



FOXEARTH & LISTON PARISH COUNCIL

Parish Clerk / RFO: Kevin B. Money
 7 Roach Vale, Colchester, Essex. CO4 3YN
 Tel: 07810781509 – Email: theclerk@foxearthandliston-pc.org
 Website: <https://e-voice.org.uk/foxearthandliston-pc>

Dear Councillor

You are summoned to attend the forthcoming meeting of Foxearth & Liston Parish Council to be held in the

Village Hall on **THURSDAY 18th. MAY 2023 immediately**

after the Annual Meeting for the purpose of transacting the business ONLY shown on the agenda

KBMoney Kevin B. Money - Clerk to the Council – 11th. May 2023

Tel: 07810781509: email theclerk@foxearthandliston-pc.org

FULL COUNCIL MEETING AGENDA

- 046/2023 Chairman welcome**
- 047/2023 Apologies for Absence**
- 048/2023 Declaration of Interest**
 To declare any Disclosable Pecuniary, Pecuniary or non-Pecuniary Interest relating to items on the agenda
- 049/2023 To approve the Minutes of the last meeting of Foxearth & Liston Parish Council**
 To receive and agree the minutes of the last F&LPC meeting held on 16th. March 2023
- 050/2023 Chairman's report and any update since last meeting**
- 051/2023 Essex County Councillors report – ECC Cllr P. Schwier**
- 052/2023 District Councillors report – BDC Cllr I. Parker**
- 053/2023 Public Participation Session**
 The Chairman will invite questions and observations from members of the public present.
 a) **Co-Option.** The Clerk to inform the meeting on the process for co-opting a resident onto the Council
- 054/2023 Footpath update – Cllr K. Robson**
- 055/2023 Highways and Transport issues**
 a) Traffic issues on the bridge at Rodbridge – Cllr M. Posen
 b) Traffic issues on the bend at Red Cottages – Cllr M. Posen
 c) Speed indicator device update – Parish Clerk
- 056/2023 Planning Applications**
23/00911/HH - Foxearth Fishery Lodge, Foxearth Fisheries, Glemsford Road
 Erection of detached cartlodge with first floor gym/games room.
 Documents can be found at
<https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RSKWV8BFITU00>
- 057/2023 Decisions made by BDC affecting Foxearth and Liston**
- 058/2023 Annual Return for 2022/2023**
 1) To receive the 2022/23 signed Internal Audit Report
 2) To receive and sign the Certificate of Exemption – AGAR 2022/23 part 2
 3) To receive and sign the Section 1 - Annual Governance Statement 2022/23
 4) To receive and sign the Section 2 - Accounting Statements 2022/23

059/2023 Finance

- a) To receive the Bank balances as at 30th. April 2023
- b) To receive the comparison of Actual against Budget 2022/23
- c) Councillors to agree the April and May 2023 finances and to agree a transfer of any funds to meet the Parish Council's financial requirements

060/2023 Items for Next Agenda

061/2023 Date of Next Full Council meetings – THURSDAY 20th. JULY 2023 at 7pm

062/2023 Closure of the Meeting

To Close the meeting having considered and determined all items of business



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Minutes of the Parish Council Meeting held on 16th. March 2023 at 7pm in Foxearth Village Hall.

Present: Cllrs M. Posen (Vice-Chairman), F. Binks, S. Ham, K. Holmes, K. Robson and Kevin B. Money (Parish Clerk). There were also 18 members of the public present

021/2023 Vice-Chairman welcome. In the absence of the Chairman, Cllr T. Clayton, Cllr M. Posen (Vice-Chairman) welcomed everyone to the meeting and wished Cllr T. Clayton a speedy recovery

022/2023 Apologies for Absence were received from ECC Cllr P. Schwier, BDC Cllr I. Parker and Cllr T. Clayton

023/2023 Declaration of Interest

To declare any Disclosable Pecuniary, Pecuniary or non-Pecuniary Interest relating to items on the agenda. Cllr M. Posen declared an interest in Item 033/2023

024/2023 To approve the Minutes of the last meeting of Foxearth & Liston Parish Council
 To receive and agree the minutes of the last F&LPC meeting held on 19th. January 2023. **All Agreed**

025/2023 Chairman's report and any update since last meeting

In the Chairman's absence Cllr M. Posen (Vice-Chairman) said that

Our Chairman, Tony Clayton, is unfortunately not able to attend tonight's meeting, so he has asked me to take the chair on his behalf.

Tony has asked me to report that the repairs to the Liston Boardwalk were very timely as last weekend Liston Lane was made impassable by flooding and the boardwalk really came into its own. Tony has asked me to pass on his thanks, and the thanks of the Parish Council, to our District and County Councillors for their assistance in getting the job done.

Aside from this, the only other things to report are going to be discussed at other places in our agenda: the traffic at Rodbridge and Red Cottages, and the purchase of a speed-indicator sign for use in Foxearth, so I won't say anything more about those things now.

Finally, I'd like to remind everyone that we will have Parish and District Council elections on May 4th, and you will need specific ID to be able to vote in person. If you don't have suitable ID then you can apply for a postal vote. The Clerk will give a more detailed update later in the meeting.

026/2023 Essex County Councillors report – ECC Cllr P. Schwier

Cllr P. Schwier had circulated information from ECC which has been forwarded onto Councillors

027/2023 District Councillors report – BDC Cllr I. Parker

Cllr I. Parker submitted a report prior to the meeting. It read

1. Council Tax

BDC recognises the cost of living pressures faced by residents and have tried to keep the increase in Council Tax as low as possible. The Council Tax increase for the next financial year will be 2.5% which is less than the maximum allowed. In addition, BDC will be giving Council Tax payers a £25 rebate which will result in a reduction in the overall amount of money due, with the greatest percentage reduction afforded to those in the lower tax bands (Bands A -C). This money has come from a fund set aside to contribute to a slip road project in Braintree which now looks unlikely to receive funding from Government

2. BDC budget

The BDC budget for 2023/24 and Medium Term Financial Strategy for the next 4 years was agreed by the Council at its meeting in February. The budget was set against a background of inflation of more than 10% and staff pay increases which were higher than anticipated. This had led to a large budget gap over the MTFS of £2m which had to be addressed.

Main highlights of relevance to my ward are:

- £1m to be distributed through community organisations such as foodbanks to help those facing serious difficulties with the increase in the cost of living;

- £400k to deliver a plan for economic growth and a housing strategy;
- Councillor Community Grant Scheme to continue;
- No reduction in Street Cleaning grant to parish councils for the forthcoming year;
- Recycling calendars to be withdrawn as information available on BDC website (paper copies will be available for those without access to the internet);
- Investigation into the possibility of making a small charge for garden waste collection to help meet budget gap (the majority of councils now charge for garden waste collection).

3. Local elections

Elections for Braintree District Council will take place on 4th May. Voting in person will require presentation of Voter ID. Acceptable ID includes a UK or EU passport, a photocard driving licence, a blue badge, a bus pass or a PASS card. If residents do not have ID, they can request a Voter Authority Certificate from BDC.

4. Potholes

I have been reporting a number of potholes in my ward on the Essex Highways website and am finding that they are being filled in with 24 hours. Do continue to report any potholes you find.

028/2023 Public Participation Session

The Chairman will invite questions and observations from members of the public present.
 A resident spoke about the church clock BST will start 2 days earlier due to travelling to Scotland
 Concern about speeding through the villager and potholes in the area
 A meeting between Highways department to set up a meeting
 Liston Lane caravan has been removed but the site has been left in a dreadful state. Horses are left to fend for themselves. The Clerk to speak with BDC Cllr Iona Parker.
 To tackle speeding a "Speedwatch team" should be reinstated. Training is now done on-line
 Pentlow, Borley and Foxearth to work together to tackle speeding in all villages
 Noticeboard requires painting attention

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The applicant spoke about planning application 23/00268/OUT and informed the meeting of his history to the village. He then spoke about why the application was submitted.
 Residents then spoke about their reasons for objecting to the application.
 A resident spoke about the village should grow and to encourage youngsters back to the village
 The applicant summed up the meeting

a) Election 2023 – Update from Parish Clerk

The Clerk has forwarded to Councillors the 2023 Election nomination pack and BDC timeline.
 The Clerk informed residents again that voting ID cards Must be produced at the voting station.
 All election information can be found at <https://e-voice.org.uk/foxearthandliston-pc/may-elections-2023/>

029/2023 Footpath update – Cllr K. Robson

A contract with Essex Footpath Service level agreement has been obtained and will engage a "handyman" for undertake the works. The agreement still has issues to be resolved.

Liston footpath landowner has objected to the footpath being used by residents. An email from the Essex Legal Services which states that the Definitive Map Modification Order No 696 Footpath11 Liston
 Following service of the above mentioned order an objection has been received on behalf of the owner of Liston Hall on the grounds firstly that the evidence of public use is insufficient and secondly the there was an "interruption" to public use during the foot and mouth outbreak of 2001, as the adjoining paths numbered 2 and 5 Liston would have been closed.

In actual fact the closures in Essex excluded "metalled" paths which the attached "google street view" images show may have included Footpath 2 Liston, although Footpath 5 currently looks to be simply compacted earth.

Are your Council able to clarify the following points, possibly after contacting those witnesses who have submitted evidence in support of the application.

Are you able to clarify the nature of the surface of Footpath 2 in 2001. Would you describe this as metalled?

Is there anything in the Parish Council minutes for the period February to May 2001 relating to closures of public rights of way as a result of the foot and mouth outbreak?

Do any members of your Council, or your witnesses have any recollection of seeing any closure notices on or near footpaths 2 or 5? (There appears to be a notice board near to the entrance of Footpath 2)
 2) Notices were available to be downloaded from the website or could be requested by post. For obvious reasons staff did not physically erect them on site. I did speak on the telephone to Mr Colin Flux when this issue was first raised, who said that he did not recall seeing any closure notices,

The County Council are reconsidering their position in the light of this and may decide to take a neutral stance on its confirmation. In this eventuality would your Council be prepared to present the case in support in future proceedings? As the evidence is witness based a public inquiry may well be held to consider the objection.

030/2023 Highways and Transport issues

a) Traffic issues on the bridge at Rodbridge – Cllr M. Posen
The Clerk to chase ECC Cllr P. Schwier regarding the LHP form submitted.

b) Traffic issues on the bend at Red Cottages – Cllr M. Posen
Cllr M. Posen has produced another LHP for submitting to ECC Cllr P. Schwier regarding Speeding and signage at School Lane. **All Agreed**

A meeting with ECC Highways to be arranged to explain

c) Speed indicator device update – Parish Clerk
Councillors, having previously agreed to purchase a SID for Foxearth and Liston villages, the Clerk has placed the order for a portable Speed Indicator Device with SLOW DOWN legend beneath, battery powered complete with spare Lad Acid battery, “intelligent” charger, sign weatherproof cover and bracket set for a cost of £2940.00p + VAT
Also agreed to purchase was a Data Collection Unit (Bluetooth to an existing Android Device, costing £379.00p + VAT. Total price is ££3939.00p + VAT (£787.80p) = £4726.80p.
There is £1150.00p earmarked for the device in reserves which the RFO will transfer into the current account to offset the payment

031/2023 Planning Applications

22/03419/LBC - 1 Orchard Cottages The Street Foxearth CO10 7JG
Install an extractor fan and vent to bathroom at the top of the current dormer window and concealed with a decorative grate
The planning response was sent to BDC prior to their deadline date of 9th. February 2023
F&LPC have no objection to this planning application subject to the Conservation Officer's approval

23/00083/HH & 23/00084/LBC - Oak House Claypits Lane Foxearth CO10 7JD
Alterations to existing extension, to include: Erection of front porch. Addition of solar panels and 3No. dormers to roof. Replacement of windows. Replacement of existing balcony to west elevation with new guarded balcony. Extension of central roof apex section to form small roof supported by timber posts. Re-arrangement of internal layout to ground floor, insertion of new first floor structure within and relocation of existing modern staircase
The planning response was sent to BDC prior to their deadline date of 9th. February 2023
F&LPC have no objection to this planning application subject to the Conservation Officer's approval

23/00268/OUT - Land Fronting Mill Road Foxearth
Outline planning application with all matters reserved for the construction of 3 No. dwellings & garages.
RESOLVED: Object to this application. The site is outside the village envelope and the development is contrary to the development plan. Foxearth is an unsustainable location for further housing development as it lacks facilities and services and is not served by a bus route. The proposal would not meet an identified need for additional housing in the village and there are no special circumstances put forward that would justify an exception to policy in this case.
Mill Road is a narrow lane at this point and there is no information to satisfy the Parish Council that an acceptable access can be achieved to serve a development of three houses.

Councillors voted to F 1 Ag 4 Ab 0

23/00263/TPOCON - Foxearth House, The Street, Foxearth
Notice of intent to carry out works to trees in a Conservation Area:
5x Leylandii - reduce in height by up to 3m. Trees are between 21-45 DBH.
RESOLVED: Support this application subject to the Tree and Conservation Officer's approval

032/2023 Decisions made by BDC affecting Foxearth and Liston

No planning decisions have been made by BDC affecting either Foxearth or Liston villages

033/2023 Finance

a) To receive the Bank balances as at 28th. February 2023

Councillors noted the Bank balances as at 28th. February 2023

b) To receive the comparison of Actual against Budget 2022/23

Councillors noted the comparison of Actual against Budget 2022/23

c) Councillors to agree the February & March 2023 finances and to agree a transfer of any funds to meet the Parish Council's financial requirements. Cllr F. Binks proposed and Cllr K. Robson seconded.

All Agreed

034/2023 Items for Next Agenda

**035/2023 Date of Next Full Council meetings – THURSDAY 18th. MAY 2023 at 7pm
Which is the Annual Electors Meeting, AGM and Full Council meeting**

036/2023 Closure of the Meeting

To Close the meeting having considered and determined all items of business

The Vice-Chairman then closed the meeting at 8.15pm and thanked everyone for attending

Signed

18th. May 2023

NOTICE OF VACANCY ON FOXEARTH & LISTON PARISH COUNCIL

A vacancy exists on the Parish Council, due to there being not enough candidates stand for an election on 4th. May 2023, so these vacancies may be filled by co-option. The term of office will run until May 2027.

If you would like to serve as a Councillor please apply, in writing or by email, to the Clerk (details below), providing brief background details and stating why you would like to join the Council by 31st. May 2023.

To qualify, a person must be a British subject, aged over 18 years old and an elector, must reside in, or within 3 miles of, the Foxearth & Liston Parish boundary or occupy as owner or tenant any land or premises therein, or have their principal or only place of work there, and must not be disqualified from holding office as a Councillor.

If you require further information, please contact the Clerk to the Council or visit the website.

Dated this 9th. day of May 2023

Signed: *KBMoney*

Kevin B. Money
Clerk to Foxearth & Liston Parish Council
c/o 7 Roach Vale
Colchester
Essex
CO4 3YN

Email: theclerk@foxearthandliston-pc.org

MICHAEL J. LAWSON

45 Heycroft Way

Tiptree

Essex

CO2 9QB

Email: michaeljlawson1952@gmail.com

FOXEARH & LISTON PARISH COUNCIL INTERNAL AUDIT 2022/2023

Once again, with the full use of internet banking the security of the finances has been robust.

Full details were provided at each Meeting and these match the records now reviewed.

Meetings of the Parish Council were held at reasonable intervals through the year. These were open to the public and correctly publicised. Parish Councillors raised sound questions, reviewed the Budget regularly and thoroughly examined the Precept.

All expenses were confirmed by appropriate paper invoices.

Income matched that expected which was expected.

The records are well kept, meticulously recorded and neatly stored so it is easy to follow the accounting trail.

Therefore, I recommended that the Accounts for the Year Ending 31st March 2023 be based on the figures recorded.

Signed:



Name: Michael J. Lawson

Date: 14th. April 2023

Annual Governance and Accountability Return 2022/23 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2023**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2022/23**, page 4
- **Section 1 – Annual Governance Statement 2022/23**, page 5
- **Section 2 – Accounting Statements 2022/23**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2022/23 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2022/23, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2023. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2023**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

| Completion checklist – 'No' answers mean you may not have met requirements | | Yes | No |
|--|---|-----|----|
| All sections | Have all highlighted boxes have been completed? | ✓ | |
| | Have the dates set for the period for the exercise of public rights been published? | ✓ | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | ✓ | |
| Section 1 | For any statement to which the response is 'no', is an explanation available for publication? | ✓ | |
| Section 2 | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval? | ✓ | |
| | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | ✓ | |
| | Has an explanation of significant variations been published where required? | ✓ | |
| | Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8? | ✓ | |
| | Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party? | ✓ | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>) | | |

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

FOXEARTH & LISTON PARISH COUNCIL

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: **£9,290** PER AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23: **£12,905** PER 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

18/05/2023

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

18/05/2023

Signed by Chairman

Date

SIGNATURE REQUIRED

18/05/2023

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

theclerk@foxearthandliston-pc.org GENERIC EMAIL ADDRESS

Telephone number

07810781509 NUMBER

*Published web address

https://e-voice.org.uk/foxearthandliston-pc/ PUBLISHED WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2022/23

FOXEARH & LISTON PARISH COUNCIL

<https://e-voice.org.uk/foxearthandliston-pc/> WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|--|-----|-----|---------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | | | N/A |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered") | ✓ | | |
| 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 (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2021/22 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. | | | N/A |

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

14/04/2023 DD/MM/YYYY DD/MM/YYYY

MICHAEL LAWSON

Signature of person who carried out the internal audit

M Lawson SIGNED

Date

14/04/2023

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

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

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

FOXEARH & LISTON 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 2023, that:

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

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

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

18/05/2023

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 |
|-----|----|
| ✓ | |

<https://e-voice.org.uk/foxearthandliston-pc/> TABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

FOXEARTH & LISTON PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2022 £ | 31 March 2023 £ | |
| 1. Balances brought forward | 15,042 | 13,266 | 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. |
| 2. (+) Precept or Rates and Levies | 6,905 | 7,962 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 1,025 | 1,328 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 4,754 | 4,914 | 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. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 4,953 | 7,991 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 13,266 | 9,651 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 13,266 | 9,650 | 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. |
| 9. Total fixed assets plus long term investments and assets | 7,130 | 7,130 | 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. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

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

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

18/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

18/05/2023

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Smaller authority name: **Foxearth & Liston Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

| NOTICE | NOTES |
|---|--|
| <p>1. Date of announcement 18th. May 2023 (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:</p> <p>(b) Kevin B. Money Parish Clerk / RFO 7 Roach Vale, Colchester, Essex. CO4 3YN theclerk@foxearthandliston-pc.org</p> <p>commencing on (c) <u>Monday 5 June 2023</u></p> <p>and ending on (d) <u>Friday 14 July 2023</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (020 7417 5000)</p> <p>5. This announcement is made by (e) Kevin B. Money RFO</p> | <p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p> |

Contact details

Name of smaller authority: **FOXEARTH & LISTON PARISH COUNCIL**

County Area (local councils and parish meetings only): **BRAINTREE ESSEX**

Please complete this form and send it back to us with the AGAR or exemption certificate

| | | |
|---|--|--|
| | Clerk/RFO (Main contact) | Chair |
| Name | Kevin B. Money | Cllr Mark Posen |
| Address | c/o 7 Roach Vale Colchester Essex CO4 3YN | c/o 7 Roach Vale Colchester Essex CO4 3YN |
| Daytime telephone number | 07810781509 | 07810781509 |
| Mobile telephone number | 07810781509 | 07810781509 |
| Email address | theclerk@foxearthandliston-pc.org | theclerk@foxearthandliston-pc.org |

| | BANK RECONCILIATION | | | | |
|------------------------------------|---------------------|----------|----------|----------|----------|
| Financial year ending 31.03.24 | | | | | |
| Bank Balance as at | 30.04.23 | 31.05.23 | 30.06.23 | 31.07.23 | 31.08.23 |
| Unity Trust Bank - Current a/c | £ 10,071.39 | | | | |
| Unity Trust Bank - EMR a/c | £ 4,255.07 | | | | |
| Total: | £ 14,326.46 | | | | |
| Less Unpresented cheques | | | | | |
| Total of unpresented cheques | £ - | | | | |
| Net Bank Balances as at | £ 14,326.46 | | | | |
| CASH BOOK | | | | | |
| Balance as at 01.04.23 | £ 9,650.47 | | | | |
| Plus Receipts | £ 4,767.00 | | | | |
| Total | £ 14,417.47 | | | | |
| Less Payments | £ 91.01 | | | | |
| Grand Total | £ 14,326.46 | | | | |
| Difference | £ - | | | | |
| Bank Balance as at | | | | | |
| Unity Trust Bank - Current account | | | | | |
| Unity Trust Bank - EMR account | | | | | |
| Less Unpresented cheques | | | | | |
| Total of unpresented cheques | | | | | |
| Net Bank Balances as at | | | | | |
| CASH BOOK | | | | | |
| Balance as at 01.04.23 | | | | | |
| Plus Receipts | | | | | |
| Total | | | | | |
| Less Payments | | | | | |
| Grand Total | | | | | |
| Difference | | | | | |
| Bank Balance as at | | | | | |
| Unity Trust Bank - Current account | | | | | |
| Unity Trust Bank - EMR account | | | | | |
| Less Unpresented cheques | | | | | |
| Total of unpresented cheques | | | | | |
| Net Bank Balances as at | | | | | |
| CASH BOOK | | | | | |
| Balance as at 01.04.23 | | | | | |
| Plus Receipts | | | | | |
| Total | | | | | |
| Less Payments | | | | | |
| Grand Total | | | | | |
| Difference | | | | | |

| F&LPC ACTUAL AGAINST BUDGET REPORT | | | | |
|---|---------------------------|---------------------------|--|---|
| | | Agreed 2023/24 | Total Income / spend to May '23 | Left in Budget as at May '23 |
| Income | PRECEPT | 9534 | £ 4,767.00 | |
| | OTHER INCOME / GRANT | 0 | £ - | |
| | STREET CLEANING | 310 | £ - | |
| | VAT REFUND | | £ - | |
| | TOTAL | 9844 | £ 4,767.00 | |
| Exp. | | | | |
| Staff | Salary | 5078 | £ 837.00 | £ 4,241.00 |
| | Office Allowance | 120 | £ 20.00 | £ 100.00 |
| | TOTAL | 5198 | £ 857.00 | £ 4,341.00 |
| Adm. | Payroll | 120 | £ - | £ 120.00 |
| | Office Expenses & Mileage | 208 | £ 78.69 | £ 129.31 |
| | Audit Fees | 75 | £ 75.00 | £ - |
| | TOTAL | 403 | £ 153.69 | £ 249.31 |
| General | Footpath & Hedge cutting | 50 | T/F to EMR | £ - |
| | Street Lighting | 650 | £ 86.46 | £ 563.54 |
| | Street Cleaning | 180 | £ - | £ 180.00 |
| | Insurance | 253 | £ 241.00 | £ 12.00 |
| | PC Mag/EALC/NALC Subs | 318 | £ 117.22 | £ 200.78 |
| | Training | 0 | £ - | £ - |
| | Donations | 1400 | £ 250.00 | £ 1,150.00 |
| | Poppy Wreath | 25 | £ - | £ 25.00 |
| | Repairs inc. Tree works | 0 | £ - | £ - |
| | Bank Charges | 72 | £ - | £ 72.00 |
| | Website | 35 | £ - | £ 35.00 |
| | Defibrillator | 150 | £ - | £ 150.00 |
| | Traffic Calming scheme | 500 | £ - | £ 500.00 |
| | F&LPC Email account | 610 | £ 50.60 | £ 559.40 |
| | TOTAL | 4243 | £ 745.28 | £ 3,497.72 |
| | GRAND TOTAL | 9844 | £ 1,755.97 | £ 8,088.03 |
| | VAT | | £ 16.69 | |
| | Total: | | £ 1,772.66 | |

| FINANCE APRIL & MAY 2023 PAYMENTS | | | | | | |
|--|--------------------|------------------------------------|-------------------|----------------|-------------------|--------------------|
| INCOME: BDC 1st. Instalment of Precept £4767.00p: | | | | | | |
| Chq No. | Invoice No. | Payee | Cost | VAT | Total | F&L Ref |
| DD | | Npower - Street Lighting | £ 86.46 | £ 4.55 | £ 91.01 | 1 |
| BACS | April '23 | Kevin B. Money - Clerk Salary | £ 344.90 | £ - | £ 344.90 | 2 |
| BACS | April '23 | HMRC - Tax on Salary | £ 83.60 | £ - | £ 83.60 | 3 |
| BACS | | Amazon - Office Stationery | £ 60.69 | £ 12.14 | £ 72.83 | 4 |
| BACS | | Kevin B. Money - Mileage | £ 18.00 | £ - | £ 18.00 | 4 |
| BACS | Mar '23 | Google Email payment | £ 25.30 | £ - | £ 25.30 | 5 |
| BACS | 16401 | EALC - Subscription 2023/2024 | £ 117.22 | £ - | £ 117.22 | 6 |
| BACS | | Zurich Municipal Insurance 2023/24 | £ 241.00 | £ - | £ 241.00 | 7 |
| BACS | | M. Lawson - 2022/23 Internal Audit | £ 75.00 | £ - | £ 75.00 | 8 |
| BACS | May '23 | Kevin B. Money - Clerk Salary | £ 344.70 | £ - | £ 344.70 | 9 |
| BACS | May '23 | HMRC - Tax on Salary | £ 83.80 | £ - | £ 83.80 | 10 |
| BACS | April '23 | Google Email payment | £ 25.30 | £ - | £ 25.30 | 11 |
| BACS | 2023/24 | Foxearth & Dis. History - Donation | £ 250.00 | £ - | £ 250.00 | 12 |
| | | <u>TOTAL:</u> | £ 1,755.97 | £ 16.69 | £ 1,772.66 | |



FOXEARTH & LISTON PARISH COUNCIL

c/o 7 Roach Vale, Colchester, Essex CO4 3YN

Telephone: 07810781509 - email: theclerk@foxearthandliston-pc.org

Email: theclerk@foxearthandliston-pc.org

Application for Grant Funding YEAR: 2023-24

| | |
|--|--|
| Name of applicant/organisation: | Foxearth & District History Society |
| Contact details of applicant/organisation representative: | Clare Mathieson Hawks Farmhouse Foxearth Sudbury CO10 7LB 01787 311337 |
| Email Address for contact: | foxhistsoc@gmail.com |
| Aims & objectives of organisation: | <ol style="list-style-type: none">1) To operate and update our www.foxearth.org.uk website, Facebook and YouTube channels.2) To encourage interest in, and promote research on, & recording of, the local history of Foxearth and nearby villages, and East Anglia in general.3) To arrange regular society meetings with invited expert speakers.4) To organise for members, occasional trips further afield with an historical interest. |
| Is the organisation a registered charity? If so, please provide registration number. | No |
| Does the organisation have a constitution? If yes, please enclose a copy. If no, please explain your organisation. | There is no formal constitution at present. However, we have recently created a new constitution that will be put to members for approval at a General Meeting in 2023. A copy of the draft is attached. |
| Does the organisation have accounts? If yes, please enclose a copy. If no, please explain your accounting procedures. | Yes. Info attached. (Our year-end is at the end of Feb). Note: £1036 of our current funds is ring-fenced for publication of local history books. |
| Amount of grant requested. | £250 |
| Please give details of the project the grant is for, including its total cost. | The grant will allow the Society to continue to host, maintain & expand its well-respected website, which is relatively expensive due to the high levels of data storage and web traffic involved. Also to provide high-quality speakers to History Society meetings, and to publicise these better. |

| | |
|---|---|
| <p>Does your project already receive funding? If so, how much and from whom? If the total cost of the project is more than the grant, how will the rest be financed?</p> | <p>Revenue comes from membership and visitors' fees, and raffles at our events. No external funding is received, apart from the F&L PC grant. We do not wish to add advertising to the foxearth.org.uk website, as this would detract greatly from the site.</p> |
| <p>How will this project benefit the residents of Foxearth & Liston Parish?</p> | <p>1) By maintaining year-round regularly organised recreational activities in Foxearth & Liston, and boosting social interactions in the process. 2) By providing a local-interest and educational website, that is available to everyone. 3) By encouraging research into local history, and its recording & regular distribution of this information via the websites and Parish News magazine.</p> |
| <p>Please provide any other information relevant to the request</p> | <p>The website continues to be a valuable resource and repository for new historical research & photographs. It is widely used in the UK and abroad, e.g: as a unique source of information for descendants and relatives of past residents of our villages. Recently, Foxearth History Facebook and YouTube channels have been added, bringing our photo and video archive material to new audiences. Without grant assistance, these website costs would be entirely borne by our small local membership.</p> |

I confirm that the details provided on this application are correct to the best of my knowledge.

Signed:

Position: Secretary

Name (capitals): CLARE MATHIESON

Date of application: 26th March 2023

Notes:

The grant must be used only for the purposes stated in the application and not assigned to any other purpose without prior written permission from Foxearth & Liston Parish Council.

The Parish Council reserves the right to recall a grant if it is not used for the purposes or within the conditions stated.

A grant not taken up within twelve months will lapse.

Any relevant publicity material should acknowledge the support of Foxearth & Liston Parish Council.

Foxearth & Liston Parish Council representatives should be invited to see the project/attend events.

In the event of an organisation winding up, any equipment purchased with a grant from Foxearth & Liston Parish Council must be returned to Foxearth & Liston Parish Council. In making an award to you, Foxearth & Liston Parish Council does not assume or accept any responsibility or liability of any kind whatsoever towards any person or persons in respect of any matter or thing arising out of or incidental to the execution of the work you have undertaken.

Foxearth & Liston Parish Council considers each application on its merits and reserves the right to make awards as it sees fit.

The decision of Foxearth & Liston Parish Council is final.

CONSTITUTION OF THE FOXEARTH AND DISTRICT HISTORY SOCIETY

Adopted on ... 2023

Table of contents

- 1 Name
- 2 Aims
- 3 Activities
- 4 Powers
- 5 Membership
- 7 Committee
- 8 Duties of the Officers
- 9 Finance
- 10 Annual General Meeting
- 11 Special General Meeting
- 12 Alterations to the Constitution
- 13 Dissolution
- 14 Equality, diversity and inclusion

Introduction: the existing constitution was adopted on 9 March 2010. Since then, the Society has evolved and some circumstances have changed (e.g. the decline of the cheque and the rise of social media) and it is timely to adopt a new constitution. The Society is a small and friendly membership organisation keen to avoid unnecessary bureaucracy but there are times (e.g. when applying for grants) when a constitution is required.

Commentary in red will be removed after the new constitution is adopted.

1 Name

The name of the Society is the Foxearth and District History Society (“the Society”).
Commentary: no change is proposed.

2 Aims

The aims of the Society are to benefit our local community by supporting and encouraging research, knowledge and interest in all aspects of the history of Foxearth, Liston, Borley, and Pentlow and surrounding parishes, villages, and towns and more broadly all periods of history of the county of Essex and East Anglia.
Commentary: this reformulates the Society’s aims. The existing constitution says “Offer a village amenity which will enable local people to enjoy and research jointly the history of the area, both ancient and modern, particularly past residents, the local housing and ancient buildings. Additionally, it meets monthly, offering speakers on a

wide range of topics about local and national historical events and characters to enhance members' understanding and enjoyment of the same”.

3 Activities

To achieve its aims the Society shall:

- a. have a programme of events including talks, film screenings, and field trips
- b. maintain and develop the Society's website www.foxearth.org.uk
- c. Maintain and develop a presence on one or more social media platforms
- d. Support research by individuals and groups
- e. Acquire and archive historical material
- f. Publish material (online or in print).

Commentary: this restates and updates the range of activities. Notably, this recognises the importance of the website to the Society, which is not mentioned at all in the existing constitution.

4 Powers

To achieve its aims the Society may:

- a. Raise money through membership subscriptions, guest tickets for events, raffles and other fundraising activities
- b. Apply for grants
- c. Operate a bank account
- d. Hire premises
- e. Purchase or hire equipment
- f. Pay for web design, website hosting, and domain name registration
- g. Operate social media accounts
- h. Pay speaker fees
- i. Take out insurance
- j. Work with other organisations
- k. Engage in any other activities that in view of the Committee are reasonably necessary or desirable to further the aims of the Society.

Commentary: the existing Constitution mixes “activities” and “powers”. This redrafting helps with clarity. The new draft makes it clearer that the website is central to the Society's activities. The work over many years by Andrew Clarke in designing and maintaining the Society website had done so much to promote the work of the Society far beyond our parishes.

5 Membership

- a. Membership of the Society is open to any individual over the age of 16 years who is interested in helping the Society to achieve its aims, willing to abide by the rules of the Society and willing to pay the annual subscription.
- b. Every individual member shall have one vote at General Meetings.
- c. The membership of any member may be terminated for good reason by the Committee but the member has a right to be heard by the Committee before a final decision is made.

Commentary: this is broadly the same as in the existing constitution except the provision about not discriminating is now a separate clause below.

6 President

- a. The Society shall have a President, whose role is to be an ambassador for the Society.
- b. The Committee shall nominate to members at the Annual General Meeting (“AGM”) a candidate to be President of the Society.
- c. The term of office of the President is three years, which may be renewed.
- d. The President may resign office at any time by giving written notice to the Committee.

Commentary: the existing constitution makes no reference to the Society having a President. Ashley Cooper has been a great ambassador for the Society and we hope he will continue in the role of President, which is now formally recognised in this new section.

7 Committee

- a. The Society is administered by a Committee of not less than four and not more than seven members elected at the Society’s AGM.
- b. The officers of the Committee are:
 - i. Chair
 - ii. Secretary
 - iii. Treasurer
 - iv. Rapporteur
 - v. Webmaster.
- c. To enable flexibility, an individual may hold more than one office on the committee (“double hatting”) and an office may be occupied by more than one individual (“job sharing”).
- d. The Committee may co-opt additional non-voting members.
- e. The Committee shall normally meet at least four times a year. Meetings may be in person, online or by exchange of emails.
- f. Wherever possible, decision-making shall be by consensus. If a vote is necessary, it will be by show of hands with the Chair having a second vote if tied.
- g. A member of the Committee may resign at any time by giving written notice to the Committee.

Commentary: the Society has an active committee that meets regularly. This section is broadly the same as in the existing section except: it increases the maximum size of the committee from six to seven; it reduces the number of required meetings from six to four; it creates new officer roles (rapporteur and webmaster); and it states that decisions are normally taken by consensus rather than voting. To enable flexibility in a small organisation, “double hatting” and “job sharing” among committee members is expressly permitted.

8 Duties of the Officers

- a. The duties of the Chair are to: chair meetings of the Committee and the Society; represent the Society at functions/meetings that the Society has been invited to; and act as spokesperson for the Society when necessary.
- b. The duties of the Secretary are to: take and keep minutes of meetings; prepare the agenda for meetings of the Committee and the Society in consultation with the Chair; maintain the membership list; deal with correspondence; collect and circulate any relevant information within the Society and publicise forthcoming events.
- c. The duties of the Treasurer are to: supervise the financial affairs of the Society; keep proper accounts that show all monies collected and paid out by the Society.
- d. The duties of the Rapporteur are to: prepare reports of events for the Society website and the parish magazine.
- e. The duties of the Webmaster are to: maintain and develop the Society's website.

Commentary: this is broadly the same as the existing constitution except it recognises the Rapporteur and Webmaster roles.

9 Finance

- a. Any money obtained by the Society shall be used only for the Society.
- b. Any bank accounts opened for the Society shall be in the name of the Society.
- c. Expenditure of £150 or more shall be agreed in advance by the Committee
- d. The Treasurer shall update the Committee on the Society's financial position at each Committee meeting or on request by the Committee.

Commentary: the existing constitution requires the accounts to be audited or independently examined every year -- given the Society's relatively small bank balance and the limited number of transitions in a year, it is proposed to dispense with this requirement. Accountability for funds and expenditure will continue in the form of a report by the Treasurer to the AGM and updates to the Committee. Many transactions are made online rather than by cheque, so the requirement for double signatures is omitted and instead committee approval for expenditure (however paid) above a certain limit is required.

10 Annual General Meeting

- a. The Society shall hold an AGM, normally in the month of March.
- b. All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote.
- c. The quorum for an AGM shall be ten members.
- d. The business of the AGM shall include:
 - (i) receiving a report from the Chair on the Society's activities over the year
 - (ii) receiving a report from the Treasurer on the finances of the Society
 - (iii) electing a new Management Committee and
 - (iv) considering any other matter as may be decided.

Commentary: no changes are proposed except that the new version says that the AGM shall 'normally' be in March to offer a little flexibility in case of unforeseen events.

11 Special General Meeting

A Special General Meeting (SGM) may be called by the Committee or by any 10 members to discuss an urgent or important matter. The Secretary shall give all members 14 days' notice of any SGM together with notice of the business to be discussed.

Commentary: no changes are proposed.

12 Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at an AGM or SGM.

Commentary: no changes are proposed.

13 Dissolution

The Society may be wound up at any time if agreed by two-thirds of those members present and voting at an AGM or SGM. In the event of winding up any assets remaining after all debts have been paid shall be given to another society with a similar aim.

Commentary: no changes are proposed.

14 Equality, diversity and inclusion

In all its activities, the Society will practise equality, diversity and inclusion.

Commentary: the existing constitution says that "Membership of the Society shall be open to any individual ... without regards to disability, political or religious affiliations, race, sex or sexual orientation". It is proposed to include a broader EDI clause, applicable to all the Society's activities.

_____ [date]

Signed by:

Chair:

Secretary:

Treasurer:

Other Committee members:

Day Book Totals

FDHS Income & Expenditure - year to 28-2-2023

TOTALS

| | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Total |
|--------------------------|---------------|--------------|---------------|----------------|--------------|---------------|--------------|---------------|---------------|---------------|----------------|----------------|-----------------|
| Membership | 210.00 | 80.00 | 95.00 | 0.00 | 10.00 | 20.00 | 0.00 | 40.00 | 0.00 | 0.00 | 30.00 | 10.00 | 495.00 |
| Visitors | 5.00 | 3.00 | 6.00 | 0.00 | 6.00 | 15.00 | 21.00 | 18.00 | 170.00 | 0.00 | 0.00 | 33.00 | 277.00 |
| Raffles/events/misc. | 0.00 | 15.00 | 225.80 | 0.00 | 0.00 | 0.00 | 43.50 | 50.00 | 108.39 | 0.00 | 17.00 | 30.00 | 489.69 |
| Total Income | 215.00 | 98.00 | 326.80 | 0.00 | 16.00 | 35.00 | 64.50 | 108.00 | 278.39 | 0.00 | 47.00 | 73.00 | 1261.69 |
| Village Hall | 20.00 | 18.00 | 18.00 | 0.00 | 15.00 | 0.00 | 18.00 | 20.00 | 20.00 | 0.00 | 20.00 | 22.00 | 171.00 |
| Speakers | 0.00 | 40.00 | 60.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 | 125.00 | 0.00 | 88.80 | 0.00 | 363.80 |
| Transport | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Entry fees | 0.00 | 0.00 | 0.00 | 240.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 315.00 |
| Admin. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 189.99 | 189.99 |
| Website | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 144.00 | 0.00 | 144.00 |
| Food/drinks/prizes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 109.34 | 0.00 | 0.00 | 0.00 | 109.34 |
| Misc. exps | 31.74 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 97.10 | 0.00 | 0.00 | 128.84 |
| Total Expenditure | 51.74 | 58.00 | 78.00 | 240.00 | 15.00 | 75.00 | 18.00 | 70.00 | 254.34 | 97.10 | 252.80 | 211.99 | 1421.97 |
| Surplus / Deficit | 163.26 | 40.00 | 248.80 | -240.00 | 1.00 | -40.00 | 46.50 | 38.00 | 24.05 | -97.10 | -205.80 | -138.99 | -£160.28 |

Notes:

The bank account balance at end Feb 2023 was:- £2643.48

(Previous year:- £2767.76 a reduction of 124.28)

Of this total, £1006 is a ring-fenced 'Book Fund'.

A £250 grant from Foxearth & Liston Parish Council has been approved and is expected On March 16th.

The old laptop computer we had has 'died' and a refurbished replacement was bought for £190

There has been no account taken of the society's assets - laptop, projector, books, artefacts, etc.

£35 deposits have been received for a (still to be rearranged) Coggeshall Abbey trip.

