



Members of Wiswell Parish Council are summoned to attend the **Annual Meeting of the Parish Council** on Wednesday 8 May 2024, at Pendleton Village Hall, commencing at 6:30 pm.

Members of the public are welcome to attend.

Agenda

- 1. To elect a Chair for the next 12 months.**
- 2. To elect a Vice Chair for the next 12 months.**
- 3. For Chair to sign the Declaration of Acceptance of Office Form.**
- 4. Apologies for absence.**
- 5. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**

Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.

- 6. Approve minutes of the Annual Meeting of the Parish Council held on 9 May 2023.**
- 7. Public participation. To receive questions and comments on any agenda item.**

This 30-minute session (time limit of five minutes per item/per person) provides members of the electoral public an opportunity to indicate interests in an agenda item and put questions to the Parish Council. Such questions may be answered after the meeting or become an agenda item at a future Parish Council meeting.

ITEMS for DECISION:

8. Audit and Financial Matters:

- 8.1 To approve as a correct record the Financial Statements to 31 March 2024. Enclosed
- 8.2 To authorise the Chair to sign the Certificate of Exemption: Annual Governance and Accountability Return (AGAR) 2023/2024. Enclosed
- 8.3 To authorise the Chair to sign Section 1: AGAR 2023/2024. Enclosed.
- 8.4 To authorise the Chair to sign Section 2: AGAR 2023/2024. Enclosed.

9. Appointments and nominations for parish activities:

- 9.1 To appoint an auditor for 2024/2025 and 2025/2026.
The current auditor is Alan Rogers (FCA).
- 9.2 To appoint a representative(s) to the RVBC Parish Council Liaison Meeting.
Currently rotated through the Clerk and councillors.
- 9.3 To appoint a representative to the Whalley, Wiswell and Barrow Joint Burial Committee.
Councillor Pursglove is the current representative.
- 9.4 Monitoring and liaison with all aspects of the Parish Lengthsman Scheme.
This task is currently carried out by Councillor Scholfield.
- 9.5 Activities Involving LCC Highways and Street Lighting, reporting defects etc.
This task is currently carried out by Councillor Scholfield.
- 9.6 Activities Involving LCC Public Rights of Way (PROW), reporting defects etc.
The monitoring task is currently carried out by Councillor Houghton and Councillor Scholfield reports any defects.
- 9.7 Coordination and liaison with Wiswell Parish social groups.
The task is currently carried out by Councillors Houghton, Clemson and Wrightson.
- 9.8 Remembrance Sunday.
Arrangements for the event are currently carried out by the Clerk, liaison with volunteers and 'on-the-day' activities are carried out by Councillors Houghton and Scholfield.
- 9.9 Carrying out defibrillator routine checks.
This task is currently carried out by Councillor Houghton. With the Clerk keeping the 'Circuit' updated.
- 9.10 Tending Coronation Garden.
This task is currently undertaken by parishioners Sue Walmsley and Sarah Yeowart.
- 9.11 Carrying out village amenity activities; coordination and liaison with volunteers and other agencies.
This task is currently carried out by Councillors Houghton and Schofield.
- 9.12 Other Activities:
 - Current responsibilities for the flag 'Flag Master' lie with Councillor Houghton.
 - Current responsibilities for updating the Noticeboard lies with the Clerk and Councillor Scholfield.
 - Current nominee for attending the Road Safety Working Group is Councillor O.M. Wrightson.

Members should note that the Parish Council's representative to the Whalley Educational Foundation is Councillor Scholfield and that nominations are for a three year-term.

10. Review of the Council's Policies, Procedures, Registers and Regulations.

- 10.1 Asset Policy and Register: Adopted 05/07/2023.
- 10.2 Risk Register and Policy: Adopted 06/03/2024.
- 10.3 Standing Orders: Re-adopted 06/03/2024.
- 10.4 Complaints Procedures: Adopted 03/01/2023.
- 10.5 Equal Opportunities Policy: Adopted 07/03/2023.
- 10.6 Financial Regulations: Adopted 07/03/2023.
- 10.7 Model Publication Scheme: Adopted 07/03/2023.
- 10.8 Council's Registration with the Information Commissioners Office: Expires 01/03/2025.
- 10.9 Business Plan: Due for review at the Parish Council Meeting on 08/05/2024.
- 10.10 Insurance Policy, including Employers and Public Liability: valid until 14/11/2024.
- 10.11 Privacy Notice: Adopted 01/11/22.
- 10.12 Code of Conduct: Adopted 25/05/2021.

11. Approve the meeting dates for 2024-2025.

Suggested dates:

2024: 3 July, 4 September, 6 November.

2025: 8 January, 5 March and 7 May.

Michael Hill

Clerk and Responsible Financial Officer to Wiswell Parish Council.



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Annual Meeting of the Parish Council – Draft Minutes

Date:	9 May 2023		
Place:	Pendleton Village Hall - Pendleton		
Present:	Councillors: S. Houghton, A. Scholfield, J. Pursglove, S. Clemson and O. M. Wrightson.		
In attendance:	Clerk to the Council: Mike Hill, Borough Cllr. D. Birtwhistle and Parishioner Maureen Robinson.		
Meeting started:	18:30	Meeting closed:	19:10

Minute Reference 230509/AMPC/

1. TO ELECT A CHAIR FOR THE NEXT 12 MONTHS.

Councillor S. Houghton was elected Chair for the next 12 months.

2. TO ELECT A VICE CHAIR FOR THE NEXT 12 MONTHS.

Councillor A. Scholfield was elected Vice Chair for the next 12 months.

3. FOR CHAIR AND VICE CHAIR TO SIGN THE DECLARATIONS OF ACCEPTANCE OF OFFICE FORMS.

Councillors Houghton and Scholfield signed the appropriate forms.

Post meeting note: The Clerk has submitted all forms to RVBC.

4. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

5. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.

There were no declarations of interest.

6. APPROVE THE MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 10 MAY 2022.

The minutes were approved and signed by Councillor Scholfield who chaired the 10 May 2022 meeting.

7. ACCEPTANCE OF OFFICE AND NOTIFICATION OF MEMBERS DISCLOSABLE PECUNIARY INTEREST.

Councillors J. Pursglove, S. Clemson and O. M. Wrightson signed the appropriate forms.

Post meeting note: The Clerk has submitted all forms to RVBC.

8. PUBLIC PARTICIPATION.

There was no additional public participation (see 09/05/23 Open Meeting Minutes.)

9. EXTERNAL AUDIT MATTERS:

9.1 TO APPROVE AS A CORRECT RECORD THE FINANCIAL STATEMENTS TO 31 MARCH 2023.

The Financial Statements to 31 March 2023 were approved.

9.2 TO AUTHORISE THE CHAIR TO SIGN THE CERTIFICATE OF EXEMPTION: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/2023.

The Chair signed the Certificate of Exemption

9.3 TO AUTHORISE THE CHAIR TO SIGN SECTION 1: AGAR 2022/2023.

The Chair signed Section 1.

9.4 TO AUTHORISE THE CHAIR TO SIGN SECTION 2: AGAR 2022/2023.

The Chair signed Section 2.

10. APPOINTMENTS AND OTHER PARISH ACTIVITIES:**10.1 TO APPOINT AN AUDITOR FOR 2023/2024 AND 2024/2025.**

Members agreed to re-appoint Alan Rogers FCA.

10.2 TO APPOINT A REPRESENTATIVE(S) TO THE RVBC PARISH COUNCIL LIAISON MEETING.

Member agreed to continue to rotate attendance through the Clerk and councillors.

10.3 TO APPOINT A REPRESENTATIVE TO WHALLEY EDUCATIONAL FOUNDATION.

Members agreed that Councillor Scholfield would continue to be the Council's representative.

10.4 TO APPOINT A REPRESENTATIVE TO THE WHALLEY, WISWELL AND BARROW JOINT BURIAL COMMITTEE. (FUTURE SUB-COMMITTEE OF WHALLEY PARISH COUNCIL).

Councillor J. Pursglove was appointed as Wiswell representative from when the new arrangements are in place.

10.5 MONITORING AND LIAISON WITH ALL ASPECTS OF THE PARISH LENGTHSMAN SCHEME.

Members agreed that Councillor Scholfield would continue to liaise and monitor all aspects of the Lengthsman Scheme.

10.6 ACTIVITIES INVOLVING LCC HIGHWAYS AND STREET LIGHTING.

Members agreed that Councillor Scholfield would continue to liaise with LCC Highways.

10.7 ACTIVITIES INVOLVING LCC PUBLIC RIGHTS OF WAY (PROW), REPORTING DEFECTS ETC.

Members agreed that Councillor Houghton would monitor, and Councillor Scholfield would report defects etc.

10.8 COORDINATION AND LIAISON WITH PARISH SOCIAL GROUPS.

Members agreed that Councillors S. Houghton, S. Clemson and O. M. Wrightson would carry out the liaison activities.

10.9 REMEMBRANCE SUNDAY.

Members agreed that the arrangements for the event would be carried out by the Clerk and liaison with volunteers and 'on-the-day' activities would be carried out by Councillors S. Houghton and A. Scholfield.

10.10 DEFIBRILLATOR ROUTINE CHECKS.

Members agreed that Councillor S. Houghton would carry out the routine checks and the Clerk would keep the 'Circuit' updated.

10.11 CARRYING OUT VILLAGE AMENITY ACTIVITIES; COORDINATION AND LIAISON WITH VOLUNTEERS AND OTHER AGENCIES.

Members agreed that this task would be carried out by Councillors S. Houghton and A. Scholfield.

Other Activities:

- Responsibilities for the flag 'Flag Master' would be Councillor S. Houghton.
- Notice Board responsibilities would lie with the Clerk and Councillor A. Scholfield.
- Attending the '20mph' Parish Council Meetings would lie with Councillor O.M. Wrightson

11 APPROVE MEETING DATES FOR 2023 AND 2024.

Member agreed to change the day of the week to Wednesday and approved the following dates:

2023: 5 July, 6 September, 8 November. 2024: 3 January, 6 March and 8 May. All meetings would start at 18:30 and continue to be held at Pendleton Village Hall, Pendleton.

Signed.

Date.

Agenda Item 8.1

For Decision



Meeting Date: 08/05/2024

Title: **Finance Report**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To seek approval of the accounts for the 2023/24 financial year.

Recommendations:

1. To approve the Report and specifically the:
2. Schedule of Payments.
3. Reconciliation of Receipts and Payments.

Receipts for the period 1st April 2023 to 31st March 2024.

Bank		Income Streams					Totals	
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants		Sundry
11/04/2023	accy052286	Precept 2023/24	7,965.00					7,965.00
17/04/2023	accy052367	Coronation Grant			500.00			500.00
12/05/2023	3091401uu	LCC Bio-diversity Grant				300.00		300.00
27/09/2023		Residents Fund					543.65	543.65
10/11/2023	235618	LCC Bio-diversity Grant				300.00		300.00
13/12/2023	XXV126000100388	HMRC VTR		513.30				513.30
Total:			7,965.00	513.30	500.00	600.00	543.65	10,121.95

Payments for the period 1st April 2023 to 31st March 2024

DD = Direct Debit

Dates	Details	Staff Costs (Clerk)			Administration Expenses			Amenity Expenses		Sundry Expenses	Resident Fund	VAT	Total
		Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.				
03/04/23	Easy Websites					50.99						10.20	61.19
11/04/23	HMRC Cumbernauld		225.00										225.00
24/04/23	PM+M Solutions - Payroll Services. (3 months) DD				27.75							5.55	33.30
02/05/23	Easy Websites					50.99						10.20	61.19
12/05/23	AER Accountants (Annual Audit)						200.00						200.00
12/05/23	Clerk three months expenses			154.80									154.80
12/05/23	Alan Pursglove (Coronation Activities - Band)									300.00			300.00
12/05/23	Cllr. Wrightson (plants 8 Dianthus)							26.61				5.32	31.93
22/05/23	LALC Annual Subscripton									50.74			50.74
26/05/23	Paul Marlow (Coronation activities)									107.63			107.63
01/06/23	Easy Websites					50.99						10.20	61.19
13/06/23	Cllr. Houghton (Coronation gratuities)									37.97			37.97
13/06/23	Cllr. Houghton (varnish- bench 1)								19.17			3.83	23.00
30/06/23	Clerk three months salary	900.00											900.00
30/06/23	Unity Bank Service Charge (3 months) DD				18.00								18.00
03/07/23	Easy Websites					50.99						10.20	61.19
12/07/23	Clerk - three months expenses			129.80									129.80
12/07/23	Print consumables (ink cartridges)						54.13					10.82	64.95
12/07/23	Compensation for damaged loaned gazebo									170.00			170.00
14/07/23	HMRC Cumbernauld		225.00										225.00
24/07/23	PM+M Solutions - Payroll Services. (3 months) DD				27.75							5.55	33.30
25/07/23	Purchase of 'Tommy' silhouette									167.66		33.34	201.00
01/08/23	Easy Websites					50.99						10.20	61.19
04/08/23	Cllr. Houghton (varnish bench 2)								19.17			3.83	23.00
04/08/23	Parishoner S. Yeowart (plants)							13.32				2.66	15.98
11/08/23	Parishoner S. Walmsley (plants)							25.42				5.08	30.50

Dates	Details	Staff Costs (Clerk)			Administration Expenses			Amenity Expenses		Sundry Expenses	Resident Fund	VAT	Total
		Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.				
11/08/23	Parishoner S. Yeowart (plants)							19.00					19.00
17/08/23	Parishoner S. Yeowart (bulbs)							117.68					117.68
17/08/23	Cllr. Houghton (sandpaper)								7.94				7.94
01/09/23	Easy Websites					50.99						10.20	61.19
28/09/23	Iron bench - refurbishment (Dawsons)								19.00				19.00
28/09/23	Iron bench - paint								20.00			4.00	24.00
29/09/23	Clerk three months salary	1,020.00											1,020.00
30/09/23	Unity Bank Service Charge (3 months) DD				18.00								18.00
02/10/23	Easy Websites					50.99						10.20	61.19
12/10/23	HMRC Cumbernauld	255.00											255.00
23/10/23	PM+M Solutions - Payroll Services. (3 months) DD				27.75							5.55	33.30
01/11/23	Easy Websites					50.99						10.20	61.19
14/11/23	LALC - Training						70.00						70.00
14/11/23	Cllr. Houghton (phone box) D Bryne and Co.								7.99				7.99
14/11/23	Clerk - three months expenses			161.00									161.00
14/11/23	Grit Bin (Screwfix)									179.30		35.70	215.00
14/11/23	Cllr. Wrightson (plants Bents)							24.92				4.98	29.90
14/11/23	SL Yeowart (plants Homebase)							6.67				1.32	7.99
15/11/23	Clear Insurance						516.84						516.84
01/12/23	Easy Websites					46.99						9.40	56.39
04/12/23	Cllr. Houghton Christmas tree									350.00			350.00
04/12/23	Alan Pursglove (Phone box repair Motorsavers)								5.83			1.16	6.99
29/12/23	Clerk - three months salary	990.10											990.10
31/12/23	Unity Bank Service Charge (3 months) DD				18.00								18.00
02/01/24	Easy Websites					50.79						10.16	60.95
15/01/24	HMRC Cumbernauld		247.40										247.40
24/01/24	PM+M Solutions - Payroll Services. (3 months) DD				27.75							5.55	33.30
29/01/24	Cllr. Scholfield (Christmas Festivities)									56.29			56.29

Dates	Details	Staff Costs (Clerk)			Administration Expenses			Amenity Expenses		Sundry Expenses	Resident Fund	VAT	Total
		Salary	HMRC	Home Use & Expenses	General Admin.	Website/ emails	General Costs	Ground Maint.	Amenity Maint.				
01/02/24	Easy Websites					50.79						10.16	60.95
23/02/24	ICO Data Protection						40.00						40.00
26/02/24	Clerk - Three months expenses			119.40									119.40
01/03/24	Easy Websites					50.79						10.16	60.95
08/03/24	Village Hall Hire						210.00						210.00
13/03/24	HR Partner (11083)						590.40						590.40
13/03/24	HR Partner (11081)						223.20						223.20
28/03/24	Clerk - three months salary	989.90											989.90
31/03/24	Unity Bank Service Charge (3 months) DD				18.00								18.00
	TOTALS	4,155.00	697.40	565.00	183.00	607.28	1,904.57	233.62	99.10	1,419.59	0.00	255.72	10,120.28

Check: 10,120.28

Reconciliation of Receipts and Payments

	£
Balance brought forward at 1st April 2023:	6,007
Add total receipts for 2023/24:	10,122
Less total payments for 2023/24:	10,120
Balance:	6,008.83
	£
Unity Trust Bank Account - Balance at 31/03/24:	6,008.83

If these two figures are different an explanation is required.

Comparisons as at 31/03/24

	FINAL ACCOUNTS 2022/23	AGREED BUDGET 2023/24	FINAL ACCOUNTS 2023/24
INCOME			
	£	£	£
RVBC Precept:	7,024	7,965	7,965
RVBC Concurrent Grant:		0	0
RVBC in Bloom Grant:	60	50	0
Other RVBC Grants:	0	0	0
RVBC Coronation Grant:	0	500	500
Other Grants:	0	0	600
HMRC VAT Refunds:	109	318	513
Sundry and Other Income:	243	0	0
Residents Fund	0	0	544
	7,435.60	8,833	10,122
EXPENDITURE			
Staff Costs:			
	£	£	£
Clerk's salary:	2,963	3,600	4,155
Home use, expenses and mileage:	293	604	565
HMRC:	516	900	697
	3,772.01	5,104	5,417
Administration Expenses:			
	£	£	£
Consumables (Ink and Paper etc):	86	100	54
Website hosting and emails:	902	735	607
Microsoft 365 Licence subscription:	0	200	0
Payroll and Bank Service Charges:	241	205	183
Other website expenses:	0	0	0
GDPR, IT set-aside:	40	40	40
Insurances:	382	400	517
Audit and legal fees	200	200	1,014
Room hire:	0	60	210
Training books etc:	0	0	70
	1,851	1,940	2,695
Amenity Expenses:			
	£	£	£
Grnd Maint. Parish lengthsman scheme:	0	500	0
Grnd. Maint. Coronation Garden:	230	250	234
Amenity Maint. Noticeboard and Benches:	0	200	85
Amenity Maint. Phonebox:	0	50	14
Other expenditure:	0	250	0
	230	1,250	333
Sundry Expenses:			
	£	£	£
Burial Committee precept:	74	0	0
LALC subscription:	55	51	51
CPRE subscription:	36	40	0
Best kept village:	0	20	0
Christmas tree:	0	350	350
Remembrance Sunday:	25	25	168
Contingency:	0	500	0
Other Sundry expenditure:	725	100	851
	915	1,086	1,420
RESIDENTS FUND:			
	£	£	£
Expenditure:	0	0	0
VAT on Expenses to be Reclaimed:	318	300	255.7
	£	£	£
Total Expenditure:	7,087	9,680	10,120
SUMMARY:			
	£	£	£
Income:	7,436	8,833	10,122
Expenditure:	(7,087)	(9,680)	(10,120)
	349.07	(847)	1.67
BALANCE:			
	£	£	£
Balance brought forward at 1 April:	5,514	5,514	6,007
Add surplus / less deficit from year:	493	(847)	1.67
Balance carried forward:	6,007	4,667	6,008.83

Cash Flow for the period 1st April 2023 to 31st March 2024

Income 2023/24														
INCOME	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	RVBC Precept	Precept	7,965.00											7,965
2	RV in Bloom	RVBC Grant												0
3	HMRC VAT Return	VAT Repay								513.30				513
4	Concurrent Funding	RVBC Grant												0
5	RVBC Coronatiion Grant	RVBC Grant	500.00											500
6	Residents Fund	RF					543.65							544
7	Other funding	LCC		300.00					300.00					600
Totals:			8,465.00	300.00	0.00	0.00	0.00	543.65	0.00	300.00	513.30	0.00	0.00	10,122

Expenditure 2023/24														
EXPENDITURE	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
20	Easy Websites	Admin. Exp.	61.19	61.19	61.19	61.19	61.19	61.19	61.19	56.39	60.95	60.95	60.95	729
21	LALC Subs. & Training	Sundry Exp.		50.74					70.00					121
22	Coronation Celebration	Sundry Exp.		407.63	37.97									446
23	Accountant, Legal Fees	Admin. Exp.		200.00									813.60	1,014
24	Office Consumables	Admin. Exp.				64.95								65
25	Clerk Salary	Staff Costs			900.00		1,020.00			990.10			989.90	3,900
26	Defibrillator	Sundry Exp.												0
27	Unity Bank: Service Fee	Admin. Exp.			18.00		18.00			18.00			18.00	72
28	HMRC Income Tax	Staff Costs	225.00			225.00		255.00			247.40			952
29	PM+M Payroll services	Admin. Exp.	33.30			33.30		33.30			33.30			133
30	Countryside Charity	Sundry Exp.												0
31	Clerk Expenses	Staff Costs		154.80		129.80			161.00			119.40		565
32	Coronation Garden etc.	Amenity Exp.		31.92	23.00		214.10	43.00	37.90					350
33	Insurance	Admin. Exp.							516.84					517
34	Remembrance Sunday	Sundry Exp.				201.00								201
35	ICO GDPR Charge	Admin. Exp.										40.00		40
36	Phone Box/NB/Grit Bin	Sundry Exp.							222.99	6.99				230
37	Room Hire	Admin. Exp.											210.00	210
38	Lengthsman	Grnd Maint												0
39	Subscriptions	Sundry Exp.												0
40	Christmas Expenses	Sundry Exp.								350.00	56.29			406
41	Compensation: Gazebo	Sundry Exp.				170.00								170
Totals:			319.49	906.28	1,040.16	885.24	275.29	1,142.19	349.49	1,069.92	1,421.48	397.94	220.35	10,120.28

2023-2024 - Unity Trust Bank Statements

DETAILS	31/03/23	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance brought forward	6,951.16	6,007.16	14,152.67	13,546.39	12,506.23	11,620.99	11,345.70	10,747.16	10,397.67	9,627.75	8,719.57	8,321.63	8,101.28
Income	0.00	8,465.00	300.00	0.00	0.00	0.00	543.65	0.00	300.00	513.30	0.00	0.00	0.00
Expenditure	944.00	319.49	906.28	1,040.16	885.24	275.29	1,142.19	349.49	1,069.92	1,421.48	397.94	220.35	2,092.45
Closing/Interim Balance	6,007.16	14,152.67	13,546.39	12,506.23	11,620.99	11,345.70	10,747.16	10,397.67	9,627.75	8,719.57	8,321.63	8,101.28	6,008.83
Unity Bank Statements	6,007.16	14,152.67	13,546.39	12,506.23	11,620.99	11,345.70	10,747.16	10,397.67	9,627.75	8,719.57	8,321.63	8,101.28	6,008.83
Statement Date:		29/04/23	26/05/23	02/07/23	31/07/23	31/08/23	30/09/23	31/10/23	30/11/23	31/12/23	31/01/24	29/02/24	31/03/24

Residents Fund

£

Total Fund

Gross Expenditure April 2023 to 31 March 2024:

Balance at 31/03/24:

Residents Fund (ring-fenced donation).

At the 6 September 2023 Council Meeting:

RESOLVED THAT COUNCIL:

a. Subject to consultation with members of the Wiswell Social Committee regarding signing off expenditure, approved that the Wiswell Resident's Fund could be transferred into the Council's Unity Trust Bank Account as set out in the report.

b. Authorise the Clerk to make the necessary arrangements for the transfer and ring-fencing of the funds and the required changes to the Council's Finance Report.

Certificate of Exemption – AGAR 2023/24 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 2024, 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 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2023/24, 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 2023/24:

£10,122 MOUNT £00,000

Total annual gross expenditure for the authority 2023/24:

£10,120 MOUNT £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 2020
- In relation to the preceding financial year (2022/23), 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 2024.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

08/05/2024

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

08/05/2024

Signed by Chair

Date

SIGNATURE REQUIRED

08/05/2024

as recorded in minute reference:

MINUTE 240508/8.2

Generic email address of Authority

clerk@wiswellpc.org.uk NED GENERIC EMAIL ADDRESS

Telephone number

07855183444 IBER

*Published web address

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2024. Reminder letters for late submission will incur a charge of £40 + VAT.

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair 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
	<input type="checkbox"/>	<input type="checkbox"/>

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

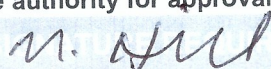
Wiswell Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	5,514	6,007	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	7,024	7,965	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	556	2,157	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	3,479	4,852	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	3,608	5,268	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	6,007	5,447	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	6,007	6,009	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	5,260	4,524	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 exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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



Date

06/04/2024

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

08/05/2024

as recorded in minute reference:

240508/8.4

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