



LITTLE CORNARD PARISH COUNCIL

Clerk: Kevin B. Money 7 Roach Vale, Colchester, Essex. CO4 3YN

Tel: 07810781509 email: little.cornard.pc@gmail.com

Dear Councillor

Your attendance is required at the forthcoming meeting of Little Cornard Parish Council to be held at the Village Hall on **TUESDAY 16th. MAY 2023** following the Annual Meeting for the purpose of transacting the business ONLY shown on the agenda

KB Money

Kevin B. Money – Parish Clerk 9th. May 2023

FULL COUNCIL MEETING AGENDA

192/2023 Chairman welcome

193/2023 Apologies for absence

194/2023 Declaration of Interest

Receive declarations of interests and request for dispensation from Councillors

195/2023 Minutes

To confirm and sign the minutes of LCPC meeting held on 14th. March 2023

196/2023 County and District Councillors reports and public participation session (Total of 15 minutes is allowed)

197/2023 Defibrillators - Update from Cllr K. Gilbert

198/2023 Planning Applications

199/2023 Agree any action required on the emails circulated by the clerk to councillors since the last scheduled meeting of the council

200/2023 Agree any action required after reviewing Clerk's Report

a) **New LCPC website** – Councillors to discuss recommendation from the Parish Clerk to change the LCPC website from onesuffolk to e-voice.org.uk (which is a Free site)

New site address is <https://e-voice.org.uk/littlecornardpc/>

201/2023 Footpath update

202/2023 Review any issues raised for Highways, Footpaths and LCPC Assets

203/2023 Community Wardens – update on litter picking and SID information

204/2023 2022-2023 Annual Return

- 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

205/2023 Finance

- a) To receive the Bank Reconciliations as at 30th. April 2023
- b) To receive the comparison of Actual against Budget for 2023/2024
- c) To approve the payment of Accounts for March, April and May 2023 and to agree a transfer of funds to meet the Parish Council financial arrangements

206/2023 Items for Next Agenda

207/2023 Next scheduled meeting is on Tuesday 18th. July at 7pm

Future 2023 meeting dates: 19.09.23: 21.11.23

208/2023 Closure of the Meeting

LITTLE CORNARD PARISH COUNCIL

Minutes of meeting held on 14th March 2023

at Little Cornard Village Hall

Present: Councillors ('Cllrs') Nick Hammond (Chairman), Cheryl Crane, Karen Gilbert, Clive Johnson, Nigel Monk, Ruth Adams and Mark Irwin

Attending: Three members of the public

Ref.

23/164 Apologies for absence

James Finch and Lee Parker due to illness

23/165 Receive declarations of interests and request dispensation from Councillors.

No dispensation was requested.

23/166 Agree minutes of Little Cornard Parish Council meeting held on 10th January 2023

The minutes of the meeting were approved by the Councillors who resolved that they should be signed by the Chairman as a correct record.

23/167 Public participation session

As both the County and District Councillors were unable to attend there were no reports to be considered.

There was no public participation at this point in the meeting.

23/168 New Clerk

Mr Kevin Money was interviewed, and it was unanimously decided to offer him the position of Clerk/RFO to Little Cornard Parish Council. As Clerk to several other councils some of the dates of council meetings for Little Cornard may need to be reconsidered. As he was already booked with another council for 14th March his first meeting with LCPC will be Tuesday 16th May. In the interim period the handover of details, document boxes, passwords and briefing is planned for Wednesday 15th March.

23/169 Defibrillators

£2000+ has already been pledged towards the purchase of two defibrillators and these details are being held on an excel sheet by Councillor Gilbert. Collection of monies as per the advice of the RFO. There will be no installation costs but an ongoing maintenance cost of £100 per annum per defibrillator will need to be budgeted for. Peter Schwind to be reimbursed £30/£40 per annum for cost of electricity. The same arrangement with the one at Willowmere Caravan Park.

The total cost of purchase is £4,067.88. Purchase agreed by Council. Any VAT paid to be claimed back by RFO.

Possible defibrillator to be at the Nursery area. Council to fund the cabinet.

Signed _____

Date _____

Minutes of meeting held on 14th March 2023
at Little Cornard Village Hall

23/170 Planning

No new planning issues were discussed.

Yorley Farm planning application from last meeting was granted on 01/02/23.

Discharged of conditions concerning the surface water on the Paddocks in Blackhouse Lane

23/171 Emails circulated by the Clerk

Lottery Fund application from the Church asking for the Council's support. It was agreed that the new Clerk should go ahead and send the support required.

No decision reached concerning a reply to Julie Jordan's letter other than the Clerk contacting Highways to ascertain whether there was a permit in place for using Chapel Lane as the diversion on the 11th March as there had been no notification to the Council.

23/172 Clerk's Report

Minute	Action	Complete
22/151	Planning comments to Babergh	*
22/148	Locality Budget email	*
22/158	Ordered new Dog Waste Bin	*
22/147	Letter to James Cartlidge	*
	Updated Suffolk Infolink	*
22/163	Parish Website updated by Mark Irwin	*
	Elections preparations	*
	Cancelled SALC Clerk vacancy advert	*
	Organised Clerk handover	*

New Dog Waste bin has not yet been delivered to Councillor Johnson. The new Clerk needs to check the lack of action.

23/173 Finance

Latest statements from the bank have been collected by Councillor Monk from which a full bank reconciliation was produced. No outstanding cheques.

CLlr Gilbert to contact CLlr Finch about the contribution from his Locality Budget for the Defibrillators.

Signed _____

Date _____

Minutes of meeting held on 14th March 2023
at Little Cornard Village Hall

- 23/173** Cllr Johnson queried the amount for the footpath contract with Mr Gotts that it was correct since it had been agreed that the amount had been increased.
Cllr Irwin brought up the use of the Autela payroll system. Perhaps the new Clerk would look at this when he takes over.

Agenda Item	RFO Report - Bank Reconciliation / Receipts & Payments		
	£Dr	£CR	Balance
Treasurers Account last reported as at statement date 4 November 2022		18,990.20	18,990.20
Description:	Chq Ref:		
Autela Payroll	642	30.46	18,959.74
CAS Website hosting	644	60.00	18,899.74
Zurich Insurance	645	241.00	18,658.74
D Goss Footpaths	646	360.00	18,298.74
SALC Chair Training	647	124.80	18,173.94
SALC Training	648	31.20	18,142.74
SCC Quiet Lanes Contribution	649	250.00	17,892.74
Clerk Salary Q3	650	708.75	17,183.99
Clerk WFH allowance	651	78.00	17,105.99
HMRC PAYE	652	194.86	16,911.13
Autela Payroll	653	41.91	16,869.22
Autela Payroll	654	14.62	16,854.60
Clerk Expenses	655	63.49	16,791.11
Receipt BGC SSSA PORS		276.40	17,067.51
Receipt Babergh DC		500.00	17,567.51
Treasurers Account reconciled and reported as at statement date 10 February 2023			17,567.51
Payments to Approve:			
Little Cornard Parish Hall	656	270.00	

Cllr Hammond brought up the idea of Online Banking and it was agreed to ask the new Clerk to investigate both the use of Autela and Online Banking.

Cllr Monk introduced the idea of the contribution from the Parish Council for The Parish Magazine and it was agreed to raise the donation to £250.

Cllr Johnson agreed to contact Victoria Shennan to see if she would do the independent audit again this year.

23/174 Neighbourhood Plan

Nothing further to report at this stage.

Signed _____

Date _____

Minutes of meeting held on 14th March 2023
at Little Cornard Village Hall

23/175 Pylons

Not a lot happening that affects Little Cornard at present.

23/176 Highways, Footpaths and LCPC Assets

Cllr Gilbert to pick up the signs left at the bus stop and return them to the depot at Rougham.

Cllr Johnson to contact Wiles again about road sweeping in the Parish.

Cllr Johnson and Mr Schwind have cleared fallen trees blocking Spout Lane. A lot of the trees on the bank are now in need of coppicing. Action needs putting in the diary for October.

Cllr Hammond will contact Highways.

23/177 Community Wardens

Cllr Monk suggested that some of the Community Warden hours could be used to do a litter pick on the main Bures Road before the vegetation covered the area. New Clerk to check that the wardens are organising this for this spring.

23/178 Elections

The Clerk has asked the Elections team at Babergh for an up-to-date Register of Electors in order to fill in nomination papers.

An appointment to hand in completed papers has been made in Sudbury Town Hall.

The Chairman announced that he would not be standing in the forthcoming elections. Any notices to go on Parish noticeboards put up by Cllrs Irwin, Hammond and Gilbert

23/179 Risk Management Register

Reviewed and accepted

23/180 Internal Control and Internal Audit Review

Reviewed and accepted.

23/181 Standing Orders

Reviewed and accepted.

23/182 GDPR Data Map

Reviewed and accepted.

23/183 Questions to the Chair

Financial Orders to be reviewed at the next meeting with the new Clerk.

Agreed at PCC meeting re Coronation celebrations for the Flower Festival to be held on the weekend of 13th and 14th May at 11 until 4.

Signed _____

Council adopted the General Power of Competence on the 14th May 2019

Date _____ *Little Cornard Parish*

Series Page 267

Minutes of meeting held on 14th March 2023
at Little Cornard Village Hall

Cllr Irwin suggested that the Village Hall is a fixed item on Parish Council Agendas. New Clerk

Village Hall Committee are investigating having the toilets refurbished in order to have disabled access. Also, a new website for the Village Hall is up and running to promote its use.

It's linked to the Parish Council website.

The History Archive is also included on the Village Hall website and has already quite a lot of history already downloaded. It's planned to have storage space in the former entrance hall to hold paper documents.

Councillor Hammond reported back that the tenants of Gordon Hills is contacting the owners as to obtaining access to the Pillbox. Willing helpers will be needed to clear out the area.

Cllr Gilbert contacted the residents about the issue of the boundary of the Mere. They have been advised to take legal advice as to them acquiring the part of the garden as they have evidence to show the land has been part of their garden for quite some time.

A sub committee of Cllrs Johnson, Monk and Gilbert were asked to take on this issue and be in communication with the residents when necessary.

Meeting ended at 20:21

Next Meeting Tuesday 16th May at 7pm in Little Cornard Village Hall

Signed _____
Council adopted the General Power of Competence on the 14th May 2019

Date _____ *Little Cornard Parish*
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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.

LITTLE CORNARD 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: **£10,776** R AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23: **£10,046** R 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

16/05/2023

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

16/05/2023

Signed by Chairman

Date

SIGNATURE REQUIRED

16/05/2023

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

little.cornard.pc@gmail.com OWNED GENERIC EMAIL ADDRESS

Telephone number

07810781509 NUMBER

*Published web address

http://littlecornard.onesuffolk.net/ ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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

Annual Internal Audit Report 2022/23

LITTLE CORNARD PARISH COUNCIL

<http://littlecornard.onesuffolk.net/> ONLY AVAILABLE 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	Internal audit conclusion		
	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. * NO PETTY CASH HELD			✓*
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) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

13/04/2023

VICTORIA SHENNAN

Signature of person who carried out the internal audit

V Shennan

Date

13/04/2023

*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:

LITTLE CORNARD 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:

16/05/2023

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

✓ |

<http://littlecornard.onesuffolk.net/>

ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

LITTLE CORNARD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	10,378	13,350	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	7,000	7,940	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5,915	2,836	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	2,515	2,286	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	7,429	7,760	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	13,350	14,080	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	13,350	14,080	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	8,523	12,475	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

16/05/2023

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

16/05/2023

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Contact details

Name of smaller authority: **LITTLE CORNARD PARISH COUNCIL**

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

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

	Clerk/RFO (Main contact)	Chair
Name	Mr. Kevin B. Money	
Address	c/o 7 Roach Vale Colchester Essex CO4 3YN	c/o 7 Roach Vale Colchester Essex CO4 3YN
Daytime telephone number		
Mobile telephone number	07810781509	07810781509
Email address	Little.cornard.pc@gmail.com	Little.cornard.pc@gmail.com

Smaller authority name: **Little Cornard 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

<p>1. Date of announcement 16th. May 2023 (a)</p>	<p>(a) Insert date which must be the date in (c)</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) Insert address/telephone address, as another person apply to inspect</p>
<p>(b) Kevin B. Money – Parish Clerk / RFO 7 Roach Vale, Colchester, Essex. CO4 3YN Tel: 07810781509</p>	<p>(c) Insert date day after the date above and a before the date</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>(d) The inspection and (d) must be inclusive and working days</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 – Parish Clerk / RFO</p>	<p>(e) Insert name of person placing the notice on behalf of the smaller authority</p>

		BANK RECONCILIATION			
Financial year ending 31.03.24					
Bank Balance as at	30.04.23				
Lloyds Bank - Current a/c	£ 20,018.63				
Total:	£ 20,018.63				
Less Unpresented cheques					
Total of unpresented cheques	£ -				
Net Bank Balances as at	£ 20,018.63				
CASH BOOK					
Balance as at 01.04.23	£ 14,079.63				
Plus Receipts	£ 5,939.00				
Total	£ 20,018.63				
Less Payments	£ -				
Grand Total	£ 20,018.63				
Difference	£ 0.00				
Bank Balance as at					
Lloyds Bank - Current a/c					
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					
Lloyds Bank - Current a/c					
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					

LCPC ACTUAL AGAINST BUDGET REPORT				
		Agreed 2023/24	Total Income / spend to May '23	Left in Budget as at May '23
Income	Precept	£ 8,348.00	£ 4,174.00	
	Other Income / Grant	£ 300.00	£ -	
	Bank Interest	£ -	£ -	
	VAT Refund	£ -	£ -	
	Defibrillator	£ -	£ 2,015.00	
	TOTAL	£ 8,648.00	£ 6,189.00	
Exp.				
Staff	Salary	£ 3,023.80	£ 870.00	£ 2,153.80
Adm.	Admin	£ 1,508.00	£ 74.91	£ 1,433.09
	Audit Fees	£ -	£ -	£ -
	Community Wardens	£ 1,000.00	£ -	£ 1,000.00
	Parish Council Insurance	£ 250.00	£ -	£ 250.00
	Subscriptions	£ 355.00	£ 187.23	£ 167.77
	Donations	£ 300.00	£ -	£ 300.00
	Maintenance	£ 717.45	£ -	£ 717.45
	Contingencies	£ 240.00	£ -	£ 240.00
	Village Hall	£ -	£ -	£ -
	Grass cutting / Footpaths	£ 500.00	£ -	£ 500.00
	Repairs	£ -	£ 500.00	-£ 500.00
	Election Costs	£ 1,278.67	£ -	£ 1,278.67
	Defibrillaotor replacement pads	£ -	£ -	£ -
	GRAND TOTAL	£ 9,172.92	£ 1,632.14	£ 7,540.78
	VAT		£ 114.99	
	Total:		£ 1,747.13	

FINANCE APRIL & MAY 2023 PAYMENTS**INCOME: BDC 1st. Instalment of Precept £4174.00p: Defibrillator £2015.00p**

Chq No.	Invoice No.	Payee	Cost	VAT	Total	LCPC Ref
659	March / April	Kevin B. Money - Clerk Salary	£ 470.00	£ -	£ 470.00	1
660	March / April	HMRC Tax on Salary	£ 110.00	£ -	£ 110.00	2
661		Kevin B. Money - Clerk Expenses Office stationery	£ 42.43	£ 8.49	£ 50.92	3
662	Mar '23	Autella Q4	£ 32.48	£ 6.50	£ 38.98	4
663	27031	SALC - Subscription 2023-24	£ 187.23	£ -	£ 187.23	5
664	May '23	Kevin B. Money - Clerk Salary	£ 235.00	£ -	£ 235.00	6
665	May '23	HMRC Tax on Salary	£ 55.00	£ -	£ 55.00	7
666	357	Garden Arb Business - Repair to foot bridge	£ 500.00	£ 100.00	£ 600.00	8
		TOTAL:	£ 1,632.14	£ 114.99	£ 1,747.13	