

AVENBURY PARISH COUNCIL

**Minutes of a meeting held on Monday 27th June 2022
at 3pm outside the Public Hall, Bromyard**

Minutes C22/14 – C22/17

Members Present: Cllrs Gill Churchill (Chairman), Y Berry and A Westwood.
In Attendance: J Eva (Parish Clerk).

C22/14 To receive, consider and approve apologies for absence

Apologies were accepted from Cllrs Ian Jones and George Churchill (work).

C22/15 To receive declarations of interest and written requests for dispensation

None.

C22/16 Open Session

1. To note matters raised by local residents relevant to the Parish.

None.

C22/17 Finance

1. To consider the End of Year 2021-22 finance report (includes: spend against budget & EOY bank reconciliation) and to note figures on bank statements
The parish council considered and noted the report (Appendix 1).

2. To consider and approve Internal Audit Report.

The parish council considered the internal audit report and noted the recommendations made. (Appendix 2).

3. To consider and approve the Annual Return Governance Statement.

The parish council considered the Annual Governance Statement for 2021/22.

IT WAS RESOLVED to approve the statement and agree 'yes' for each category. The Chairman and the Clerk were authorised to sign it on behalf of the Parish Council (Appendix 3).

4. To consider and approve the Annual Return Accounting Statements

The Parish Council considered and approved the Accounting Statements for 2021/22.

IT WAS RESOLVED to authorise the Chairman to sign it on behalf of the Parish Council.

5. To confirm exemption from the external audit process and sign certificate.

IT WAS RESOLVED that the parish council meets the relevant criteria to submit an exemption certificate to PKF Littlejohn (Appendix 4).

6. To approve invoices for payment

a. Clerk's salary for June 2022.

IT WAS RESOLVED to approve this payment.

With no further business the meeting was closed at 3:30pm

Signed Date

Signature/Initial

Appendix 1

Avenbury Parish Council

End of Year Finance Report 2021-22

EOY Spend Against Budget

Budget	Actual	Budget	Actual	INCOME
2020/21	2020/21	2021/22	2021/22	
	£0.00	£30.00		HMRC VTR
			£0.42	Reserves account bank interest
£4,740.00	£4,740.00	£4,740.00	£5,450.00	Precept
£0.00	£4,740.00	£4,770.00	£5,450.42	Total Income
<hr/>				
Budget	Actual	Budget	Actual	EXPENDITURE
2020/21	2020/21	2021/22	2021/22	
£2,200.00	£3,221.40	£2,700.00	£3,026.01	Salary (inc. PAYE)
£0.00	£8.10	£20.00	£0.00	Clerk Expenses
£0.00	£0.00	£100.00	£0.00	Clerk's home working allowance
£50.00	£0.00	£50.00	£0.00	Website Expenses
£150.00	£244.71	£200.00	£172.50	Payroll Services
£340.00	£338.46	£340.00	£338.46	Insurance
£1,050.00	£427.20	£400.00	£356.00	Lengthsman
£70.00	£60.00	£70.00	£60.00	Audit fees
£400.00	£281.30	£340.00	£296.45	Subscriptions
£0.00	£0.00	£50.00	£0.00	Training
£50.00	£69.21	£80.00	£43.20	General Admin
£0.00	£72.77	£0.00	£0.00	Election Expenses
£100.00	£0.00	£100.00	£0.00	Council Assets
£70.00	£0.00	£70.00	£0.00	Meeting room hire
£200.00	£0.00	£200.00	£0.00	Contingency / Other
£0.00	£0.00	£0.00	£0.00	Legal Fees
£60.00	£94.95	£50.00	£164.99	VAT Paid
£1,000.00	£0.00	£0.00	£0.00	Speed Indicator Device
£0.00	£0.00	£400.00	£0.00	Traffic Regulation Order (to use reserves if required)
£5,740.00	£4,818.10	£5,170.00	£4,457.61	Total Expenditure

As the spend against budget sheet shows, in most budgetary headings the expenditure is below budget. The clerk's salary and VAT paid are the two headings in which the budget for that year was surpassed.

Signature/Initial

EOY Bank Reconciliation

Bank Reconciliation 13.03.2022 to 31.03.2022				
Opening Balance 1/4/21	NatWest	£2,890.63	£4,155.83	
		Current Account	Reserves Account	TOTAL
Opening balance		£2,890.63	£4,155.83	£7,046.46
(+) Receipts		£5,450.00	£0.42	£5,450.42
TOTAL		£8,340.63	£4,156.25	£12,496.88
(-) Payments		£4,457.61	£0.00	£4,457.61
Balance		£3,883.02	£4,156.25	£8,039.27
		31.03.2022	28.02.2022	TOTAL
Bank Statement		£4,326.71	£4,156.25	£8,482.96
o/s cheques	535	£52.20		
	536	£161.00		
	537	£214.65		
	538	£15.84		
		£443.69		£443.69
		£3,883.02	£4,156.25	£8,039.27

The end of year bank reconciliation shows the council's fiscal position at the start and the end of 2021/22.

At the start of 2022/23 the parish council will have approximately £8,000 in the current and reserves account. Members may decide to transfer the remaining £3883.02 from the Current Account into the Reserves Account, following receipt of part of the 2022/23 precept in April 2023.

Signature/Initial

Appendix 2

Annual Internal Audit Report 2021/22

Avenbury Parish Council

www.avenburyparishcouncil.com

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).		✓	
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken: 10/06/2022 18/06/2022
 Name of person who carried out the internal audit: HALC Internal Audit Services

Signature of person who carried out the internal audit: *HALC Internal Audit Services* Date: 24/06/2022

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

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

Appendix 3

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Avenbury 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 2022, that:

	Agreed		'Yes' means that this authority:						
	Yes	No							
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%;">No</td> <td style="width: 33%;">N/A</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table> <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>	Yes	No	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No	N/A							
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>							

*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:

27/06/2022

and recorded as minute reference:

C 22/17.3

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

Chairman

SBA Churchill

Clerk

JEVA

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

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

www.avenburyparishcouncil.com

Appendix 4

Certificate of Exemption – AGAR 2021/22 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2022, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

Avenbury Parish Council

certifies that during the financial year 2021/22, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2021/22: **£5,450**

Total annual gross expenditure for the authority 2021/22: **£4,458**

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

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


- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

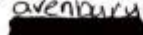
If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2022.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date: 27.06.2022
	27/06/2022	

Signed by Chairman	Date	as recorded in minute reference: C22/17.5
	27.06.2022	

Generic email address of Authority	Telephone number
avenbury  parish clerk@gmail.com	07925036852

*Published web address
www.avenburyparishcouncil.com

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2022. Reminder letters incur a charge of £40 +VAT

Signature/Initial