total unpresented chqs

Budget Comparison				
Receipts				Proposed
	Budget	Actual	Balance	Budget
	2021/2	Income	Remaining	2022/23
Precept	£16,000.00	£16,000.00	£0.00	£16,800.00
EMG Grant	£0.00	£640.00	£640.00	£0.00
Interest	£1.00	£33.00	£32.00	£1.00
Balance from reserves	£4,500.00	£0.00	£0.00	£4,019.00
Total	£20,501.00	£16,673.00	-£3,828.00	£20,820.00
				Proposed
Payments	Budget	Actual	Balance	Budget
	2021/22	Paid	Remaining	2022/23
Salaries	£6,250.00	£6,553.15	-£303.15	£6,250.00
Stationery/postage/printing/exp.	£250.00	£1,012.35	-£762.35	£250.00
Mobile Phone	£80.00	£144.97	-£64.97	£240.00
Transport Expenses	£100.00	£90.00	£10.00	£120.00
Parish Magazine this is S137 expenditure	£220.00	£30.00	£190.00	£220.00
Adverts	£200.00	£0.00	£200.00	£0.00
Audit	£100.00	£100.00	£0.00	£100.00
Cllr/Clerks Training/conference	£150.00	£103.42	£46.58	£150.00
Elections	£250.00	£0.00	£250.00	£0.00
Subscriptions	£600.00	£471.74	£128.26	£600.00
General Power of Competence	£90.00	£0.00	£90.00	£0.00
Insurance	£420.00	£603.75	-£183.75	£450.00
hire of venues	£250.00	£0.00	£250.00	£250.00
Community Based Planning Prev. Parish Plan	£1,000.00	£0.00	£1,000.00	£0.00
Civic / Community events	£1,000.00	£0.00	£1,000.00	£1,000.00
Community Grants This is S137 expenditure	£1,000.00	£2,930.48	-£1,930.48	£1,000.00
Playing field maintenance	£1,500.00	£4,403.62	-£2,903.62	£3,000.00
Playing Field Loan	£3,240.00	£3,237.82	£2.18	£3,240.00
Funding to deliver new prioritised programme fro EMG (match funding)	£2,000.00	£690.00	£1,310.00	£2,000.00
Christmas Display	£0.00	£90.00	-£90.00	£100.00
Specialist Services inc. Legal and professional advice	£1,000.00	£0.00	£1,000.00	£1,000.00
War Memorial / Remembrance	£0.00	£0.00	£0.00	£50.00

Website	£300.00	£382.19	-£82.19	£300.00
Chairman's Discretionary exp.	£500.00	£500.00	£0.00	£500.00
Tree Work	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£20,500.00	£21,343.49	-£843.49	£20,820.00
Total Income	£20,501.00	£16,673.00	£3,828.00	£20,820.00
Difference	-£1.00	£4,670.49	-£4,671.49	£0.00

Part 3 Parish Council Reserves

Bank Balance as at 31/3/22 £
35,787.39

Expenditure allocated to balance

The budget 2022/23 from general reserves £
4,019.00

Total Reserves Balance * £
31,768.39

Of which Lightsource Balance to be £
removed from the total 20,500.00

Total sum of reserves as at 31/3/22 available **£11,268.39**

Parish Council Earmarked funds as at 31/3/22

Playing Field Refurbishment £3,644.00
(some funds spent already on repairs to play area)

Elections £2,000.00

Parish Plan £1,200.00

General Reserve £0.00

Contingencies £0.00

£4,424.39

Total **£11,268.39**

Lightsource funds as at 31/03/2022 **£20,500.00**

To be allocated for the following projects:-

Community Plan

War Memorial

Playing field refurbishment

Annual Governance and Accountability Return 2021/22 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2022**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2021/22**, page 4
- **Section 1 – Annual Governance Statement 2021/22**, page 5
- **Section 2 – Accounting Statements 2021/22**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2021/22 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£200 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

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 Form 2 of the Annual Governance and Accountability Return (AGAR) 2021/22, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2022. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2022**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, 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 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
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', is an explanation available for publication?	✓	
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 been published where required?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)	✓	

*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

Certificate of Exemption – AGAR 2021/22 Form 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 2022, 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 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

SHERIFFHALES PARISH COUNCIL

certifies that during the financial year 2021/22, 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 2021/22:

18395

Total annual gross expenditure for the authority 2021/22:

23072

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 Form 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 2018
- In relation to the preceding financial year (2020/21), 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 2022.

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:	DD/MM/YYYY
SIGNATURE REQUIRED	DD/MM/YYYY		DD/MM/YYYY
Signed by Chairman	Date	as recorded in minute reference:	
SIGNATURE REQUIRED	DD/MM/YYYY	MINUTE REFERENCE	

Generic email address of Authority	Telephone number
ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS	TELEPHONE NUMBER

*Published web address

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS
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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 2022. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2021/22

SHERIFFHALES OF A PARISH COUNCIL

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) 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 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (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

11/04/2022

DD/MM/YYYY

DD/MM/YYYY

MRS RUTH

AUDITOR

Signature of person who carried out the internal audit

Ruth

REQUIRED

Date

11/04/2022

*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 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2022, 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

*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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward			<i>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.</i> <i>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.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>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.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>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.</i>
9. Total fixed assets plus long term investments and assets			<i>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.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i> <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 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

DD/MM/YYYY

Date

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED