

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY *The Dunstons P.C*

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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	has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

*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:

8/8/23

and recorded as minute reference:

MINUTE REFERENCE *6: 8/8/23*

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

J. R. Edwards

Clerk

[Signature]

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/the-dunstons-parish-council

**DUNTISBOURNES PARISH COUNCIL
EXTRA ORDINARY MEETING OF THE COUNCIL
HELD AT 7.00PM ON 8TH AUGUST 2023
IN THE VILLAGE HALL**

1.	Welcome from Chair of Council
2.	<p>The Chair of the Council gave an overview of the process of the AGAR and brought to the attention of the Council that the independent audit report stated that the proper accounting records and approval of financial records were stated as appropriate and that items a, b, e, g, l, j, k, m were marked as yes</p> <p>Council then considered the independent internal auditors report in detail and agreed actions where items were marked NO</p> <p>c) risks considered by the council were not fully documented in the minutes</p> <p>Council looked at the November 22 minutes item 10 where the minutes explain the changes to the election costs policy of CDC</p> <p>Council also noted that the electoral rules state that the 2 wards of The Duntisbournes are treated separately and can be charged separately which could have an impact of £3k in terms of electoral costs</p> <p>d) Council noted precept advice from independent auditor and will consider the matter in detail at the next precept setting meeting</p> <p>Council considered the expanding of minutes to include more details on how Council makes decisions in future. Clerk informed Council that GAPTC advice is to record decisions and that the process for agreeing the minutes at meetings and that it was down to the Council to agree any changes to draft minutes including expansion of details.</p> <p>h) Council noted the comments regarding the asset register and will include in future financial reports</p> <p>L) Council accepted that the publishing deadline date was not met and the Council will look to meet in June in future years to allow the deadline to be met including the independent internal auditor report prior to the annual governance statements are signed. Clerk also advised that an extension to the submission of the exemption certificate can be applied for if it is felt appropriate. However, the publication of the independent internal and Council's governance statement remains as 30th June</p> <p>n) Council was informed that the clerk had already sought the external auditor's advice regarding lack of independent internal auditor reports, and the advice received was to put a note on the website explaining the lack of 2022 independent auditor report and Council agreed to do so</p>
3.	<p>Council re-considered its annual governance statement in relation to 22/23 in light of the independent auditor's report and agreed that</p> <p>points 1,2, 3,4,7, were to be ticked as yes</p> <p>Point 5 Council felt that risks were considered and that the notes from taken from the financial reports attached to November 22 minutes as well as minute 10 related to the risks that the Council may face and agreed to tick yes</p>

	<p>Points considered- Council wish to make Provision for CDC election costs-see above Provision for TRO or funding other highway schemes -none Cost of Defib pads/batteries approx. £400 – noted and further investigations Clerk advised that Council does not have the power to make donations to Churches, its grounds or services but Council wishes to make provision for donations for community amenities in the Church/Village Hall the Council wish to re-allocate funding for community plan to election costs</p> <p>Point 6 – Council agreed No as the deadline date was not met Council will look to meet in June in future years to allow the deadline to be met including the independent internal auditor report prior to the annual governance statements are signed</p> <p>Council agreed to sign the annual governance statement</p>
4.	<p>Council considered external auditor’s advice regarding independent internal auditor reports, which was to put a note on the website explaining the lack of 2022 independent auditor</p> <p>“Council should consider the implication of this when answering Assertion 6 of the Annual Governance Statement. Please also ensure that explanations for any “No” responses to assertions are also published with the AGAR once approved”</p> <p>Point 6 – Council agreed No as the deadline date was not met</p>
5.	<p>Attendance recorded as Parish Councillors Jane Edwards, Samantha Scott-White, Andy Beckett, Julian Weston & Mick Lowe</p>
6.	<p>Apologies for absence received accepted and recorded</p> <p>Parish Councillor Rupert Lane & Valerie Dyson,</p>
7.	<p>Declaration of Interest for matters on the agenda were invited- none</p>
8.	<p>Public Participation was invited- none were present</p>
9.	<p>Council agreed resolution to Council to exclude members of the public/press/members of other Council bodies under Public Bodies (admission to meetings Act 1960) by reason of the confidential nature of the business to be transacted regarding employment matters</p>
10.	<p>Council considered and agreed delegated actions to Chair and Clerk</p>
11.	<p>Highways -Centurion garage area update from Chair</p> <p>Council noted that the next meeting (26th September) matters to be discussed</p> <p>donation to Church – Clerk has referred Councillors to NALC L01-18 financial assistance to the Church</p> <p>Event for ex-Councillor to be held in November</p> <p>CIL reserves that need to spent- agenda item for meeting- Chair confirmed able to give to Village Hall for new roof- Clerk advised that request for grants should come from Village Hall Committee. Clerk also advise on Powers to be used to allow such expenditure</p> <p>Emergency plan update</p> <p>Precept to be discussed in September 2023 meeting</p> <p>Meeting closed at 19.32</p>

Section 2 – Accounting Statements 2022/23 for

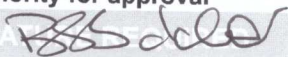
The Duntisbournes parish council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	2,083	3,667	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	4,950	8,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,140	0	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	1,798	1,991	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	2,938	1,520	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	3,667	8,156	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	3,667	8,156	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	0	0	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE 

Date 24/05/2023

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

24/05/2023

as recorded in minute reference:

MINUTE 24/5/23:17NCE

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

 J. R. Edwards

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.

The Duntisbournes 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: **£8,000** PER AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23: **£3,511** 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 **8/8/23**

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

8/8/23

24/05/2023

24/05/2023

Signed by Chairman

Date **8/8/23**

as recorded in minute reference:

24/5/23:17

8. 8/8/23 REFERENCE

Generic email address of Authority

duntisbourneparish@gmail.com GENERIC EMAIL ADDRESS

Telephone number

07568338503 NUMBER

*Published web address

https://e-voice.org.uk/theduntisbournes/parish-council SITE/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.