

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Parish Council Meeting to be held at The Quaker Meeting House on
Tuesday, 7th June 2022 commencing at 7.00pm**

A G E N D A

1. **Apologies.** To receive apologies
2. **Minutes.** To consider and approve Minutes of the Meeting held on Tuesday, 3rd May 2022 and receive updates on any matters arising.
3. **Declarations of Interest.** To receive any changes to Declarations of Interest of Parish Councillors
4. **Planning Applications.** To consider and comment on planning matters, including new planning applications and an update on decisions. New applications received since the last meeting are as set out below:

Application No	Description
None Received	

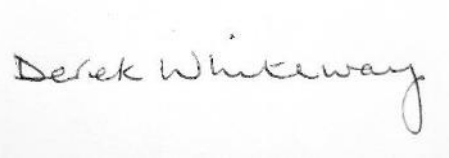
5. **South Lancaster Area Action Plan.** To consider any issues arising from a recent City Council engagement meeting with Parish Councils.
6. **Annual Governance and Accountability Return (AGAR) 2021/22.** To review and approve the AGAR. Clerk's report to come.
7. **Neighbourhood Plan.** To receive an update on the project. Councillor Parrett to report.
8. **Stodday Picnic Site.** To review progress with a project to refurbish the picnic area.
9. **Parking on Aldcliffe Road.** Parish Chairman to report on progress.
10. **Public discussion and updates.** To adjourn the meeting for a period of public discussion and to provide any 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will normally be considered as an agenda item at a future meeting).

- a) Clerk's report on activities and correspondence since last meeting
- b) Members' updates and reports since the last meeting, including:

Highways	Amenity, incl Lengthsman	Stakeholder, incl United Utilities
Ancillary	Broadband provision	

- c) Report of District and County Councillors
- d) Public discussion

11. **Payments.** To authorise payment of accounts. Report attached.
12. **Date of Next Meeting.** To confirm the date and time of next meeting.

A handwritten signature in black ink that reads "Derek Whiteway". The signature is written in a cursive style and is positioned above a light grey rectangular background.

Derek Whiteway

Parish Clerk

Tel: 01524 64908

Email: clerk@aldcliffewithstoddaypc.org

1st June 2022

Minutes of the Meeting held on 3rd May 2022 at 7.00pm at the Quaker Meeting House, Lancaster

Present: Councillor Nick Webster (Chairman)
Councillors Duncan Hall and Denise Parrett
Derek Whiteway, Parish Clerk

22/013 Apologies for Absence

Apologies for absence were received from Councillors Kevan Walton and Heather Ward.

22/014 Minutes of the previous meeting

- 1) The minutes of the Parish Council Meeting held on 5th April 2022, were approved without further amendment.

Matters arising:

- 2) **22/002(2) – Dangerous Trees, Luncliffe Road.** The Chairman reported that clearance work had recently been carried out, greatly improving the situation. The Chairman felt that the land was now in need of some re-fencing work.
- 3) **22/002(23) - Conservation Work.** The Clerk had yet to make arrangements for the Parish Council to meet with Mandy Knott, Coastal Lead Adviser (Natural England).

Action: The Clerk will make arrangements to host a meeting between Councillors and Mandy Knott of Natural England.

- 4) **22/006 – Platinum Jubilee.** It was agreed that the Parish Council's plans for the Jubilee should be confined to the dedication of the refurbished picnic site.
- 5) **22/008 - Canalside Parking on Aldcliffe Road.** Councillor Hall reported that, via City Councillor Dant, the County Council had been requested to trim the overgrown verges on the Fairfield Nature Reserve side of Akldcliffe Road. The Chairman reported that the Canal and River Trust (C&RT) has continued to be unresponsive to requests to improve the parking problems. Following discussion, it was agreed that the Chairman would again write to C&RT and that parishioners should be encouraged to write personally to raise their own complaints.

Action: The Chairman will write again to the C&RT and an email will be sent to parishioner contacts encouraging them to submit their own views and complaints.

22/015 Election of Officials 2022/23

Election of Chair. It was proposed by Councillor Parrett, seconded by Councillor Hall, and carried unanimously that Councillor Webster be appointed as Chairman for 2022/23.

Resolved: That Councillor Webster be appointed as Chairman for the 2022/23 municipal year.

Election of Vice-Chair. It was proposed by Councillor Hall, seconded by Councillor Parrett, and carried unanimously that Councillor Walton be appointed as Chairman for 2022/23.

Resolved: That Councillor Walton be appointed as Vice-Chairman for the 2022/23 municipal year.

The Chairman authorised the Clerk to electronically sign his Declaration of Acceptance of Office.

22/016 Declarations of Interest

No further declarations or changes to existing declarations were made.

22/017 Councillors' Roles

The following Councillor roles for 2022/23 were confirmed:

- a) Highways. Councillor Webster
- b) Amenity, including Lengthsman liaison. Councillor Webster
- c) Stakeholder liaison, including United Utilities. Councillor Walton
- d) Ancillary/projects. Councillor Parrett
- e) Broadband provision. Councillors Walton and Hall

It was agreed that, following completion of the Neighbourhood Development Plan, a new role should be introduced to monitor and maintain the impact of the NDP. Councillor Parrett is to take the lead role.

22/018 Chairman's Annual Report 2021/22

The Chairman read out his Annual Report for 2021/22. The report was gratefully received by Councillors and it was agreed that the report should be posted on the Parish Council website and circulated to email contacts.

Resolved: That the Chairman's Annual Report for 2021/22 is received and that it should be published on the Council's website and circulated to email contacts.

22/019 Final Accounts 2021/22

The Clerk presented a report into the Council's final accounts for 2021/22. The accounts showed that the Council's balances as at 31st March 2022 stood at £6,475. Compared with established target reserves of £3,500, this indicated that £2,975 of funds were available for purposes over and above 'normal business'. The Clerk recommended that £250 be transferred to the established 'Elections Reserve' and that a formal review of the Council's reserves and the Reserves Protocol should be undertaken and be considered at the Council's July meeting.

The Clerk advised that the Unity Trust Bank was now offering a small rate of interest on its 'Instant Access Account'. Councillors agreed that an Instant Access Account should be opened to help with managing the Council's balances.

Resolved: That £250 be transferred into the Council's Elections Reserve and that the Council's reserves and reserves protocol be formally reviewed for consideration at the Council's July meeting.

Also, that an Instant Access Account be opened with the Unity Trust Bank.

22/020 Risk Register Review 2022/23

The Clerk reported into the results of a review of the Council's Risk Register. Existing risks had been updated with any additional mitigations adopted since the last review, and two new 'Strategic and Operational' risks had been added to the draft Register.

Following discussions regarding the Lengthsman service, Councillors agreed that the County Council should be requested to resume hedgerow maintenance work on Smugglers Lane.

Resolved: That, subject to agreed amendments, the draft Risk Register for 2022/23 is approved.

Also, that the Clerk will write to the County Council asking them to resume responsibility for maintaining the Smugglers Lane hedgerows.

22/021 Review of Council Policies and Procedures

The Clerk reported into the results of an annual review of the Council's Standing Orders, Financial Regulations, Information Governance Policies and Complaints Procedure. The Clerk recommended some minor updates to Financial Regulations to reflect new online banking and payment procedures. Otherwise, the Clerk advised that the documents remained up to date and fit for purpose.

Resolved: That the Clerk's proposed amendments to Financial Regulations be approved and the reviewed policies and documents be approved.

22/022 Planning Applications

1) No new planning applications had been received.

22/023 Neighbourhood Development Plan (NDP)

Councillor Parrett reported that the date for the NDP referendum had not yet been confirmed. The City Council had advised that the Parish Council may promote the referendum and encourage residents to vote, but not seek to influence their opinions.

Councillor Parrett confirmed that the work of the consultants, Kirkwells, was now complete, but that they would remain available for any future review work, if required. Councillor Parrett proposed that the Council should formally write to thank Louise Kirkup for her invaluable input and guidance; this was agreed unanimously.

The Clerk suggested that an earmarked reserve to help with the cost any future review should be included in the overall review of reserves scheduled for the July meeting.

Resolved: That a formal letter of thanks should be sent on behalf of the Council to Louise Kirkup.

Also, that an earmarked reserve to help with the cost any future review of the NDP should be included in the overall review of reserves scheduled for the Council's July meeting.

22/024 Lune Millennium Path / Stodday Picnic Site

The Chairman reported that Councillor Walton was in the process of obtaining 3 quotations for the groundworks for the project.

22/025 Public Discussion and Updates

City and County Councillors' Reports

No further reports were received.

Clerk's Report:

A588 Lancaster and Wyre, Revocation, 30mph, 40mph and 50mph speed limits.

The Clerk reported that a consultation invitation had been received from Lancashire County Council into proposed speed limit changes along the full length of the A588 between Lancaster and Poulton le Fylde. Councillors agreed that a response should be submitted supporting the proposed speed restrictions. Following discussion, Councillors agreed that County Council should also be asked to address the anomaly regarding speed restrictions on the parish's roads and introduce a general 30mph limit.

Members' Updates

1) Highways (Chairman)

Nothing further to report.

2) Amenity, including the Lengthsman (Chairman)

Nothing further to report.

3) Broadband Provision (Councillors Hall and Walton)

Nothing further to report.

4) Ancillary (Chairman)

Nothing further to report.

5) Other Matters

Nothing further to report.

Public Discussion:

No further matters were raised.

22/026 Payments

Payee & Detail	£
Lancaster Quaker Meeting – hire of meeting room, 3 rd May 2022	23.00
Tech-Hub (North West) Ltd – Google workspace licence 2022	55.15
Derek Whiteway – Parish Clerk salary and expenses, April 2022	126.10
HMRC – PAYE deductions, April 2022	31.40

Resolved: That the above accounts be approved for payment.

22/027 Date and venue for next meeting

The next meeting is scheduled for Tuesday, 7th June 2022 at the Quaker Meeting House, commencing at 7.00pm.

The meeting closed at 9:00pm

Clerk of the Council

Chair

Date:

Aldcliffe with Stodday Parish Council

Meeting Date: 7th June 2022

Agenda Item: 6

Report of: The Parish Clerk

2021/22 Annual Governance and Accountability Return (AGAR)

1. Introduction

Smaller local councils are statutorily required to complete an annual review of their governance arrangements and submit and publish an annual statement, including the approved accounts, known as the Annual Governance and Accountability Return (AGAR).

The deadline for submission of the AGAR to the Council's appointed external auditor (PKF Littlejohn) is 30th June 2022.

2. Detail

A copy of the draft AGAR documentation is appended to this report.

The Parish Council, having submitted its previous three full years' accounts for external audit, is now able to claim exemption from the 'limited assurance' audit process. The Council is required to resolve to claim exemption and submit a duly completed and signed Exemption Certificate.

The approved AGAR, including the Accounting Statement and certain supporting documents, must be published following approval, providing a public right of inspection period of 30 working days, including the first 10 working days of July 2022. The proposed timetable for the Council to meet the reporting requirements and statutory deadlines is as follows.

a)	Completion of the annual review, internal audit and approval of the accounts	07/06/22 PC Meeting
b)	Public rights of inspection period	20/06/22 to 29/07/22 (inclusive)

3. Internal Auditor's Report 2021/22

The draft AGAR contains the Annual Internal Audit Report for 2021/22 and it is pleasing to note that the Internal Auditor has once again given a positive response to each of the internal control objectives set out in the statement. The Internal Auditor has not raised any additional matters or made any recommendations for consideration by the Parish Council.

4. Recommendations

- (1) That the Internal Auditor's report is accepted and noted.**
- (2) That Section 1 of the AGAR – the Annual Governance Statement 2021/22, is approved.**
- (3) That Section 2 of the AGAR – Accounting Statements 2021/22, is approved.**
- (4) That the Council claims exemption from the limited assurance audit and submits the required Exemption Certificate.**
- (5) That the period for the exercise of public rights to inspect the accounts is set as Monday 20th June to Friday 29th July 2022 inclusive.**

Annual Governance and Accountability Return 2021/22 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 2021/22

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following 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 2022**. 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 2022**.

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 2021/22**, page 4
- **Section 1 – Annual Governance Statement 2021/22**, page 5
- **Section 2 – Accounting Statements 2021/22**, 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 2021/22 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 **£200 +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.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

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.

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.

ENTER NAME OF AUTHORITY

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:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2021/22:

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 **£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

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 2022. Reminder letters incur a charge of £40 +VAT

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2021/22, 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 2022. 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 2022**. 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. Avoid making amendments to the completed annual return. 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 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- 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 2022**.

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 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?		
	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

Annual Internal Audit Report 2021/22

ALDCLIFFE WITH STODDAY PARISH COUNCIL

<https://aldcliffewithstodaypc.org/> /LY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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)	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

22/05/22 23/05/2022 DD/MM/YYYY

Name of person who carried out the internal audit

E DAWN ALLEN AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

25/05/2022

*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).

Section 1 – Annual Governance Statement 2021/22

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 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.			<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

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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<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>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 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

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Parish Council Meeting, 7th June 2022

Agenda Item 11 – Payments for Authorisation

Payee & Detail	£
Robinson Countryside – Lengthsman duties, April 2022 (note 1)	140.00
Lancaster Quaker Meeting – hire of meeting room, 7th June 2022	23.00
Dawn Allen – Internal Audit 2021/22	60.00
Derek Whiteway – Parish Clerk salary and expenses, May 2022	130.90
HMRC – PAYE deductions, May 2022	31.60

Note 1 – This invoice was paid on 31/05/22 under delegated authority and is presented for information only.