

**MINUTES OF THE SHERIFFHALES PARISH MEETING HELD ON THE 9th APRIL 2024 AT 7.00PM AT
SHERIFFHALES VILLAGE HALL**

Present Councillors: Mr J Horne (Chairman); Mrs S Whittam; Mr Gordon Tonkinson, Mr Neil Pulker, Mr Alan Edwards, Mrs A Sutcliffe, Mrs L Edwards, Mrs P Hodgetts, Mr D Himsworth and Unitary Cllr Mr K Turley.

Also, in attendance Clerk to the Council – Mrs Jennifer Cree.

42/24. Apologies for Absence

All members were present.

43/24. Declaration of Councillors' Pecuniary Interests.

None were declared.

44/24. To receive for confirmation and adoption, and agree the Minutes of the Parish Council meeting on the 12th March 2024.

The minutes of the above meeting were agreed as an accurate record of the meeting. On a vote these were agreed.

45/24. Public Participation

Standing Orders were raised to enable members of the public to speak

The new owners of 38 Kettlemore Lane, addressed the Council in relation to their recent planning application they reported that the property is in a bad state of disrepair and needs to be updated, modernised and the site cleared. Some of the building is falling down the Conservation Area Officer has stated that it is a non-designated heritage asset.

The Parish Council has sent their comments on this application as no objection. Unitary Cllr K Turley has spoken to the Planning Officer and he wants to see that the application is called in to be discussed by full Committee rather than it be decided by the Planning Officers using delegated authority.

Standing orders were reinstated

46/24. Unitary Councillor feedback and questions

Cllr K Turley reported that:-

- Grant information was circulated to Cllr N Pulker.
- The issues raised at the Annual Parish Meeting such as speed limits in the Parish and A41 re crashes etc, the A41 road is under full consultation, rumble strips have been requested to monitor the traffic speed as evidence.
- It would be helpful if the Parish Council can work with the Police to get speed monitoring in the centre of the village this will help to get speed monitoring.
- Shropshire Council has requested funds to help top up the levelling up fund to develop Shrewsbury and they are also looking to borrow more funds, this is going through at the moment at Shire Hall. £88 per year is spent on Highways issues and £129 paying off debts of a Council Band D Council Tax.
- Green waste issue was on the news this morning and also the Clerk circulated documents to members, it is not known how the charge is calculated, but appears to be similar to other authorities. All members of the community have had the opportunity to comment via the Parish Magazine and the details circulated to the Whats App Group.

47/24. Planning applications received, Decisions and Enforcement matters made by Shropshire Council

Planning applications

Reference: 24/01081/FUL (validated: 18/03/2024)

Address: Amberleigh Care Ltd, The Oaks, Redhill, Shifnal, Sheriffhales,

Proposal: Erection of building to house workshop, stores and offices to support the existing facilities

No Objection

Reference: 24/01213/FUL (validated: 04/04/2024)

Address: Caravan And Camping Site SW Of New House Farm, Weston Cross Roads, Blymhill,

Proposal: Formation of vehicular access, creation of hardcore pitches, vehicular track and the siting of a portable toilet and shower block to be used for Certified Location and camp site

No Objection

Reference: 24/01268/FUL (validated: 28/03/2024)

Address: Teds Farm Caravan and Camping Site, Hunger Hill Farm, Sheriffhales, Shifnal,

Proposal: Erection of shop and reception building, alterations to existing access

No Objection as long as the application complies with Shropshire Council Policies.

Reference: 24/00592/FUL

DEVELOPMENT PROPOSED: Erection of side and rear extension and garage

LOCATION: 38 Kettlemore Lane, Sheriffhales.

At the previous meeting we moved no objection at the last meeting, and would further add that we request a site visit for the application by requesting that the application is called in to full committee.

Decisions

Reference: 24/00195/FUL (validated: 18/01/2024)

Address: Proposed Residential Barn Conversion North Of Lilyhurst Farm, Lilyhurst, Sheriffhales, Shropshire

Proposal: Conversion of an existing redundant/store barn to a residential dwelling

Decision: Grant Permission

Noted.

Enforcement

Cllr K Turley will report to Enforcement developments that are happening at Bloomsbury Farm, A41

48/24. Public Honours

This item was put on the agenda to discuss a local Honour / hero from the Parish Council, similar to the scheme run by Shifnal Parish Council, where they make a presentation with a certificate, piece of glass and a photograph of the presentation.

The guidelines to possible include to make a decision:-

- Residence of Sheriffhales Parish for a minimum of 12 months
- To be presented at the Annual Parish Meeting
- The nominee must be put forward and nominated and seconded by 2 councillors.

It was proposed by Cllr Mrs L Edwards to firstly find out if there is an appetite for such a scheme in Sheriffhales, with the Chairman putting this in the Parish Magazine and Cllr Mrs P Hodgetts will circulate via the Whats App Group, Cllr A Edward's seconded the motion and on a vote this was carried.

49/24. To discuss a Neighbourhood Plan zoom meeting scheduled for 18th April at 7pm.

The Clerk has arranged a zoom meeting with a consultant to discuss the process and benefits of the plan on the 18th April 2024 at 7.00pm. Many members cannot attend this date and want a face to face meeting for the first one.

Standing orders were raised to enable Cllr K Turley to speak, he raised that Shifnal plan was not as productive as the Council had hoped, the NPPF came in and this overruled the Neighbourhood Plan. With the NPPF Shropshire Council had to allocate land and build on it, the Neighbourhood Plan cannot contravene any of Shropshire Councils policy it is there to support them.

The decision has been made to have a zoom meeting, and the 6 month rule will be in place until September without a 6 member motion, this cannot be changed.

Cllr Mrs L Edwards reported that she had spoken to someone from Edgmond Parish they have a Neighbourhood Plan, but that did not stop future developments in their Parish and with the changes in Planning policy coming forward then it may be prudent to wait before we proceed with a plan.

Cllr Mrs P Hodgetts suggested that at the next Parish Council meeting to have a zoom link to the Consultant.

It was proposed by the Charman Cllr J Horne to change the date of the zoom meeting, seconded by Cllr Mrs S Whittam and on a vote was carried.

50/24. To discuss 80th Anniversary of D Day

It was proposed by Cllr J Horne and seconded by Cllr Mrs L Edwards to formally celebrate the 80th D Day anniversary. This was agreed on a vote.

The Clerk reported that there is a £1000 budget in the Civic and Community budget line.

Cllr Mrs P Hodgetts has spoken to the schools, and they are not able to join in as they already have something planned for that day. She has found out that a company have produced 1475 giant silhouette soldiers which are going to be put on the beaches of Normandy for the anniversary to show the lives that were lost on that day, and the WI have sent over 20,000 crocheted poppies.

She thought that something similar could be undertaken in Sheriffhales by getting the community to make silent soldiers and display as many as possible (up to the number of soldiers that gave their lives) around the Parish. The Council have 3 soldiers to start off with. They would be simply made from wood and painted black by member so f the Parish. In addition, there was a minute's silence on the evening of the 6th June at 9am. There is a bell ring of peace on the day at 6pm on the evening also. There is also a commemorative flag that can be purchased, a flag pole would be required. On the Saturday the 8th June there could be an afternoon tea in the hall, for all ages.

It was proposed by Cllr J Horne to move a £600 budget, with £100 for the flagpole and flag, and the remainder for other expenses for the day. This was seconded by Cllr N Pulker and on a vote was carried.

51/24. To receive an update from Cllr Tonkinson on 20's plenty

Cllr G Tonkinson has been in touch with many people Shropshire Council do not want it in small villages, and due to a lack of accidents there is no data to support a 20's plenty requirement. Cllr K Turley will find out more information asnd report back.

52/24. To receive an update on outstanding items from the list from the roles and responsibilities

Public Rights Of Way / Bridle Paths - Cllr G Tonkinson

Village Hall Committee – Cllr Mrs P Hodgetts

Speed-watch – Cllr Mrs P Hodgetts / Cllr D Himsworth

Community Events – Cllr Mrs P Hodgetts

Highways issues – Cllr D Himsworth / Cllr G Tonkinson – No update on Cherry Cottage fencing – update required, ,

Dogs – Training as Environmental warden – Cllr Mrs L Edwards – Cllr Mrs P Hodgetts

Tree Wardens – Cllr G Tonkinson & Cllr J Horne (2 trees of concern need to be reported)

Village Maintenance noticeboards, grit bins, moles, litter bins, sight mirrors – Green Space maintenance – Cllr A Edwards Cllr Mrs P Hodgetts - (bin required at Heath Hill) – large tree has started to be removed at Heath Hill

The Orchards – Cllr Mrs L Edwards – she has looked at rewilding the orchard area, she has attended several training courses to help on this topic over the past few weeks, she found out that we have do have duties under the Environment Act 2021 to help preserve nature. She then arranged to look at Edmond Church Fields and had a look at the area with the charity representatives. They have set up Edmond Wildlife Group to develop the area for the Community and Wildlife. All the work is based on volunteers. She has been talking with one of the companies Plant Life who introduced No Mow May – they are trying to replace wild meadows that have been lost. This is something we could look at. She is suggesting the grassed area around the trees and just in front , are left un mowed and cut a path around the area to walk through the trees. Plant Life do produce notices with information on why this is taking place, which could be displayed in the noticeboards to inform the public why the area is being left. It was agreed that the Clerk to ask the contractor to meet with Cllr Mrs L Edwards to show them the area to be left and where to cut a path through as detailed above.

School Liaison – Cllr G Tonkinson Cllr Mrs A Sutcliffe – Cllr G Tonkinson – Cllr Mrs A Sutcliffe has spoken to the school children to get feedback on revamping the play area, they liked the activity trail best as it was more challenging. It was commented on that the Council are taking away 2 large pieces of equipment and it would be nice to have similar pieces put back, this would be down to getting grants to increase the budget.

Press Contacts - Chairman and Clerk.

Website Liaison – Clerk.

Community Solar Panel liaison –Cllr S Whittam (no formal seat)

Grants and Finance – Cllr N Pulker

Planning – whole council (agenda item above).

Well Being of the area – whole council.

53/24. To discuss development of the play area and grants

Cllr N Pulker reported that he will apply for grants, it was agreed that the reserve funds in the light source funds of £4250 be allocated to the play equipment, giving a budget of £9250 to be match funded. It was agreed that further funding through grants from Sheriffhales Solar Farm, Awards for All are looked into. The Clerk to forward any additional details to Cllr N Pulker.

As it was 9pm, it was move by the Chairman Cllr J Horne to continue business for the last 2 items, this was seconded by Cllr Mrs L Edwards and on a vote agreed.

54/24. Clerks report including

Tree planning – Ross Cowie has asked if they council can circulate and gather parishioners views on the planting, as suggested by putting something in the Parish Magazine, and also speak to residents around the areas. The Clerk has asked him for some formal words to go into the magazine.

Shropshire BKV Competition – to be looked at next year.

Shropshire Council's waste management

55/24. Accounts for payment and year end accounts

Accounts for payment were agreed as detailed below:-

26/03/2024	173.57	175	hmrc
26/03/2024	458.42	176	J Cree
08/03/2024	51.13	177	Viking Direct
08/02/2024	162.00	166	Dittons
25/03/2024	35.00	178	SALC
25/03/2024	397.92	179	SHROPSHIRE COUNCIL
Total March	1278.04		

The above were agreed.

The Clerk presented the year end accounts to members , including income and expenditure ledgers, bank reconciliation to the 31st March 2024, budget comparison and the AGAR forms for the internal and external auditor.

The paperwork has been sent to the internal auditor and her report is awaited.

As agreed under item 53/24 the reserves have been reallocated as detailed below:-

Bank Balance as at 31/3/24	£ 23,703.62
Of which Lightsource Balance to be removed from the total	£ 20,500.00
Total sum of reserves as at 31/3/24 available for the Parish Council	£ 3,203.62

Parish Council Earmarked funds as at 31/3/24

Parish Plan	£1,200.00
General Reserve	£2,003.62
Total	£3,203.62

Lightsource funds as at 31/03/2024 **£20,500.00**

To be allocated for the following projects:-

General Contingencies	£ 10,500.00
Playing field refurbishment	£ 9,250.00

It was proposed by Cllr J Horne and seconded by Cllr N Pulker to accept the year end accounts as prepared by the RFO / Clerk and these are set out as appendix 1 to these minutes. On a vote this was agreed.

56/24. Future Agenda items - D Day celebrations, Internal Auditor report, Playing fields

57/24. Dates and Times of next meeting

14th May 2024 Annual Meeting – Cllr N Pulker gave his apologies for the next meeting.

Annual Governance and Accountability Return 2023/24 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 2023/24

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, after 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 2024**. 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:
 - c) **Annual Internal Audit Report** (page 4) must be completed by the authority's internal auditor,
 - d) **Section 1 – Annual Governance Statement** (page 5) must be completed and approved by the authority.
 - e) **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 2024**.

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 2023/24**, page 4
- **Section 1 – Annual Governance Statement 2023/24**, page 5
- **Section 2 – Accounting Statements 2023/24**, 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 2023/24 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 **£210 +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.

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) 2023/24, 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 2024. 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 2024**. 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. 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 Chair, 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 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- 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 2024**.

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 Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?	✓	
	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 2023/24 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 2024, 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 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2023/24, 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 2023/24:

£0 AMOUNT £00,000

Total annual gross expenditure for the authority 2023/24:

ENTER AMOUNT £00,000

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 **£210 +VAT** will be payable.

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

- The authority was in existence on 1st April 2020
- In relation to the preceding financial year (2022/23), 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 the above statements apply and 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 2024.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer Date

SIGNATURE REQUIRED

DDMMYYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DDMMYYYY

Signed by Chair

Date

as recorded in minute reference:

SIGNATURE REQUIRED

DDMMYYYY

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

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 2024. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2023/24

SHERIFFHALES PARISH COUNCIL

Sheriffhalesparishcouncil.uk

During the financial year ended 31 March 2024, 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 2023/24 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			Not covered**
	Yes	No*	
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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).			
N. The authority has complied with the publication requirements for 2022/23 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

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*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 2023/24

We acknowledge as the members of:

SHERIFFHALES 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 2024, that:

	Agreed		Yes	No	*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.
			/		

*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:

DOMINITY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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 2023/24 for

SHERIFFHALES PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	35787	37125	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	16800	16962	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3735	3901	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	6525	7135	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	3238	3238	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	9634	23910	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	37125	23704	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	37125	23704	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	104388	106411	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	49096	45858	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		/		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			/	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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:

SIGNATURE

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

**Sheriffhales Parish Council
ASSET REGISTER**

Date purchased	Description				Current
		2017	2022-23	2023-24	Total £
	Infrastructure				80,475
18/06/2004	Bus Shelter	5,475	5,475	5,475	
28/03/2015	Sheriffhales Playing Field	75,000	75,000	75,000	
	Furniture/equipment				8,434
23/04/2013	Rainbow picnic bench	387	387	387	
10/09/2013	Rainbow 3 seater bench	308	308	308	
31/08/2011	Rubbish bin	500	500	500	
01/05/2022	Additional oak benches	0	4000	4000	
15/07/2022	Plaque	0	346	346	
20/09 & 15/11/07	Noticeboards	337	337	337	
	Chairman's Chain	100	100	100	
19/02/2016	Clerk Mobile	100	100	100	
11/09/2014	Laptop	333	333	599	
	Tablet	79	0	0	
30/08/2016	Printer	199	0	0	
01/02/2024	Gate way markers	0	0	1757	
	Community				17,502
19/09/2013	2 Goal Posts	200	200	200	
31/08/2011	Play equipment	15,302	15,302	15,302	
08/02/2008	Small area of amenity land by	2,000	2,000	2,000	
		100,320	104,388	106,411	106,411

**SHERIFFHALES PARISH COUNCIL
BANK RECONCILIATION
2022/23**

	£	£	Date 31/03/2022
Accounts			
Opening Balance Treasurer as at 01/04/21		32,240.82	
Business account		3,546.60	
Unpresented cheques		-	
		<u>35,787.42</u>	
Receipts 2022/3	20,534.82		
Payments 2022/3	<u>19,196.95</u>		
		<u>1,337.87</u>	
		<u>37,125.29</u>	
Treasurers Account		33,071.96	
Business Account		4,053.33	
Unpresented cheques		-	
Unpresented receipts		-	
		<u>37,125.29</u>	

Balance date: 31/03/2023

Signed:.....Date:..... 31/03/2023
Chairman

Prepared by J Cree, Parish Clerk/RFO

Unpresented cheq			

Total unpresented chqs -

Explanation of variances – pro forma

Name of smaller authority: **Sheriffhales Parish Council**

County area (local councils and parish meetings only): **Shifnal North**

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2022/23 £	2023/24 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 <i>Precept or Rates and Levies</i>	16800	16962	162+	1%	
Box 3 <i>Total other receipts</i>	3735	3901	166+	4.45%	
Box 4 <i>Staff costs</i>	6525	7135	610	9.35%	
Box 5 <i>Loan interest/ capital repayments</i>	3238	3238	0	0%	
Box 6 <i>All other payments</i>	9434	23910	14476+	153%	Coronation event £2842 New Laptop £799 EMG Exp £2573 Gateway Markers £1757 RBL newpoppies and silent soldiers £426 Defib repair to box £1065 Clean and repair bus stop £280 New glass bus stop £3060 Repairs to Play area £974 Additional Domain £120 Shropshire Council add play insp. £398 Total £14294
Box 9 <i>Total fixed assets & long term investments & assets</i>	104388	106411	2023+	1.94%	
Box 10 <i>Total borrowings</i>	49096	45858	3238-	-6.60%	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: n/a				

Income ledger up to 31st March 2023

Date	Name	Ref No	Precept	EMG Grant /	Interest	vat refund	total
01/04/2022	shropshire council	a	16800				16800
01/04/2022	lloyds	b			0.03		0.03
26/04/2022	hmrc	c				1728.09	1728.09
09/05/2022	lloyds	d			0.03		0.03
07/06/2022	shropshire council	e		1500			1500
09/06/2022	lloyds	f			0.03		0.03
09/07/2022	lloyds	g			0.03		0.03
09/08/2022	lloyds	h			0.12		0.12
09/09/2022	lloyds	i			0.15		0.15
09/10/2022	lloyds	j			0.15		0.15
09/11/2022	lloyds	k			0.38		0.38
09/12/2022	lloyds	h			0.81		0.81
09/01/2023	lloyds	i			1.52		1.52
09/02/2023	lloyds	j			1.81		1.81
09/03/2023	lloyds	k			1.67		1.67
13/03/2023	aviva	l		500			500
Total 22/23			16800.00	2000.00	6.73	1728.09	20534.82

Date	Name	Ref No	Precept	EMG Grant /	Interest	refund	total
01/04/2023	shropshire council	a	16962				16962.00
01/04/2023	lloyds	b			2.54		16964.54
04/04/2023	vat	c				1072.05	18036.59
09/05/2023	lloyds	d			2.31		18038.90
09/06/2023	lloyds	e			2.59		18041.49
18/07/2023	Shropshire Council	f		1500	0		19541.49
10/07/2023	lloyds	g			2.76		19544.25
09/08/2023	lloyds	h			3.01		19547.26
09/09/2023	lloyds	i			3.8		19551.06
09/10/2023	lloyds	j			3.75		19554.81
09/11/2023	lloyds	k			4.5		19559.31
09/12/2023	lloyds	l			4.65		19563.96
09/01/2024		m			4.22		19568.18
04/01/2024	Police grant	n		1285.76			20853.94
09/02/2024	lloyds	o			4.51		20858.45
09/03/2024	lloyds	p			4.52		20862.97
totals			16962	2785.76	43.16	1072.05	20862.97

Expenditure for year up to 31st March 2024

Date	Amount received	Ref no	Supplier
01/03/2023	437.60	65	j cree
01/03/2023	109.40	66	hmrc
02/03/2023	18.04	67	ionos
07/03/2023	31.26	68	J cree
15/03/2023	31.26	69	J Cree
march 2023	627.56		
"April 2023			
01/04/2023	18.04		ionos
01/04/2023	156.00	70	Astle toilet hire
28/03/2023	202.75	71	viking
12/04/2023	50.00	72	Jigsmith
26/04/2023	109.40	73	hmrc
26/04/2023	437.60	74	J Cree
01/04/2023	115.52	75	Coronation
01/04/2023	21.00	76	Coronation
01/04/2023	324.00	77	Dittons
01/04/2023	84.76	78	Coronation
01/04/2023	338.46	79	J cree
01/04/2023	100.00	80	Rutelle
01/04/2023	818.40	81	Severn C Products
11/04/2023	32.00	84	Coronation
13/04/2023	18.88	85	Moonpig
14/04/2023	26.47	86	ionos
13/04/2023	162.00	87	Dittons
16/04/2023	240.00	88	Sheriffhales vhall
23/04/2023	114.20	89	Coronation
21/04/2023	3060.00	90	Codsall Windows
11/04/2023	168.00	91	Severn C Products
24/04/2023	480.00	92	Jigsmith
28/04/2023	187.75	93	Coronation
26/05/2023	437.60	83	J Cree
	7702.83		
26/05/2023	109.40	82	hmrc
09/05/2023	346.20	94	SALC
09/05/2023	33.98	95	ebay
09/05/2023	177.35	96	morrison's
26/05/2023	437.60	98	J Cree
13/04/2023	162.00	99	Dittons
09/05/2023	49.41	95	Mrs Jones
Total May	1315.94		
Overall Total	9018.77		

01/06/2023	109.40	100	hmrc
19/06/2023	10.08	101	Coronation
09/06/2023	162.00	102	Dittons
01/06/2023	38.46	103	ionos
08/06/2023	500.00	104	Chairmans allowance
20/06/2023	280.00	105	K Darby
22/06/2023	1065.00	106	P C Welding
26/06/2023	240.00	107	Jamie Watts
27/06/2023	30.00	108	Paul Law
Total June	2434.94		
Overall Total	11453.71		
18/07/2023	62.52	109	J Cree
09/06/2023	162.00	110	Dittons
01/07/2023	109.40	111	hmrc
12/07/2023	69.19	112	Coronation
01/07/2023	437.60	113	J Cree
01/07/2023	26.47	114	ionos
Total July	867.18		
Overall Total	12320.89		
09/08/2023	162.00	115	Dittons
01/08/2023	109.40	116	hmrc
01/08/2023	437.60	117	J Cree
01/08/2023	26.47	118	ionos
14/08/2023	26.47	119	ionos
03/08/2023	1618.91	120	pwlb
10/08/2023	40.00	121	ico
31/08/2023	17.86	122	viking direct
01/09/2023	437.60	123	J Cree
Total August	2876.31		
Overall Total	15197.20		
01/09/2023	109.40	124	hmrc
09/09/2023	162.00	125	Dittons
05/09/2023	31.26	126	J Cree
07/09/2023	20.00	127	moles
06/09/2023	718.80	128	J R K
18/09/2023	90.22	129	Ashridge nurseries
27/09/2023	52.04	130	NALC
19/09/2023	389.70	131	Brunel
Total September	1573.42		
Overall Total	16770.62		
01/10/2023	109.40	132	hmrc
09/10/2023	162.00	133	Dittons
01/10/2023	437.60	134	J Cree
14/10/2023	26.47	135	ionos
23/10/2023	59.48	136	Sainsburys
23/10/2023	5220.00	137	watts agricultural
25/10/2023	31.46	138	viking direct
26/10/2023	8.14	139	viking direct
01/10/2023	300.00	140	Town and Parish websites
30/10/2023	62.52	141	J Cree

30/10/2023	31.26	142	J Cree
Total October	6448.33		
Overall Total	23218.95		
01/11/2023	109.40	143	hmrc
01/11/2023	437.60	144	J Cree
02/11/2023	41.60	145	hmrc
02/11/2023	166.56	146	J Cree
09/11/2023	162.00	147	Dittons
01/11/2023	26.47	148	ionos
10/11/2023	105.00	149	Misc Items
15/11/2023	50.00	150	RBL
15/11/2023	376.00	151	rbl
30/11/2023	26.47	152	ionos
Total November	1501.10		
Overall Total	24720.05		
26/12/2023	114.60	153	hmrc
26/12/2023	458.42	154	J Cree
08/12/2023	162.00	155	Dittons
01/12/2023	973.80	156	Shropshire Council
14/12/2023	30.07	157	ionos
01/01/2024	114.60	158	hmrc
01/01/2024	458.42	159	J Cree
Total December	2311.91		
Overall Total	27031.96		
31/01/2024	30.07	160	ionos
03/01/2024	929.06	161	Gallager
08/01/2024	162.00	162	Dittons
15/01/2024	120.00	163	Recoded donaim name
18/01/2024	45.00	164	Mole removal
Total January	1286.13		
Overall Total	28318.09		
29/02/2024	30.07	165	ionos
08/02/2024	162.00	166	Dittons
26/02/2024	114.60	167	hmrc
26/02/2024	458.42	168	J Cree
05/02/2024	1618.91	169	pwlb
12/02/2024	45.00	170	Open Spaces
14/02/2024	200.00	171	J Cree
26/02/2024	62.52	172	J Cree
26/02/2024	240.00	173	SALC
27/02/2024	1756.99	174	Glasdon
Total February	4688.51		
Overall Total	33006.60		
26/03/2024	173.57	175	hmrc
26/03/2024	458.42	176	J Cree
08/03/2024	51.13	177	Viking Direct
08/02/2024	162.00	166	Dittons
25/03/2024	35.00	178	SALC
25/03/2024	397.92	179	SHROPSHIRE COUNCIL
Total March	1278.04		

Overall Total	34284.64		
date	Amount received	Ref No	Supplier

Budget Comparison				
PART 1				
Receipts				
	Budget	Actual	Balance	Budget
	2023/24	Income	Remaining	2024/25
Precept	£16,962.00	£16,962.00	£0.00	£16,962.00
EMG Grant	£1,500.00	£1,500.00	£0.00	£1,500.00
Police Grant	£0.00	£1,285.76		
Interest	£1.00	£43.16	£42.16	£51.00
Total	£18,463.00	£19,790.92	£1,327.92	£18,513.00
PART 2				
	Budget	Actual	Balance	Proposed
Payments	2023/24	Paid	Remaining	Budget
	2023/24	Paid	Remaining	2023/24
Salaries	£6,563.00	£7,135.21	-£572.21	£6,563.00
Stationery/postage/printing/exp.	£250.00	£1,237.78	-£987.78	£250.00
Mobile Phone	£240.00	£211.32	£28.68	£240.00
Transport Expenses	£120.00	£62.58	£57.42	£120.00
Parish Magazine this is S137 expenditure	£250.00	£0.00	£250.00	£250.00
Audit	£100.00	£100.00	£0.00	£100.00
Cllr/Clerks Training/conference	£150.00	£380.89	-£230.89	£150.00
Elections	£0.00	£0.00	£0.00	£0.00
Subscriptions	£600.00	£431.20	£168.80	£600.00
Insurance	£500.00	£929.06	-£429.06	£550.00
hire of venues	£250.00	£240.00	£10.00	£250.00
Coronation event	£3,000.00	£2,841.70	£158.30	£0.00
Civic / Community	£1,000.00	£0.00	£1,000.00	£1,000.00
Community Grants This is S137 expenditure	£500.00	£0.00	£500.00	£500.00
Playing field maintenance	£2,000.00	£3,128.10	-£1,128.10	£2,000.00
Playing Field Loan	£3,240.00	£3,237.82	£2.18	£3,240.00
Funding to deliver new prioritised programme for EMG (match funding)	£1,500.00	£4,590.00	-£3,090.00	£1,500.00
Christmas Display	£100.00	£0.00	£100.00	£100.00
Specialist Services inc. Legal and professional advice	£250.00	£4,072.51	-£3,822.51	£250.00
War Memorial / Remembrance	£50.00	£0.00	£50.00	£50.00
Website	£300.00	£696.69	-£396.69	£300.00
Grant rec exp	£0.00	£1,464.16	-£1,464.16	£0.00
Chairman's Discretionary exp.	£500.00	£500.00	£0.00	£500.00
Total Expenditure	£21,463.00	£31,259.02	-£9,796.02	£18,513.00

Total Income	£18,463.00	£19,790.92	-£1,327.92	£18,513.00
Difference	£3,000.00	£11,468.10	-£8,468.10	£0.00

Part 3 Parish Council Reserves

Bank Balance as at 31/3/24			£ 23,703.62	
Of which Lightsource Balance to be removed from the total			£ 20,500.00	
Total sum of reserves as at 31/3/24 available for the Parish Council			£ 3,203.62	

Parish Council Earmarked funds as at 31/3/24

Parish Plan			£1,200.00	
General Reserve			£2,003.62	
Total			£3,203.62	

Lightsource funds as at 31/03/2024

To be allocated for the following projects:-				
General Contingencies			£ 10,500.00	
Playing field refurbishment			£ 9,250.00	