



Chairman: Cllr A Sisson

**Clerk: Sarah Kyle
Hill House
Walton
Brampton
CA8 2DY**

Tel: 01228 231124

Email: clerk@hethersgill.org.uk

www.hethersgill.org.uk

11th May 2022

Dear Councillor

The **Annual Meeting of Hethersgill Parish Council will be held on Tuesday 17th May 2022 in the Parish Hall Hethersgill.** The meeting will directly follow the Annual Parish Meeting which will commence at **7.30pm.**

This is a public meeting and all are welcome.

Yours faithfully

Sarah Kyle
Clerk and Responsible Financial Officer

Agenda

1. Election of Chairman for the Council Year 2022/23

The successful nominee will sign the Declaration of Acceptance of Office

2. Appointment of Vice-Chairman

3. Apologies for absence: to receive written apologies and approve reasons for absence

4. Declarations of Interest and Request for Dispensations:

- a) The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest and to;
- b) receive declarations by members of interests in respect of items on this agenda

5. Minutes of the meeting of the Parish Council held on 15th March 2022

To receive and approve the accuracy of the **attached** last minutes of the Parish Council and to authorise the Chairman to sign

6. Co-option of New Councillor

To consider the co-option of a new member to fill the remaining vacancy

7. Public Participation

In accordance with Standing Order 3e the Chairman will, at her discretion:

- a) invite members of the public to address the meeting in relation to the business to be transacted at this meeting and;
- b) receive reports from City and County Councillors

8. Administrative Matters

8.1 Broadband

To consider any update with improvements in the parish

8.2 Parish Survey

To consider the outcomes from the public meetings held in April/May and consider any expenditure necessary to begin group works

8.3 Queen's Platinum Jubilee 2nd June 2022

To further consider the above

8.4 Programme of Meetings

To agree the calendar of meeting dates for the council year 2022/23

- Tuesday 19 July 2022
- Tuesday 20 September 2022
- Tuesday 15 November 2022
- Tuesday 17 January 2023
- Tuesday 21 March 2023
- *Tuesday 16 May 2023 (TBC - New Council Year)*

8.5 Review of Policies and Procedures

To consider the review undertaken by the clerk of the Council's Standing Orders, Financial Regulations, Complaints procedure; procedures and practices in respect of Freedom of Information and data protection legislation; and policy for dealing with the press/media and to agree no changes are recommended at this time

9. Highways Matters

9.1 Updates

To verbally update on previously reported matters and bring new issues to the attention of the Clerk

9.2 Balsam Bashers

To note the allocation of grant funds made to date and consider authorisation of further expenditure on an information board

10. Finance Matters

10.1 Payments

To resolve to authorise two Councillors to sign to permit the payments below

- Sarah Kyle, April Salary and reimbursements, £236.38
- Sarah Kyle, May Salary, £233.36
- HMRC, April PAYE, £58.20
- HMRC, May PAYE, £58.40
- Stanwix Rural Parish Council, SLCC Contribution, £24.00
- HSBC, bank charges, £8.00
- CALC, Subscription, £148.86
- BHIB Insurance, £362.26
- Simon Barrett, rowan tree, £15.60
- YPO, balsam bashers, £58.80
- Christine Williams, balsam bashers, £117.35

10.2 Receipts

To note the receipt of £7000 precept from Carlisle City Council

10.3 Internet Banking

To reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for ICO payments to continue

11. Annual Governance and Accountability Return 2021/22

11.1 Internal Auditors Report

To consider accepting the end of year internal auditors report for the financial year 2021/22 – [attached](#)

11.2 Certificate of Exemption

To resolve that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to authorise the Chairman to sign and the RFO to submit a Certificate of Exemption to the External Auditor following confirmation that gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2022 - [attached](#)

11.3 Annual Governance Statement

To approve the Annual Governance Statement 2021/22 and authorise the Chairman to sign the Annual return – [attached](#)

11.4 Accounting Statements

To approve Accounting Statements 2021/22 and authorise the Chairman to sign the annual return – [attached](#)

12. Planning Matters:

22/0327 Irvings Croft, Hethersgill, Carlisle, CA6 6EH - Single Storey Rear Extension To Provide Additional Living Accommodation

To consider the Parish Council response

13. Councillor Matters: To bring to the attention of the Clerk any new issues on behalf of residents

Note: no decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council. Future agenda items should be submitted to the Clerk by 11th July 2022

14. Date of Next Meeting

To resolve that the next meeting of the Parish Council will take place at 7.30pm on Tuesday 19th July in Hethersgill Parish Hall.

Members are reminded that, in accordance with the code of conduct, they are required to declare any disclosable pecuniary interests or other registrable interests on a 'notification by member of pecuniary and other registrable interests' form. The code places a duty on all parish councillors to ensure that the information given in their notice of interest is current and it is a breach of the code should parish councillors fail to give further notice in order to ensure that their personal interests form is up to date. Members are therefore politely reminded of the need to complete a new form in respect of any change to their interests, including changes of employment, ownership or renting of property within 28 days of any change taking place.

HETHERSGILL PARISH COUNCIL

Minutes of a Meeting held on Tuesday 15th March 2022 at 7.30pm in the Parish Hall, Hethersgill

Present Cllr C Williams (Vice-Chair), Cllrs S Barrett, F Heaton, A Gash, and M Irving.

In Attendance The Clerk, S Kyle.

ACTION

068/22 Apologies for Absence

Apologies were received and accepted from Cllrs A Sisson, A Oswin and A Smith.

069/22 Request for Dispensations and Declarations of Interest

No declarations of interest were made and no requests for dispensations were made.

070/22 Minutes of a Meeting of the Parish Council held on 18th January 2022

Resolved that the Chairman be authorised to sign the minutes of the last Parish Council meeting as a true record.

071/22 Public Participation

City/County Cllr Mallinson reported that a by-election is to be held for the seat of the late Cllr Val Tarbitt. A minute's silence was held so that members could remember Cllr Tarbitt and reflect upon the work she undertook for the local area.

072/22 Administrative Matters

072.1 Broadband

Cllr Gash reported that he had contacted an organisation regarding the forthcoming Project Gigabit, which is expected to be rolled out to eligible Cumbrian properties from the Autumn with works completed by 2025.

072.2 Parish Survey

A planning meeting had been held for the open evening, which is to be held on 12th April in the Parish Hall. A further planning meeting will take place for interested parties on 5th April. It was noted that The Gill was due to be published, which advertises the event on the front page.

072.3 Queen's Platinum Jubilee Beacons 2nd June 2022

Consent had been obtained from the Parish Hall Committee to plant a reasonably contained tree on the front grassed area. It was agreed a Rowan tree would be desirable.

It was noted that the social committee have plans for a 'chippy van' on the Wednesday of the jubilee week, with a photo display in the Hall.

Further, plans for the beacon to be lit are progressing well; the arrangements for this are to be advertised.

Resolved that Cllr Barrett will investigate the sourcing of a Rowan tree; if unavailable, a budget of £75 for tree and necessary accessories was agreed.

SB

072.4 Householder Pack

A final version of the above is to be circulated to all members, before being sent to the printers. It was agreed to include nearby toddler groups.

Signed (Chairman).....
17th May 2022

072.5 Play Area

Cllr Irving reported a resident query regarding why the Council had no play facilities, with it being explained that the Council did not own suitable land for it to be sited on.

Resolved that consideration for the provision of the above be closed due to the lack of available land to site any equipment.

072.6 Standing Orders and Financial Regulations

Resolved to note that the Clerk has reviewed the Standing Orders and Financial Regulations, with no amendments suggested to either document for the current Council year.

073/22 Highways Matters**073.1 Updates**

Cllr Heaton noted that recent roadworks on the Sandy Lonning had led to water coming through the hedge straight onto the road. It was also noted that the road had been repaired in sections, rather than the complete surface.

074/22 Finance Matters**074.1 Clerks Salary**

Resolved to agree a 1.75% pay increase for the Clerk, backdated from 1st April 2021, in line with standard NJC term.

074.2 Payments

Resolved to approve payments, including retrospective payments, as follows:

- Sarah Kyle, March Salary including back payment, £277.60
- HMRC, February PAYE, £57.20
- HMRC, March PAYE, £69.60
- Stanwix Rural Parish Council, phone contribution, £18
- Hethersgill Parish Hall, hall hire, £15
- HSBC, bank charges, £16.00
- Sarah Kyle, stamp reimbursement, £109.56
- Norman Elliott, defibrillator repairs, £168.24
- Bluezon, newsletter printing, £179.00

074.3 Receipts

Resolved to note the receipt of £350 grant money for the Himalayan Balsam project from LDF Small Grants Fund.

Cllr Gash reported that investigations into signage remained ongoing with necessary consents being applied to the Parish Hall when appropriate.

074.4 Bank Reconciliation and Budget Update

A budget summary, with expenditure to date against budget, was circulated alongside the agenda and was noted. The balance at bank on 28 February 2022 was £11,142.91.

074.5 Internal Audit Documents

Resolved to re-adopt the internal audit checklist, internal audit plan, internal auditor terms of reference, asset register and risk assessment, all of which had been circulated alongside the agenda.

Signed (Chairman).....
17th May 2022

074.6 Internal Auditor

Resolved to agree the continuing appointment of Mrs P Cronin as internal auditor for the financial year 2021/22 and until further notice.

074.7 Fidelity Insurance Guarantee

Resolved to agree the adequacy of the above insurance, being £150,000. prior to the precept receipt it in April.

074.8 Bank Charges

A standing charge of £8 per month from HSBC for general banking was noted.

Resolved to move the bank account to Unity Bank, at an expected cost of £18 per quarter.

SK

074.9 Donation Request

Resolved to donate £200 towards the Great North Air Ambulance (LGA 1972, s137).

075/22 Planning Matters

21/1071 Brackenhill Rigg Farmhouse, Kirklington, Carlisle, CA6 6BG - Change of Use of Farmhouse to Agricultural Store

Resolved to note that the Clerk responded under delegated powers with No Representation.

21/1126 Shield Green, Kirklington, Carlisle, CA6 6BE - Erection of Building Over Existing Open Silage Pit

Resolved to note that permission has been granted.

22/0135 Riggfoot House, Kirklington, Carlisle, CA6 6DZ - Construction of Silage Pit Building

Resolved to note that the Clerk responded under delegated powers with No Representation.

076/22 Councillor Matters

Cllr Irving noted the request for a play area (min. 072.5 refers).

Cllr Irving also reported a coordinated effort from the Church to consider the housing of Ukrainian refugees; Cllr Irving is to confirm if this should be advertised to parishioners.

MI

Cllr Heaton reported that a streetlamp at Netherfield was out; the Clerk is to obtain the lamp post number and report to Highways.

SK

Cllr Williams reported that the Hallburn Windfarm fund was to expand, to include the neighbouring parishes of Solport and Stapleton, Nicholforest and Scaleby.

077/22 Date of Next Meeting

Resolved that the Annual Parish Meeting will take place at 7.30pm on Tuesday 17th May in Hethersgill Parish Hall. The Annual Meeting of the Parish Council will directly follow its closure.

There being no further business the Chairman closed the meeting.

Signed (Chairman).....
17th May 2022

Annual Governance and Accountability Return 2021/22 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 2021/22

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following 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 2022**. 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 2022**.

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 2021/22**, page 4
- **Section 1 – Annual Governance Statement 2021/22**, page 5
- **Section 2 – Accounting Statements 2021/22**, 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 2021/22 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 **£200 +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.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

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) 2021/22, 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 2022. 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 2022**. 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. Avoid making amendments to the completed annual return. 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 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- 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 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes 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 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?	✓	
	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 2021/22 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 2022, 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 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

Hethersgill Parish Council

certifies that during the financial year 2021/22, 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 2021/22: £8,675 PER AMOUNT £00,000

Total annual gross expenditure for the authority 2021/22: £7,704 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 **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), 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 you are able to confirm that the above statements apply and that 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 2022.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	
SIGNATURE REQUIRED	17/05/2022		17/05/2022
Signed by Chairman	Date	as recorded in minute reference:	
SIGNATURE REQUIRED	17/05/2022	MINUTE REFERENCE	
Generic email address of Authority	Telephone number		
OWNED GENERIC EMAIL ADDRESS hethersgillpc@gmail.com	E NUMBER 07548981009		
*Published web address	PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS www.hethersgill.org.uk		

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 2022. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2021/22

Hethersgill Parish Council

www.hethersgill.org.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, 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 2021/22 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.	✓		
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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) 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

25/04/2022 DD/MM/YYYY DD/MM/YYYY

PAMELA CRONIN AUDITOR

Signature of person who carried out the internal audit

Date 25/04/2022

*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 2021/22

We acknowledge as the members of:

Hethersgill 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 2022, 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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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	N/A
			✓
			has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

*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:

17/05/2022

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

Other 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
✓	

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Section 2 – Accounting Statements 2021/22 for

Hethersgill Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	6,965	8,982	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	7,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	765	1,675	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	3,440	3,501	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	2,308	4,203	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	8,982	9,953	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	8,982	9,953	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	3,501	3,501	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets. <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 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

[Redacted Signature]

Date 04/04/2022

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

17/05/2022

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED