



Members of Wiswell Parish Council are summoned to attend the **Annual General Meeting** on Tuesday 9 May 2023, at Pendleton Village Hall - Commencing at 6:30 pm.

## **Members of the public are welcome to attend.**

### **Agenda**

- 1. To elect a Chair for the next 12 months.**
- 2. To elect a Vice Chair for the next 12 Months.**
- 3. For Chair and Vice Chair to sign the Declaration of Acceptance of Office Forms.**
- 4. Apologies for absence.**
- 5. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**

Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the Agenda.

- 6. Approve minutes of the AGM held on 10 May 2022.**
- 7. Acceptance of Office and Notification of Members Disclosable Pecuniary Interests.**  
All councillors to sign forms.
- 8. Public participation (if any).**

#### **ITEMS for DECISION:**

#### **9. External Audit Matters:**

- 9.1 To approve as a correct record the Financial Statements to 31 March 2023. Enclosed
- 9.2 To authorise the Chair to sign the Certificate of Exemption: Annual Governance and Accountability Return (AGAR) 2022/2023. Enclosed
- 9.3 To authorise the Chair to sign Section 1: AGAR 2022/2023. Enclosed.
- 9.4 To authorise the Chair to sign Section 2: AGAR 2022/2023. Enclosed.

#### **10. Appointments and nominations for parish activities:**

- 10.1 To appoint an auditor for 2023/2024 and 2024/2025.  
*The current auditor is Alan Rogers (FCA).*
- 10.2 To appoint a representative(s) to the RVBC Parish Council Liaison Meeting.  
*Currently rotated through the Clerk and councillors.*
- 10.3 To appoint a representative to Whalley Educational Foundation.  
*Councillor Scholfield is the current nominee (nominations are for a three year-term).*

- 10.4 To appoint a representative to the Whalley, Wiswell and Barrow Joint Burial Committee.  
(Future sub-committee of Whalley Parish Council).  
*Councillor Scholfield is the current representative.*
- 10.5 Monitoring and liaison with all aspects of the Parish Lengthsman Scheme.  
*This task is currently carried out by Councillor Scholfield.*
- 10.6 Activities Involving LCC Highways and Street Lighting, reporting defects etc.  
*This task is currently carried out by Councillor Scholfield.*
- 10.7 Activities Involving LCC Public Rights of Way (PROW), reporting defects etc.  
*This task is currently carried out by Councillor Scholfield.*
- 10.8 Coordination and liaison with Wiswell Parish social groups.  
*This task is currently carried out by Councillor Houghton.*
- 10.9 Remembrance Sunday.  
*Arrangements for the event are currently carried out by the Clerk, liaison with volunteers and 'on-the-day' activities are carried out by Councillors Houghton and Scholfield.*
- 10.10 Carrying out defibrillator routine checks.  
*This task is currently carried out by Councillor Houghton. With the Clerk keeping the 'Circuit' updated.*
- 10.11 Carrying out village amenity activities; coordination and liaison with volunteers and other agencies.  
*This task is currently carried out by Councillor Houghton and the Clerk*

## **11. To approve meeting dates for 2023-2024.**

Suggested dates:

2023: 4 July, 5 September, 7 November.

2024: 2 January, 5 March and 7 May.

***Mike Hill.***

*Clerk and Responsible Financial Officer to Wiswell Barrow Parish Council.*

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**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
TUESDAY 10 MAY 2022, PENDLETON VILLAGE HALL 6.30pm**

**Present: Councillors: S. Houghton, J. Pursglove, A Scholfield (Acting Clerk)**

**In attendance: Mrs. Maureen Robinson.**

**Minute reference 220510**

**1. To elect the Chairman for 2022-2023.**

Councillor S Houghton was elected as Chairman.

**2. To elect the Vice Chairman for 2022-2023.**

Councillor A Scholfield was elected as Vice Chairman.

**3. To approve as a correct record the minutes of the Parish Council Meeting held on 1 March 2022.**

The minutes were approved and signed by the Chairman.

**4. To receive apologies for absence.**

Councillor R Thompson had given his apologies due to RVBC business; these were accepted.

**5. To receive declarations of disclosable pecuniary and other registrable and non-registrable interest.**

There were no declarations of interest.

**6. Co-option of Councillors**

RESOLVED to co-opt Councillor Judith Pursglove who was welcomed by members.

**7. Public participation**

Members welcomed Mrs Maureen Robinson and thanked her for her continuing interest and support. Mrs Robinson confirmed her willingness to continue in an advisory role for Coronation Garden and explained the changes in the administration of the Best Kept Village competition.

**8. Finance Report**

**a) To appoint an internal auditor for 2021-22 and 2022-23.**

RESOLVED to appoint AER Accountants Limited (Alan Rogers) at a fee of £200 per annum.

**b) To approve the financial statements to 31 March 2022.**

RESOLVED to approve the financial statements to 31 March 2022, subject to a satisfactory internal audit report.

**c) AGAR 2021-22 Form 2, Certificate of Exemption.**

RESOLVED to authorise the Chairman to sign the Certificate of Exemption.

**d) AGAR 2021-22 Section 1, Governance Statement**

RESOLVED to authorise the Chairman to sign the Governance Statement subject to a satisfactory internal audit report.

**e) AGAR 2021-22 Section 2, Accounting Statement.**

RESOLVED to authorise the Chairman to sign the Accounting Statement subject to a satisfactory internal audit report.

**f) To approve the 2022-23 Financial Statements to date.**

RESOLVED to approve the financial statements to date.

**g) To approve payments**

RESOLVED to approve the cheque payments and ratify the Direct Debit payments (previously approved overall at the March meeting):

No	Description	Invoice	Cheque	Date	Amount £
1	Cemetery Levy 2021-2022	Email 19 March	100917	10/05/22	74.00
2	NALC Subscription 22/23	2223117	100978	10/05/22	54.78

No	Direct Debit Description	Invoice	Payment Date	Amount £
1	Easywebsites, Web Hosting and Design, set-up	01-491-1	May 2022	600.00
2	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/04/22	31.20
3	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/05/22	31.20
4	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/06/22	31.20
5	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/07/22	31.20
6	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/08/22	31.20
7	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/09/22	31.20
8	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/10/22	31.20
9	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/11/22	31.20
10	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/12/22	31.20

**9. To consider a change of banking services provider.**

RESOLVED to investigate alternatives to Barclays, including Unity Trust Bank as used by other parish councils.

**10. To approve the appointment of the Clerk and Responsible Financial Officer.**

RESOLVED to appoint Mr Mike Hill from 7 June 2022, working 25 hours per month and subject to review after one year.

**11. To approve meeting dates for 2022-23.**

RESOLVED to hold meetings on 5 July, 6 September, 1 November 2022, 3 January, 7 March and 9 May 2023.

**12. To appoint a representative to Whalley Educational Foundation for 2022-23.**

RESOLVED that Councillor Scholfield should continue as the representative, noting that his original appointment expires on 22 January 2023.

**13. To appoint representatives to Whalley, Wiswell and Barrow Joint Burial Committee.**

RESOLVED that Councillor Scholfield should continue in the interim arrangement of one representative from each of the parish councils, pending the implementation of a new constitution and structure.

**14. To appoint representatives to the RVBC Parish Council Liaison Committee.**

RESOLVED to rotate the attendance at meetings.

**15. To appoint a representative to the Ribble Valley branch of the Lancashire Association of Local Councils.**

RESOLVED to take no action as the branch is not currently functioning.

**16. To receive reports from Councillors.**

Councillors Houghton and Scholfield reported on the plans for a Village Jubilee celebration to be held on Friday 3 June organised jointly between the parish council and residents.

**Signed:**

**Date:**

## Agenda Item 9.1



Meeting Date: 09/05/2023

Title: **Finance Report to 31/03/2023**  
**End of the 2022/23 Financial Year**

Submitted by: Clerk and Responsible Financial Officer

**Purpose of the report:**

To update members of the Council's financial position to the end of March 2023 and to seek approval of the accounts to that date.

**Recommendations:**

Approve the end of year financial report.

# Receipts for the period 1st April 2022 to 31st March 2023.

Bank			Income Streams					Totals
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Sundry	
13/06/2022	comd32676	RV in Bloom			60.00			60.00
11/04/2022	accy030498	Precept 2022/23	7,024.00					7,024.00
05/07/2022	####100388	HMRC VTR		109.00				109.00
08/08/2022		Forbes (HMLR Refund)					40.00	40.00
10/10/2022	00009441	RVBC Concurrent Grant			144.00			144.00
10/11/2022		PM+M Solutions. Reimbursment - paid twice once by DD.					102.60	102.60
16/01/2023		From Cllr Scholfield (Barclays Bank complaint compensation)					100.00	100.00
<b>Total:</b>			<b>7,024.00</b>	<b>109.00</b>	<b>204.00</b>	<b>0.00</b>	<b>242.60</b>	<b>7,579.60</b>

**Note:**

The Switch from Barclays Bank to Unity Trust Bank occurred 17/08/22 = £11,092.97

# Payments for the period 1st April 2022 to 31st March 2023

Dates		DD = Direct Debit. UTB = Unity Trust Bank		Staff Costs (Clerk)			Administration Expenses			Amenity Expenses		Sundry Expenses	VAT	Total
CHQ Stub	Bank Recon.	CHQ No.	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Grounds Maint.	Amenity Maint.			
	01/04/22	DD	Easy Websites					26.00					5.20	31.20
	03/05/22	DD	Easy Websites					26.00					5.20	31.20
10/05/22	20/05/22	100977	Burial Committee Levy for 2021/22									74.00		74.00
	01/06/22	DD	Easy Websites					26.00					5.20	31.20
10/05/22	09/06/22	100978	LALC Subscription									54.78		54.78
13/06/22		100979	Void											-
	21/06/22	DD	Easy Websites (Initial set up)					500.00					100.00	600.00
13/06/22	24/06/22	100980	Paul Marlow Jubilee									139.09	27.80	166.89
13/06/22	24/06/22	100981	Paul Marlow (Jubilee Band)									250.00		250.00
	01/07/22	DD	Easy Websites					27.00					5.40	32.40
17/07/22		100982	Void											-
20/07/22		100983	Void											-
20/07/22	03/08/22	100984	AER Accountants						200.00					200.00
	01/08/22	DD	Easy Websites					27.00					5.40	32.40
27/07/22	02/08/22	100985	Clerk printer consumables				79.99						16.00	95.99
20/07/22	01/08/22	100986	Clr Houghton (Jubilee)									54.06		54.06
	01/09/22	UTB DD	Easy Websites					27.00					5.40	32.40
	28/09/22	UTB	Clerk Three Month Salary	1,163.25										1,163.25
	28/09/22	UTB	Purchase of pads for defibrillator									56.45	11.29	67.74
	30/09/22	UTB	Unity Bank service charge				6.65							6.65
	03/10/22	UTB DD	Easy Websites					27.00					5.40	32.40
	13/10/22	UTB	Clerk for purchase of defib lock									141.00	28.20	169.20
	19/10/22	UTB	HMRC (Income Tax)		290.60									290.60
	24/10/22	UTB DD	PM+M Solutions (payroll services)				85.50						17.10	102.60
	28/10/22	UTB	Countryside Charity									36.00		36.00
	01/11/22	UTB DD	Easy Websites					35.99					7.20	43.19



Dates		DD = Direct Debit. UTB = Unity Trust Bank		Staff Costs (Clerk)			Administration Expenses			Amenity Expenses				
CHQ Stub	Bank Recon.	CHQ No.	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Grounds Maint.	Amenity Maint.	Sundry Expenses	VAT	Total
	04/11/22	UTB	Clerk Expenses			139.08								139.08
	04/11/22	UTB	PM+M Solutions (payroll services)				85.50						17.10	102.60
	07/11/22	UTB	Sue Walmsley (parishoner) plant containers							83.36				83.36
	07/11/22	UTB	Clr Scholfield purchase A5 paper				6.15							6.15
	15/11/22	UTB	BHIB Ltd. Insurance						381.54					381.54
	18/11/22	UTB	Lancashire Flag									76.95	15.00	91.95
	25/11/22	UTB	RBL Poppy Appeal									25.00		25.00
	01/12/22	UTB DD	Easy Websites					44.99					9.00	53.99
	05/12/22	UTB	Yeowart (parishoner) purchase of plants							33.10				33.10
	30/12/22	UTB	Clerk Three Month Salary	900.00										900.00
	31/12/22	UTB	Unity Bank service charge				18.00							18.00
	03/01/23	UTB DD	Easy Websites					44.99					9.00	53.99
	05/01/23	UTB	Clr Scholfield (Screwfix)									7.29		7.29
	05/01/23	UTB	HMRC (Income Tax)		225.00									225.00
	06/01/23	UTB	Clerk Expenses			154.08								154.08
	24/01/23	UTB	PM+M Solutions (payroll services)				27.75						5.55	33.30
	01/02/23	UTB	Easy Websites					44.99					9.00	53.99
	16/02/23	UTB	ICO GDPR (Clerk made payment from own card)						40.00					40.00
	24/02/23	UTB	S. Walmsley								54.00			54.00
	24/02/23	UTB	RS Houghton								33.97			33.97
	01/03/23	UTB DD	Easy Websites					44.99					9.00	53.99
	27/03/23	UTB	CP and SL Yeowart								26.00			26.00
	31/03/23	UTB	Clerk Three Month Salary	900.00										900.00
	31/03/23	UTB	Unity Bank Service Charge				18.00							18.00
			<b>TOTALS</b>	<b>2,963.25</b>	<b>515.60</b>	<b>293.16</b>	<b>327.54</b>	<b>901.95</b>	<b>621.54</b>	<b>116.46</b>	<b>113.97</b>	<b>914.62</b>	<b>318.44</b>	<b>7,086.53</b>

7,086.53

## Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2022:	5,514	
Add total <b>receipts</b> to date:	7,580	
Less total <b>payments</b> to date:	-7,087	
<b>Balance:</b>	6,007	If these two figures are different an explanation is required.
	£	
Unity Trust Bank Account - Balance at 31/03/23:	6,007	

# Comparisons as at 31/03/2023

	FINAL ACCOUNTS 2021/22	AGREED BUDGET 2022/23	ACCOUNTS TO DATE 2022/23	BUDGET vs ACTUAL DIFFERENCE
<b>INCOME</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
RVBC Precept:	6,886	6,886	7,024.00	138
RVBC Concurrent Grant:	144	150	144.00	(6)
RVBC in Bloom Grant:	0	60	60.00	0
RVBC Grants (Finger Posts):	0	0	0.00	0
RVBC Jubilee Grant:	500	0	0.00	0
Contribution IT Equipment:	105	0	0.00	0
Pendle Partnership Grant:	470	470	0.00	(470)
HMRC VAT Refunds:	314	250	109.00	(141)
Barclays Compensation:	50	0	0.00	0
Sundry and Other Income:	0	0	242.60	243
	<b>8,469</b>	<b>7,816</b>	<b>7,579.60</b>	<b>(236)</b>
<b>EXPENDITURE</b>				
<b>Staff Costs:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Clerk's salary:	2,353	4,500	2,963.25	(1,537)
Home use, expenses and mileage:	228	295	293.16	(2)
HMRC:	0	0	515.60	516
	<b>2,581</b>	<b>4,795</b>	<b>3,772.01</b>	<b>(1,023)</b>
<b>Administration Expenses:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Consumables (Ink and Paper etc):	0	120	86.14	(34)
Website design and hosting:	108	140	901.95	761.95
Microsoft 365 Licence subscription:	0	200	0.00	(200)
Payroll and Bank Service Charges:	80	80	241.40	161.4
Other website expenses:	0	240	0.00	(240)
GDPR, IT set-aside:	0	290	40.00	(250)
Insurances:	218	220	381.54	161.54
Audit:	55	55	200.00	145
Room hire:	60	60	0.00	(60)
Training books etc:	50	100	0.00	(100)
	<b>571</b>	<b>1,505</b>	<b>1,851.03</b>	<b>346.03</b>
<b>Amenity Expenses:</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Parish lengthsman scheme:	500	500	0.00	(500)
Coronation Gardens ground maintenance:	121	400	230.43	(170)
Registration of Coronation Gardens:	0	0	0.00	0
Refurbishment Molly's Well:	470	0	0.00	0
Finger Posts	47	0	0.00	0
Welcome Trough:	35	0	0.00	0
	<b>1,173</b>	<b>900</b>	<b>230</b>	<b>(670)</b>
<b>Sundry Expenses:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Burial Committee precept:	0	75	74.00	(1)
LALC subscription:	0	55	54.78	(0)
CPRE subscription:	36	40	36.00	(4)
Best kept village:	20	20	0.00	(20)
Christmas tree:	0	350	0.00	(350)
Remembrance Sunday - wreath:	20	25	25.00	0
Noticeboard:	0	0	0.00	0
Refurbish Telephone box:	210	200	0.00	(200)
Contingency:	0	500	0.00	(500)
Sundry expenditure:	0	100	724.84	625
	<b>286</b>	<b>1,365</b>	<b>914.62</b>	<b>(450)</b>
<b>VAT on Expenses to be Reclaimed:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	45	150	318.44	168.44
<b>Total Expenditure:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>2,075</b>	<b>3,770</b>	<b>7,086.53</b>	<b>3,317</b>
<b>SUMMARY:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Income:	8,469	7,816	7,579.60	(236)
Expenditure:	(2,075)	(3,770)	-7,086.53	(3,317)
	<b>6,394</b>	<b>4,046</b>	<b>493.07</b>	<b>(3,553)</b>
<b>BALANCE:</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Balance brought forward at 1 April:	2,083	5,514	5,514.09	
Add surplus / less deficit from year:	3,431	4,046	493	
Balance carried forward:	<b>5,514</b>	<b>9,560</b>	<b>6,007.16</b>	

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.**

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	No	'Yes' means that this authority:
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


ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
<b>1.</b> 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>
<b>2.</b> (+) 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>
<b>3.</b> (+) 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>
<b>4.</b> (-) 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>
<b>5.</b> (-) 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>
<b>6.</b> (-) 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>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> 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 – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> 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>
<b>10.</b> 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	
<b>11a.</b> 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>
<b>11b.</b> 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