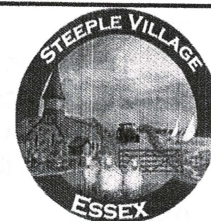


# Steeple Parish Council

Parish Clerk / RFO: Kevin B. Money  
7 Roach Vale Colchester Essex CO4 3YN  
Tel: 07810781509 email [steepleparishcouncil@gmail.com](mailto:steepleparishcouncil@gmail.com)  
[www.steeplepc.co.uk](http://www.steeplepc.co.uk)



Dear Councillor

You are requested to attend the forthcoming meeting of Steeple Parish Council to be held on

## **WEDNESDAY 10<sup>th</sup>. MAY 2023 immediately after the Annual meeting in the Village Hall**

for the purpose of transacting the business ONLY shown on the agenda

*KB Money*

Kevin B. Money – Parish Clerk to the Council – 4<sup>th</sup>. May 2023

The Press and Public are welcome to attend

## **FULL COUNCIL MEETING AGENDA**

- 024/2023** Chairman welcome
- 025/2023** Apologies for Absence
- 026/2023** Declaration of Interest  
To declare any Pecuniary, Registerable or non-Registerable Interest relating to items on the agenda
- 027/2023** To approve the Minutes of the last Full Council meeting of Steeple Parish Council  
To receive and agree the minutes of the last STPC meeting held on 8<sup>th</sup>. March 2023
- 028/2023** Public Participation Session  
The Chairman will invite questions and observations from members of the public present.  
A maximum time of **15 minutes** will be allowed  
a) May Elections – update from Parish Clerk
- 029/2023** Essex County Councillor report – ECC Cllr W. Stamp
- 030/2023** District Councillor report
- 031/2023** Planning Application/s
- 032/2023** Planning Appeals affecting Steeple  
An appeal made for the following site has been decided:  
21/00862/VAR (Appeal Ref: APP/X1545/W/22/3298461  
**Address:** Steeple Bay Holiday Park - Canney Road - Steeple  
**Proposal:** Variation of condition 4 on approved application 18/00465/FUL (Change of use of land to allow the occupation of holiday caravans between the 1st March and the 30th November (inclusive) in each year (resubmission of 17/01364/FUL)) to allow occupation between 1st March and 14th February (inclusive) in the following year. **APPEAL DISMISSED – 2<sup>nd</sup> May 2023**
- 033/2023** Planning Decision/s made by MDC affecting Steeple  
FUL/MAL/22/00309 - Land Adjacent To Grange Cottage The Street Steeple  
New detached house. **REFUSE**
- 034/2023** Playing Field/Play Equipment/Outside Gym/Community Group Garden  
Update from Community Group
- 035/2023** Annual Return 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 Statement 2022/23

**036/2023 Finance**

- 1) To receive the Bank reconciliations as at 30<sup>th</sup>. April 2023
- 2) To receive the comparison of Actual to Budget 2022/23 and 2023/2024
- 3) To approve the payment of Accounts for April and May 2023 and to agree a transfer of funds to meet the Parish Council's financial requirements

**037/2023 Items for Next Agenda**

**038/2023 Date of Next Full Council meetings – Wednesday 12.07.23: 13.09.23: 08.11.23**

**039/2023 Closure of the Meeting**

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

# Steeple Parish Council

Parish Clerk / RFO: Kevin B. Money  
7 Roach Vale, Colchester, Essex. CO4 3YN  
Tel: 07810781509 email [steepleparishcouncil@gmail.com](mailto:steepleparishcouncil@gmail.com)  
Website: [www.steeplepc.co.uk](http://www.steeplepc.co.uk)



## Minutes of the Parish Council meeting on Wednesday 8<sup>th</sup>. March 2023 at 7pm in Steeple Village Hall.

Present: Cllrs K. Davey (Chairman), J. Partridge (Vice-Chairman), K. Potten and Kevin B. Money Parish Clerk.  
There were no members of the public present.

**001/2023 Chairman welcome.** The Chairman welcomed everyone to the meeting

**002/2023 Apologies for Absence** were received from ECC Cllr W. Stamp

**003/2023 Declaration of Interest**

To declare any Pecuniary, Registerable or non-Registerable Interest relating to items on the agenda  
**None Declared**

**004/2023 To approve the Minutes of the last Full Council meeting of Steeple Parish Council**  
To receive and agree the minutes of the last STPC meeting held on 9<sup>th</sup>. November 2022. **All Agreed**

**005/2023 Public Participation Session**

The Chairman will invite questions and observations from members of the public present.  
A maximum time of **15 minutes** will be allowed. No questions were asked

a) STPC website – The Clerk to update Councillors on costing for the GoDaddy website and to discuss alternative website arrangements

Cllr K. Davey proposed cancelling the GoDaddy website with immediate effect. Cllr K. Potten seconded.

**All Agreed.** The Clerk informed the meeting that a new FREE website was set up. The new website link is **<https://e-voice.org.uk/steepleparishcouncil/>**

b) Letter from a Canney Road resident

Cllr K. Davey informed the meeting of the problem and asked the Clerk to write to MDC Enforcement Officer and Lee Williams to enquire about any agreement in change of use

c) Highways Issues

Star Inn PH The Street hard standing toilet block. Has any planning application been submitted.

Drain needs repairing at Maldon Road opposite "Fairview"

Drain needs repairing at The Cottage The Street Steeple

Pothole outside Cherry Ripe South Green Maldon Road Steeple

Contact W. Stamp regarding update on speed survey on Maldon Road

d) May Elections – update from Parish Clerk

The Clerk circulated the Election Timetable produced by MDC. He informed the meeting that all further information will be sent out as an "urgent" email due to time constraints

**006/2023 Essex County Councillor report – ECC Cllr W. Stamp**

a) Important Changes to Recycling Centre. The Clerk circulated the poster regarding the start time and procedure for the new system. All information supplied by Cllr W. Stamp has been circulated to Councillors

**007/2023 District Councillor report – MDC Cllr P. Channer**

No report was given

**008/2023 Planning Application/s**

**22/01218/LDP - Lullings Maldon Road Steeple Essex**

Claim for lawful development certificate for a proposed flat roof dormer to the rear, addition of roof lights and solar panels.

Response sent by STPC on 12<sup>th</sup>. January 2023 prior to the MDC deadline for responses

**STPC objects to this planning application as there is a privacy and intrusive problem for the Haven**

**22/01189/HOUSE - Carolinas The Street Steeple Essex**

Single storey front/side extension. Additions to the roof including gable dormer to the front and flat roof dormer to the rear to provide a habitable room in the roof.

Response sent by STPC on 13<sup>th</sup>. February 2023 prior to the MDC deadline for responses

**STPC Support this planning application**

**23/00098/HOUSE - Lullings Maldon Road Steeple Essex**

Proposed front extension to the property to provide an additional bedroom to the first floor

**RESOLVED:** Refuse this application due to scale, bulk and design. Lack of parking. Building line affected.

Building work to rear is causing disruption to traffic and builders vans parking on a blind bend causing a dangerous hazard.

**009/2023 Planning Appeals affecting Steeple.** No appeals made affecting Steeple village

**010/2023 Planning Decision/s made by MDC affecting Steeple**

Councillors noted the planning decision made by MDC

**LDP/MAL/22/01218 - Lullings Maldon Road Steeple Essex**

Claim for lawful development certificate for a proposed flat roof dormer to the rear, addition of roof lights and solar panels. **APPROVE** subject to conditions

**011/2023 Playing Field/Play Equipment/Outside Gym/Community Group Garden**

a) Update from Community Group. A report was sent prior to the meeting. It read

The play park is free of rubbish. Dog walkers are not picking up their dogs mess, maybe something can be done, not sure what.

**012/2023 Finance**

1) To receive the Bank reconciliations as at 28<sup>th</sup>. February 2023

Councillors noted the Bank reconciliations as at 28<sup>th</sup>. February 2023

2) To receive the comparison of Actual to Budget 2022/23

Councillors noted the comparison of Actual to Budget 2022/23

3) To retrospectively approve the payment of Accounts for December 2022 and January 2023 and to agree a transfer of funds to meet the Parish Council's financial requirements. **All Agreed**

4) To approve the payment of Accounts for February and March 2023 and to agree a transfer of funds to meet the Parish Council's financial requirements. **All Agreed**

**013/2023 Items for Next Agenda**

Conifer trees at Garden Field – Cllr K. Potten

**014/2023 Date of Next Full Council meetings – Wednesday 10.05.23 F/C AGM starting 7pm then onto**

**Annual Parish Assembly starting at 7.15pm then onto Full Council meeting at 8pm**

**Future meeting dates: 12.07.23: 13.09.23: 08.11.23**

**015/2023 Closure of the Meeting**

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

The Chairman then closed the meeting at 8.25pm and thanked everyone for attending.

# 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 <b>31 March 2023</b> 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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://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.

## STEEPLE 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: **£12,867** PER AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23: **£8,514** 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

10/05/2023

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

10/05/2023

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

steepleparishcouncil@gmail.com      GENERIC EMAIL ADDRESS

Telephone number

07810781509      NUMBER

\*Published web address

https://e-voice.org.uk/steepleparishcouncil/      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

## STEEPLE PARISH COUNCIL

<https://e-voice.org.uk/steepleparishcouncil/> 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).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

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

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:

## STEEPLE 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:

10/05/2023

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/steepleparishcouncil/>

AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2022/23 for

### STEEPLE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	6,198	3,942	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	8,915	10,531	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,370	2,336	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	2,843	2,648	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	10,699	5,866	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	3,942	8,295	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	3,942	8,295	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	25,682	25,682	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

10/05/2023

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

10/05/2023

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: **STEEPLE PARISH COUNCIL**

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

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

	<b>Clerk/RFO (Main contact)</b>	<b>Chair</b>
<b>Name</b>	<b>Kevin B. Money</b>	<b>Cllr Kay Davey</b>
<b>Address</b>	<b>c/o 7 Roach Vale Colchester Essex CO4 3YN</b>	<b>c/o 7 Roach Vale Colchester Essex CO4 3YN</b>
<b>Daytime telephone number</b>	<b>07810781509</b>	<b>07810781509</b>
<b>Mobile telephone number</b>	<b>07810781509</b>	<b>07810781509</b>
<b>Email address</b>	<b>steepleparishcouncil@gmail.com</b>	<b>steepleparishcouncil@gmail.com</b>

	Accounts Heading	Volume (£)		Difference (£)	Difference %	Explanation (Rounded Values)
		2021/22	2022/23			
1	Balances brought forward	6,198	3,942			
2	+ Annual B7Precept	8,915	10,531	1616	18.13%	Councillors increased the Precept
3	+ Total Other Receipts	2,370	2,336	-34	-1.42%	
4*	- Staff Costs	2,843	2,648	-195	-6.87%	
5*	- Loan Interest/Capital Repayments	0	0	0		
6*	- All Other Payments	10,699	5,866	-4833	-45.17%	
7	= Balances Carried Forward	3,942	8,295			
8	Total Cash and Investments	3,942	8,295			
9	Total Fixed Assets	25,682	25,682	0	0.00%	
10	Total Borrowings	0	0	0		

Smaller authority name: **Steeple 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><b>1. Date of announcement 10<sup>th</sup>. May 2023</b> (a)</p> <p><b>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:</b></p> <p>(b) Kevin B. Money Parish Clerk / RFO 7 Roach Vale, Colchester, Essex. CO4 3YN steeplesparishcouncil@gmail.com</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><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• 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.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>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:</b></p> <p><b>PKF Littlejohn LLP (Ref: SBA Team)</b> 15 Westferry Circus Canary Wharf London E14 4HD (020 7417 5000)</p> <p><b>5. This announcement is made by (e) Kevin B. Money RFO</b></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>

**BANK RECONCILIATION**

Financial year ending 31.03.24	
Bank Balance as at	30.04.23
Unity Trust Bank - Current account	£ 20,123.16
<b>Total</b>	<b>£ 20,123.16</b>
Less Unpresented cheques	£ -
Total of unpresented cheques	£ -
<b>Net Bank Balances as at</b>	<b>£ 20,123.16</b>
<b>CASH BOOK</b>	
Balance as at 01.04.23	£ 8,294.95
Plus Receipts	£ 11,828.21
<b>Total</b>	<b>£ 20,123.16</b>
Less Payments	£ -
<b>Grand Total</b>	<b>£ 20,123.16</b>
Difference	£ -

Financial year ending 31.03.24  
Bank Balance as at  
Unity Trust Bank - Current account

**Total**

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

Financial year ending 31.03.24  
Bank Balance as at  
Unity Trust Bank - Current account

**Total**

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

**STEEPLE PC ACTUAL AGAINST BUDGET REPORT**

		Budget 2023/24	Total Income / Spend to May '23	Left In Budget as at May '23
<b>Income</b>	Precept	11064	£ 11,064.00	
	Other Income/Grants/VAT Refund	66	£ 764.21	
	Interest	0	£ -	
	<b>TOTAL</b>	<b>11130</b>	<b>£ 11,828.21</b>	
<b>Exp.</b>				
Staff	Salary	2902	£ 441.30	£ 2,460.70
	Office Allowance	216	£ -	£ 216.00
	<b>TOTAL</b>	<b>3118</b>	<b>£ 441.30</b>	<b>£ 2,676.70</b>
Adm.	Admin / IT	100	£ 45.22	£ 54.78
	Audit Fees	90	£ 80.00	£ 10.00
	<b>TOTAL</b>	<b>190</b>	<b>£ 125.22</b>	<b>£ 64.78</b>
General	Grass Cutting	4000	£ 522.50	£ 3,477.50
	Meeting cost	80	£ 10.00	£ 70.00
	Street Lighting	955	T/F to EMR	£ -
	Insurance	450	£ 442.55	£ 7.45
	EALC/NALC Subscriptions	175	£ 158.85	£ 16.15
	Training	570	£ -	£ 570.00
	Donations & S137	40	£ -	£ 40.00
	Tru Cam	400	£ -	£ 400.00
	Website	160	£ -	£ 160.00
	Travel Expenses	50	£ -	£ 50.00
	Playing Field	800	£ -	£ 800.00
	Bank Charges	72	£ -	£ 72.00
	Playing Field Inspection	70	£ -	£ 70.00
	Playing Field Equipment	0	£ -	
	<b>TOTAL</b>	<b>7822</b>	<b>£ 1,133.90</b>	<b>£ 5,733.10</b>
	<b>GRAND TOTAL</b>	<b>11130</b>	<b>£ 1,700.42</b>	<b>£ 9,429.58</b>
	Total VAT reclaim		£ 113.54	
	TOTAL in Expenditure account		£ 1,813.96	

**STPC FINANCE APRIL & MAY 2023 PAYMENTS****Income: Precept £11064.00p: HMRC VAT Refund £764.21p:**

<b>Chq No.</b>	<b>Invoice No.</b>	<b>Payee</b>	<b>Cost</b>	<b>VAT</b>	<b>Total</b>	<b>STPC Ref. No.</b>
BACS	Apr - May '23	Kevin B. Money - Clerk payment	£ 441.30	£ -	£ 441.30	1
BACS	2023/2024	Amazon - Office expenses	£ 45.22	£ 9.04	£ 54.26	2
BACS	16568	EALC / NALC subscription 2023/2024	£ 158.85	£ -	£ 158.85	3
BACS	5875	MSJ Garwood - Grass cutting	£ 127.50	£ 25.50	£ 153.00	4
BACS	2022/2023	M. Lawson - Internal Audit	£ 80.00	£ -	£ 80.00	5
BACS	2023-020	STVH - Meeting cost 08.03.23	£ 10.00	£ -	£ 10.00	6
BACS	2023/2024	Zurich Insurance - 2023-2024	£ 442.55	£ -	£ 442.55	7
BACS	5890	MSJ Garwood - Grass cutting 06.04 - 18.04	£ 395.00	£ 79.00	£ 474.00	8
		<b>TOTAL:</b>	<b>£ 1,700.42</b>	<b>£ 113.54</b>	<b>£ 1,813.96</b>	