

FRAMPTON PARISH COUNCIL

Wayne Lewin – Clerk to the Parish Council
13 Stileham Bank, Milborne St Andrew, Dorset, DT11 0LE
Phone: 07419 136735 Email: frampton@dorset-aptc.gov.uk

Dear Councillor,

You are summoned to attend **Full Council** of Frampton Parish Council to be held at **7.00pm on Monday 15th May 2023** in Frampton Village Hall.

Please find a copy of the agenda below.

Councillors:

Charlie Adler (Chair), Sandi Christopher, Patsy Taylor, Paul Mutti, Fiona Sarno and Veronica Antram

ANNUAL VILLAGE MEETING

FULL COUNCIL

1. Co-option of Parish Councillor for Frampton
2. Apologises for absence
3. Declarations of pecuniary or other interests
4. To approve the minutes of the Parish Council Meeting held on 20th March 2023
5. Matters from the previous meeting
6. Chair's update
7. Public discussion period
8. To receive a report from the Dorset Council
9. To receive brief holder updates and to agree action(s) in response to proposals and repairs

Allotments

Burial Ground

Play Park

Tibbs Hollow

Planning

10. To receive and approve the financial reports and payments for authorisation
 - a. Payments for authorisation
11. Procurement of surfacing for play park
12. Advertising of bus timings via posters
13. Matters arising from the Play Park inspection report
14. Parish Newsletter
15. Scheme of delegation
16. Kings Coronation Memorial
17. Future Correspondence with the Parish
18. Items for the next meeting and village meeting
19. Date(s) of next meeting(s)

Full Council 17th July 2023
Frampton Village Hall 7pm

FRAMPTON PARISH COUNCIL

Minutes

Wayne Lewin – Clerk to the Parish Council
13 Stileham Bank, Milborne St Andrew, Dorset, DT11 0LE
Phone: 07419 136735 Email: frampton@dorset-aptc.gov.uk

Minutes of Full Council held on 20th March 2023 in Frampton Village Hall.
Meeting commenced at 7.00pm.

Councillors in attendance:

Charlie Adler (Chair), Paul Mutti, Fiona Sarno, Sandi Christopher, Veronica Antram, and Patsy Taylor

There were 3 members of the public in attendance

FULL COUNCIL

1. Co-option of Parish Councillor for Frampton

The Clerk confirmed that nobody had registered an interest with Dorset Council, therefore no election would be held.

The Parish Council could now co-opt a new member.

2. Apologises for absence

All members were present.

3. Declarations of pecuniary or other interests

No declarations were made.

4. To approve the minutes of the Parish Council Meeting held on 12th December 2022

These were approved as a true and accurate record of the meeting.

5. Matters from the previous meeting

It was agreed to contact Dorset Council Highways again with regards to speed lines on Church Lane.

6. Chair's update

There were no matters that were not on the agenda.

7. Public discussion period

The public had no matters that were not on the agenda.

8. To receive a report from the Dorset Council

No report had been received.

The Clerk was tasked with asking Dorset Council what was happening with the Ward Councillor.

9. To receive brief holder updates and to agree action(s) in response to proposals and repairs Allotments

Cllr Taylor confirmed that there were no issues to report.

The annual rental invoices were to go out on 01st April 23.

Burial Ground

Cllr Adler was content that all was in order.

FRAMPTON PARISH COUNCIL

Minutes

Play Park

Mr Thomson briefed that the three remaining holes for the rebound netting were to be filled in with cement in the next couple of weeks (weather permitted). Once this task was finished then the new football goals would be installed.

Mrs Purse announced that a fund-raising event would be held on the 22nd April, with a view to raising funds for new play equipment.

The new equipment would be undertaken in two phases:

1. New equipment for older children – by the zip wire
2. Replace worn equipment in the younger children play area.

A lottery grant was also being applied for.

Tibbs Hollow

Cllr Adler confirmed that a minor litter pick had been conducted.

Cllr Mutti had pruned and trimmed some ivy and branches in the area.

Planning

There were no new planning applications.

10. To receive and approve the financial reports and payments for authorisation **a. Payments for authorisation**

There were **7** payments (**PV's 37-43**) totalling **£ 2585.40** that were approved and authorised for payment.

11. Burial Ground Fees review

After much deliberation, it was agreed to hold the fees at the current rate, with a review to be conducted in 6 months' time.

12. Fencing costs for playground

Council unanimously agreed the quote by Perrett fencing.

The Clerk confirmed the works had been completed under health and safety guidelines.

13. Kings Coronation funding and event

Members agreed to set aside up to £1300.00 for this event.

Expenditure to include up to £ 400.00 for a firework event and a memorial.

This is in addition to £1000.00 from the wastepaper fund for coronation coins.

A specific reserve would be set up for this event.

14. Purchase of external hard drive

It was suggested that the purchase of an external hard drive for data would avoid any potential loss of information in the event of an IT failure. The cost varied between £50 -£100.

Cloud back up was also discussed as a cost of £10 per month.

It was agreed that a USB stick would suffice, ensuring that it is backed up at a minimum of every quarter, with the USM held external to the Clerk's office.

15. Play Park inspection report

Members agreed to explore the cost of rubber mulch to be installed around the equipment.

FRAMPTON PARISH COUNCIL
Minutes

The Clerk would request further clips for fencing from the contractor.

16. Request for donation to Church clock service

Members agreed to donate the sum of £323.00 towards the servicing of the Church clock.

17. Management of contractors

Cllr's Taylor and Antrim were happy to meet the contractors on site, if needed.
The Clerk would continue to deal with contracts and finance.

18. Sewage in rivers – discussion

Cllr Sarno was happy to investigate this matter further and come back to Council.

19. Ratification of Clerk's contract

Members unanimously agreed that Mr Lewin satisfactorily completed the probation period.
The contract was signed by the Clerk and the Chair.

20. Provisional end of year accounts

Councillors were content, in principle, with all payments, receipts, the budget and bank reconciliation.

It was agreed that all surplus or shortfalls would be adjusted with the General reserve, with the exception of the play park fund surplus which would be transferred to the play park equipment fund.

21. Items for the next meeting and village meeting

Play Park working group update (for village meeting)

Invite PCSO (for village meeting)

It was agreed to set aside £30 for refreshments for the village meeting.

22. Date(s) of next meeting(s)

Full Council, Village Meeting and AGM
15th May 2023
Frampton Village Hall

There being no further business the meeting closed at **2055 hours**.

Charlie Adler _____ Chair of Frampton Parish Council

Dated _____

Frampton Parish Council Payments 2324															
Date	Payee Details	Cheque	Service	PV	Amount	Salary	Expenses	Admin	Insurance	Pro Services	F&E	Playground	Reserves	VAT	Total
15/05/2023	Amazon	936	Stationery	1	6.50			5.42						1.08	6.50
15/05/2023	Amazon	936	Spray Paint	2	15.12						12.59			2.53	15.12
15/05/2023	Amazon	936	PRIME	3	0.99			0.99							0.99
15/05/2023	Grays Stores	VISA	Stamps	4	7.60			7.60							7.60
15/05/2023	DAPTC	937	Subscriptions	5	232.54			45.00		187.54					232.54
15/05/2023	Dorset Waste Partnership	DD	Empty Litter Bins	6	196.18						196.18				196.18
15/05/2023	Zurich Municipal	939	Insurance Premiums	7	477.34				477.34						477.34
15/05/2023	Jewson	940	Cement for netting	8	25.16							20.97		4.19	25.16
15/05/2023	G Crook and Sons	940	Ballast for netting	9	36.00							30.00		6.00	36.00
15/05/2023	Jewson	940	Cement for netting	10	55.87							46.56		9.31	55.87
15/05/2023	G Crook and Sons	940	Ballast for netting	11	36.00							36.00			36.00
15/05/2023	Wayne Lewin	941	Wages April - May	12	836.60	824.00	12.60								836.60
15/05/2023	Galactic Fireworks	VISA	Coronation Fireworks	13	484.88								404.06	80.82	484.88
15/05/2023	Dorset Council	DD	Play Park Surfacing	14	1,224.40							1020.33		204.07	1224.40
															0.00
	Totals				3635.18	824.00	12.60	59.01	477.34	187.54	208.77	1153.86	404.06	308.00	3635.18

Frampton Parish Council

This is to advise you that there will be an Annual Parish Council meeting on **Monday 15th May 2023 at 7:00pm** at **Frampton Village Hall**. There will be a thirty-minute public participation session during the meeting if members of the public are present and wish to speak. *All members of the Council are summonsed to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder and are reminded that the Council has a general duty to consider the following matters in the exercise of any of its function.*

Wayne Lewin

Parish Clerk

08th May 2023

1. CONFIRMATION OF ELECTION OF CHAIR

- 1.1 To elect Chair
- 1.2 To receive Chair's Declaration of Acceptance of Office

2. CONFIRMATION OF ELECTION OF VICE CHAIR

- 2.1 To elect Deputy Chair
- 2.2 To receive Deputy Chair's Declaration of Acceptance of Office

3. APPOINTMENT OF OFFICERS AND BRIEF HOLDERS

- 3.1 Rights of Way Officer
- 3.2 Flood Liaison Officer
- 3.3 West Dorset Area Committee DAPTC representative
- 3.4 Highways Officer
- 3.5 Frampton Village Hall Management Committee representative
- 3.6 Playpark representative
- 3.7 Burial Ground representative
- 3.8 Tibbs Hollow representative
- 3.9 Village Green representative
- 3.10 Millennium Green representative
- 3.11 Allotments representative
- 3.12 Magna liaison representative
- 3.13 Internal auditor
- 3.14 Responsible Finance Officer

4. APPROVAL OF REGULATIONS AND DOCUMENTS

- 4.1 Standing Orders (new)
- 4.2 Code of conduct
- 4.3 Financial regulations
- 4.4 Annual Risk assessments
- 4.5 Freedom of information requests
- 4.6 General data protection regulation
- 4.7 Complaints procedure
- 4.8 Social media policy
- 4.9 To confirm the frequency and timings of Full Council meetings

5. Finances and audit

- 5.1 To approve accounts for financial year 22/23 subject to audit
- 5.2 To approve the reserves
- 5.3 To approve the asset register
- 5.4 To approve the insurance schedule
- 5.5 To confirm the dates for notice of public rights to view unaudited accounts
- 5.6 To approve the Annual Governance and Accountability Return for 22/23 subject to audit

To include:

Declaration of exemption of external audit
Annual Governance Statement
Accounting Statement

Annual Governance and Accountability Return 2022/23 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 2022/23

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 2023**. 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 2023**.

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 2022/23**, page 4
- **Section 1 – Annual Governance Statement 2022/23**, page 5
- **Section 2 – Accounting Statements 2022/23**, 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 2022/23 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) 2022/23, 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 2023. 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 2023**. 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 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

Completion checklist – ‘No’ answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have 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 Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 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 2022/23 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 2023, 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 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2022/23, 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 2022/23:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23:

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 2019
- In relation to the preceding financial year (2021/22), 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 2023.

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

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

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 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2022/23

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			
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 <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

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

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

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 2022/23

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 2023, that:

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

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

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

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

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 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<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>
1. Balances brought forward			<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>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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