

Frampton Parish Council

Annual Village Meeting

Tuesday 21st May 2024 7pm



1. What did your Parish Council achieve this year
2. What are the aims and objectives and projects for next year



3. What would you like from your Parish Council this year



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 Tuesday 21st May 2024** in Frampton Village Hall.

Please find a copy of the agenda below.

Councillors:

Paul Mutti, Charlie Adler, Brie Purse, Veronica Antram, and David Nutt

FULL COUNCIL

1. Co-option of Parish Council 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 19th March 2024
5. Matters from the previous meeting(s)
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 (to include update on new equipment)

Tibbs Hollow

Planning

- a. P/HOU/2024/01065
Frampton House Frampton Park Frampton Dorset DT2 9NH
Install 18 no. panel roof mounted solar array on detached garage
- b. P/FUL/2023/07530
Marl House Dorchester Road Frampton Dorset DT2 9NG
Install above ground 13 panel Solar PV Array
9. To receive and approve the financial reports and payments for authorisation
 - a. Payments for authorisation
10. Approval of new Play Park inspector
 - a. Initial costings
 - b. Annual costings
11. Items for the next meeting
12. Date(s) of next meeting(s)

Full Council
Frampton Village Hall 7pm

Wayne Lewin

Parish Clerk

14th May 2024

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 19th March 2024 in Frampton Village Hall.
Meeting commenced at 7.00pm.

Councillors in attendance:

Paul Mutti, Charlie Adler, Veronica Antram, Brie Purse, and David Nutt.

There was 1 member of the public in attendance

FULL COUNCIL

1. Apologises for absence

Cllr Patsy Taylor and Cllr David Taylor (DC) sent apologies.

2. Declarations of pecuniary or other interests

No declarations were made.

3. To approve the minutes of the Parish Council Meeting held on 16th January 2024

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

4. Matters from the previous meeting(s)

All matters were completed or where on the agenda.

5. Chair's update

There were no matters that were not on the agenda.

6. Public discussion period

There were no matters at this time.

7. To receive a report from the Dorset Council

No report was received.

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

The first issue was of an overgrown plot. It was agreed that the plot holder should be spoken to as to ascertain if he wanted to keep the plot.

It was noted that an adjoining plot would be happy to take it on.

However, it was agreed at this point (that if the plot was to be released), then a waiting list was in issue.

Burial Ground

There were no issues to discuss.

Play Park

The inspection report had been received and distributed.

FRAMPTON PARISH COUNCIL

Minutes

Members raised concerns as to the quality of the report, in that, items that had been fixed where still on the report – therefore raising concerns of the nature of the inspection. With confirmation that the current inspector could not sign off newly installed equipment (see agenda item 14), it was unanimously agreed to terminate the current provider.

Cllr's Mutti and Nutt would look at the report and complete any works they could.

Tibbs Hollow

It was agreed to purchase a 1 tonne dumpy bag of type 2 stone to fill the potholes. Cllr Mutti would speak to a local contractor.

Planning

a. P/HOU/2024/01065

Frampton House Frampton Park Frampton Dorset DT2 9NH

Install 18 no. panel roof mounted solar array on detached garage

Members supported this application as it conforms to the Parish Council environmental policy.

b. P/FUL/2023/07530

Marl House Dorchester Road Frampton Dorset DT2 9NG

Install above ground 13 panel Solar PV Array

It was noted that this application had been withdrawn.

9. To receive and approve the financial reports and payments for authorisation

a. Payments for authorisation

There were **3** payments (**PV's 37-39**) totalling **£ 769.60**, that were authorised and approved for payment (see agenda item 15).

10. Allotment eviction appeal

Members reviewed the appeal to the eviction notice. The following was agreed.

To allow 1 plot to be retained by the holder. This is to produce food.

It was also agreed that the tenancy agreement (for all), must include the caveat that at least 50% of the plot must be used for the cultivated of food.

11. D-Day commemorations

It was agreed that a contribution of £100 could be made if required.

This would be met from the General Reserve.

12. Parish Council elections – May 24

It was agreed that the Clerk would create a poster to be placed on the village community Facebook site.

13. Flooding issues in Frampton including purchase of a water depth gauge

Councillors noted the comments from Dorset Council.

All agreed that no further action should be taken.

14. Update on Play Park funding for new equipment

Cllr Purse confirmed that both the lottery and capital leverage fund had approved funding.

This would pay for the older children's new area.

FRAMPTON PARISH COUNCIL

Minutes

The funds would be released once an invoice from the supplier was forwarded to them.
It was hoping that work would commence in June.

A qualified inspector for new equipment had to be sourced as the current one did not have the certificates.

15. Purchase of new printer

Members agreed to contribute £45 to a new printer for the Clerk, inline with other Councils that he currently works for.

16. Speeding issues on A356

Councillors had taken representation from Dorset Council Highways, the PCSO, and the collision database.

It was reluctantly accepted that individuals will always speed.

The PCSO had suggested that a Community Speed Watch should be set up.

This would be considered in the future.

17. Replacement bins close to Millennium Green

Dorset Waste Partnership had offered to replace the current two bins (and missing dog waste bin) – with two new general waste bins. This was agreed.

18. Update on dog warden duties

Cllr Antram had attended a course and received some literature.

It was agreed that going around issuing fixed penalty notices was not the way forward, however the deterrent may be the way ahead.

Therefore, it was requested to purchase some posters and stickers up to the value of £50.

The monies to come from the green spaces fund.

19. Provisional end of year accounts

Members agreed on the following.

| | |
|--------------------------|--|
| 38 payments totalling | £ 13631.49 |
| 12 receipts amounting to | £ 15933.30 |
| Overall budgets spend | 80.31% |
| General reserve | £ 5517.96 (£ 6500) with a VAT rebate due of £ 486.99 |
| Bank balances | £ 10390.06 |

20. Items for the next meeting

None at present

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

Full Council
Village Meeting
AGM

21st May 2024

There being no further business the meeting closed at **2041 hours**.

Paul Mutti _____ Chair of Frampton Parish Council

Dated _____

Planning Services

County Hall, Colliton Park
Dorchester, Dorset, DT1 1XJ

☎ 01305 838336- **Development Management**

☎ 01305 224289- **Minerals & Waste**

🌐 www.dorsetcouncil.gov.uk

P - Frampton PC

Date: 29 February 2024

Ref: P/HOU/2024/01065

Support Officer: Gill Whitney

Area: Northern

☎ 01305 838336

✉ planningnorth@dorsetcouncil.gov.uk

Dear Sir/Madam

Application No: P/HOU/2024/01065

Location: Frampton House Frampton Park Frampton Dorset DT2 9NH

Proposal: Install 18 no. panel roof mounted solar array on detached garage.

The above application for, Householder Planning Permission has been received.

The application can be viewed online. You will need to accept the terms and conditions to enter the online planning register.

Any comments you wish to make must be made

Through the website using the link or qr code

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=403721&cuuid=EEFD500B-6CEF-450B-AF40-3DD2E2A84760>



This link is unique to each consultee for each individual application.

Important - do not share this link, it is unique to you as a consultee in our system.

Using the link ensures your comments are processed efficiently.

We can only consider material planning considerations, when assessing and determining the application'. We cannot accept anonymous comments and all comments received along with your name and address will be published on our website.

If i do not hear from you by the 28 March 2024 council will proceed to make a recommendation. Our decision will be published on our website.

Yours sincerely

Gill Whitney

Planning Technical Support Officer - Northern Team

Planning Services

County Hall, Colliton Park
Dorchester, Dorset, DT1 1XJ

☎ 01305 838336- **Development Management**

☎ 01305 224289- **Minerals & Waste**

🌐 www.dorsetcouncil.gov.uk

P - Frampton PC

Date: 30 January 2024

Ref: P/FUL/2023/07530

Support Officer: Helen Paige

Area: Northern

☎ 01305 838336

✉ planningnorth@dorsetcouncil.gov.uk

Dear Sir/Madam

Application No: P/FUL/2023/07530

Location: Marl House Dorchester Road Frampton Dorset DT2 9NG

Proposal: Install above ground 13 panel Solar PV Array.

The above application for, Full Planning Application has been received.

The application can be viewed online. You will need to accept the terms and conditions to enter the online planning register.

Any comments you wish to make must be made

Through the website using the link or qr code

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=402422&cuuid=824FB04F-D9EA-45EA-9EFA-D51D190FE3CC>



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Using the link ensures your comments are processed efficiently.

We can only consider material planning considerations, when assessing and determining the application'. We cannot accept anonymous comments and all comments received along with your name and address will be published on our website.

If i do not hear from you by the 20 February 2024 council will proceed to make a recommendation. Our decision will be published on our website.

Yours sincerely

Helen Paige

Planning Technical Support Officer - Northern Team

| Frampton Parish Council Payments 2425 | | | | | | | | | | | | | | | |
|--|-------------------------|---------------|----------------------|-----------|----------------|---------------|-----------------|-----------------------|------------------|---------------------|----------------|-------------------|-----------------|-------------|----------------|
| Date | Payee Details | Cheque | Service | PV | Amount | Salary | Expenses | Administration | Insurance | Pro Services | F&E | Playground | Reserves | VAT | Total |
| 21/05/2024 | Dorset Council | DD | Emptying Litter Bins | 1 | 206.04 | | | | | | 206.04 | | | | 206.04 |
| 21/05/2024 | DAPTC | 971 | Annual Subscriptions | 2 | 241.64 | | | 45.00 | | 196.64 | | | | | 241.64 |
| 21/05/2024 | Dorset Home and Gardens | 972 | Play Park Repairs | 3 | 581.00 | | | | | | | 581.00 | | | 581.00 |
| 21/05/2024 | Zurich | 973 | Insurance Premiums | 4 | 492.37 | | | | 492.37 | | | | | | 492.37 |
| | | | | | | | | | | | | | | | 0.00 |
| | Totals | | | | 1521.05 | 0.00 | 0.00 | 45.00 | 492.37 | 196.64 | 206.04 | 581.00 | 0.00 | 0.00 | 1521.05 |

FRAMPTON PARISH COUNCIL

RECONCILIATION FOR THE YEAR 2024-25

| A | | E | | CURRENT BALANCE | |
|----------------------------|-----------------|----------------------------|----------------|---------------------------|-----------------|
| OPENING BALANCE | | UNPRESENTED CHEQUES | | OPENING BALANCE | 10345.06 |
| Carried forward | 10345.06 | PV | AMOUNT | PLUS INCOME | 6986.99 |
| 01-Apr-24 | | 2 | 241.64 | SUB TOTAL | 17332.05 |
| | | 3 | 581.00 | | |
| TOTAL | 10345.06 | 4 | 492.37 | LESS EXPENDITURE | 1521.05 |
| B | | | | TOTAL | 15811.00 |
| BANK DETAILS | | | | | |
| BANK ACCOUNT | BALANCE | | | CUMULATIVE BALANCE | |
| Lloyds Bank | 17126.01 | | | TOTAL BANK BALANCES | 17126.01 |
| | | | | | |
| | | | | LESS U/P CHEQUES | 1315.01 |
| TOTAL | 17126.01 | | | TOTAL | 15811.00 |
| C | | | | CHECK BALANCE | 0.00 |
| INCOME | | | | | |
| INCOME TO DATE | AMOUNT | | | INCOME | 6986.99 |
| See Receipts Ledger | | | | EXPENDITURE | 1521.05 |
| | | | | | |
| TOTAL | 6986.99 | | | TOTAL | 5465.94 |
| EXPENDITURE TO DATE | AMOUNT | | | | |
| See Payments Ledger | | | | | |
| | | | | | |
| TOTAL | 1521.05 | | | | |
| | | | | | |
| | | TOTAL | 1315.01 | | |

RECONCILIATION

Frampton Parish Council

This is to advise you that there will be an Annual Parish Council meeting on **Tuesday 21st May 2024 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

14th May 2024

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

ABATED

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 Tree Warden
- 3.15 Dog Warden
- 3.16 Responsible Finance Officer

4. APPROVAL OF REGULATIONS AND DOCUMENTS

- 4.1 Standing Orders
- 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 Environmental policy
- 4.10 Safeguarding policy
- 4.11 To confirm the frequency and timings of Full Council meetings

5. Finances and audit

- 5.1 To approve income and expenditure for financial year 23/24 subject to audit
- 5.2 To approve budget monitoring for 23/24 subject to audit
- 5.3 To approve the reserves subject to audit
- 5.4 To approve the asset register as of 31st March 2024
- 5.5 To approve the insurance schedule for 24/25
- 5.6 To confirm the dates for notice of public rights to view unaudited accounts
- 5.7 To approve the certificate of exemption
- 5.8 To approve the Annual Governance and Accountability Return for 23/24 subject to audit to include the Annual Governance Statement and Accounting Statement
- 5.9 To review rent and charges

- a. Allotments
- b. Burial Ground

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:

ENTER 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

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chair

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

Annual Internal Audit Report 2023/24

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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 | 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 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 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 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)</i> . | | | |
| N. The authority has complied with the publication requirements for 2022/23 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 2023/24

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 2024, 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 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

ENTER NAME OF AUTHORITY

| | Year ending | | Notes and guidance |
|--|--------------------|--------------------|--|
| | 31 March 2023 £ | 31 March 2024 £ | |
| | | | <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 exclude any Trust transactions.</i> |

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

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 Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED