

# Scaleby Parish Council



Clerk: Sarah Kyle  
Hill House  
Walton, Brampton  
Cumbria, CA8 2DY  
Tel: 07548 981 009  
clerk@scaleby.org.uk  
www.scaleby.org.uk

Chairman: Cllr. George McGarr OBE

13<sup>th</sup> May 2022

The Annual Meeting of Scaleby Parish Council is to be held on **Wednesday 18<sup>th</sup> May 2022** in the **Village Hall, Scaleby** at **7.30pm** (directly following the closure of the annual parish meeting).

This is a public meeting and all are welcome.

Do not attend if you show any COVID-19 symptoms.

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**

**4.1** 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

**4.2** To receive declarations by members of interests in respect of items on this agenda

### 5. **Minutes of the meeting of the Parish Council held on 16<sup>th</sup> March 2022**

To receive and approve the accuracy of the last minutes of the Parish Council and to authorise the Chairman to sign – [attached](#)

### 6. **Public Participation**

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

**6.1** Invite members of the public to address the meeting in relation to the business to be transacted at this meeting

**6.2** Receive reports from City and County Councillors

### 7. **Appointment of New Clerk**

#### **7.1 Resignation of Clerk**

To receive and accept the resignation of the current Clerk and to note recruitment arrangements for the replacement Clerk

## **7.2 Expenditure for New Clerk**

To authorise expenditure on a new laptop for the replacement Clerk and to pre-authorise expenditure on handover arrangements, resulting in an estimated 8 days overlap

## **8. Administrative Matters**

### **8.1 Queen's Jubilee Celebrations**

To note updated commemorative plans and authorise further expenditure if necessary

### **8.2 Play Days**

To note the summer play scheme dates (25<sup>th</sup> July, 1<sup>st</sup> August, 8<sup>th</sup> August)

### **8.3 Programme of Meetings**

To agree the calendar of meeting dates for the council year 2022/23 (dependent upon item 7 above):

- Wednesday 20 July 2022
- Wednesday 21 September 2022
- Wednesday 16 November 2022
- Wednesday 18 January 2023
- Wednesday 15 March 2023
- Wednesday 17 May 2023 (*TBC - New Council Year*)

### **8.4 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

### **8.5 Hallburn Windfarm Fund**

To note the inclusion of Scaleby into the grant scheme

## **9. Finance Matters**

### **9.1 Payments**

To authorise the payments below:

- Sarah Kyle, April Salary, £151.52
- HMRC, April PAYE, £33.20
- HSBC, bank charges, £8.00
- CALC, subscription, £146.82
- BHIB Insurance, £354.91
- Scaleby Village Hall, rental, £50.00
- G McGarr, reimbursements, £213.16
- S Kyle, stamps, £142.50
- YPO, stationery, £70.54

### **9.2 Receipts**

To note the receipt of £5,400 and £946 from Carlisle City Council for the precept and bench installation

### **9.3 Internet Banking**

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

## **10. Annual Governance and Accountability Return 2019/20**

### **10.1 Internal Auditors Report**

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

### **10.2 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](#)

### **10.3 Annual Governance Statement**

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

### **10.4 Accounting Statements**

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

## **11. Highways Matters**

### **11.1 Updates**

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

### **11.2 Speeding**

To consider any update

### **11.3 Wild Flower Planting**

To receive an update

### **11.4 Verges**

To consider any update

### **11.5 Bench**

To consider a request received for an additional bench to be located outside the church

### **11.6 Litter Picking**

To receive an update

## **12. Planning Matters**

**22/0258 Hitchens Onsett Barn, Scaleby, Carlisle, CA6 4JX - Erection Of Orangery To Front Elevation & Erection Of Orangery To Front Elevation (LBC)** Location: Hitchens Onsett Barn, Scaleby, Carlisle, CA6 4JX (Appn Ref: 22/0281)

To consider the Parish Council responses

## **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 11<sup>th</sup> July 2022*

## **10. Date of Next Meeting**

To resolve that the next meeting of the Parish Council will take place in Scaleby Village Hall on Wednesday 20<sup>th</sup> July 2022 at 7.30pm.

*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.*

## **SCALEBY PARISH COUNCIL**

### **Minutes of a Meeting held on Wednesday 16<sup>th</sup> March 2022 at 7.30pm in the Village Hall, Scaleby**

**Present:** Cllr G McGarr (Chairman), Cllrs S Brown, M Grant, G Little, R Marston, T Moore, and L Thompson.

**In Attendance:** City/County Cllr J Mallinson. The Clerk, S Kyle.

#### **455/22 Apologies for Absence**

Apologies for absence were received and accepted from Cllr C Hogg.

#### **456/22 Declarations of Interest and Requests for Dispensations**

Cllr Moore declared an interest in planning application 22/0173, being related to the applicant. No requests for dispensations were received.

#### **457/22 Minutes of Meeting Held Wednesday 19<sup>th</sup> January 2022**

**Resolved** that the minutes of the last meeting of the Parish Council be agreed and signed by the Chairman as a true and accurate record.

It was reported by Cllr Grant that the letter sent to landowners who were cutting grass owned by the Parish Council had not been received; the Clerk is to re-send all three letters in case all were undelivered, plus a further letter to the householder adjacent to Hunley Moss. Further, a query was raised regarding the footpath to the right of the common land at Stoneknowe. Investigations will be made as to the status of the land.

#### **458/22 Public Participation**

City/County Cllr Mallinson reported that the parish of Scaleby would be invited to join the Hallburn Windfarm grant scheme, enabling grant applications to be submitted by eligible community groups and to appoint a representative to sit on the grants panel.

Discussion was also held regarding the boundary commission consultation, including possible merits of Scaleby being incorporated into the Carlisle constituency and, regarding the housing of Ukrainian refugees and the measures being considered at district level.

#### **459/22 Administrative Matters**

##### **459.1 Queen's Green Canopy**

It was noted that the trees have all been planted successfully; measures are to be implemented to prevent them being damaged by the hedge cutters. Grant applications for hedges will reopen later in the year and will be applied for when available.

#### **459.2 Queen's Jubilee Celebrations**

Plans are currently being formulated by the Village Hall Committee with letters being circulated to community groups for their inclusion in an open event for the Saturday of the bank holiday weekend. Proposals also include the lighting of a beacon and a hog roast/BBQ at the hall. The church is also to be opened for guided tours. Further arrangements are being made and the receipt of £340 from City Cllr Mallinson was noted with thanks, as being available to spend on the celebrations.

**Resolved** to authorise expenditure on necessary supplies for the celebrations, including the £340 received, up to £660. Confirmed figures will be provided at a future meeting. The Village Hall committee to contact City Cllr Mallinson directly for details for other funding possibly available.

#### **459.3 Standing Orders and Financial Regulations**

**Resolved** to note that the above have been reviewed by the Clerk and require no amendments for the current council year.

#### **459.4 Play Days**

**Resolved** to provide three summer play days, delivered by GLL, as per the agreed budget.

#### **460/22 Financial Matters**

##### **460.1 Clerk's Salary**

**Resolved** to agree a 1.75% pay increase for the Clerk, backdated from 1<sup>st</sup> April 2021, in line with standard NJC terms.

##### **460.2 Payments**

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

- Sarah Kyle, February Salary, £149.04
- HMRC, February PAYE, £32.80
- Sarah Kyle, March Salary (including back payment), £176.80
- HMRC, March PAYE, £39.60
- HSBC, bank charges, £16.00
- G McGarr, tree reimbursements, £557.23
- Stanwix Rural Parish Council, phone contribution, £18.00

##### **460.3 Receipts**

**Resolved** to note the receipt of £250 and £340 from Carlisle City Council for wildflower planting and Jubilee commemorations.

##### **460.4 Bank Reconciliation and Budget Update**

**Resolved** to receive and note a budget summary, with expenditure to date against budget, that had been circulated alongside the agenda. The balance at bank on 28 February 2022 was £10,103.35.

#### **460.5 Donation Requests**

**Resolved** to donate £100 towards the Great North Air Ambulance (LGA 1972, s137) and £561.83 to the Village Hall, towards insurance costs.

#### **460.6 Banking**

The introduction of £8 per month standing charges from HSBC was noted. Consideration was subsequently given to the moving of the account to Unity Bank.

**Resolved** to remain with HSBC for business banking.

#### **460.7 Internal Audit Documents**

**Resolved** that the internal audit checklist, internal audit plan, internal auditor terms of reference, asset register, and risk assessment be adopted. All documents had been circulated alongside the agenda.

#### **460.8 Internal Auditor**

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

#### **460.9 Fidelity Insurance Guarantee**

**Resolved** to agree that the above insurance remains adequate for the Parish Council, prior to the receipt of the precept in April.

#### **461/22 Highways Matters**

##### **461.1 Updates**

Road repairs at Longpark were noted. It was also noted that the Horsgills ditch had been cleaned but a Hi-Viz jacket remained in the ditch. Efforts to improve the flooding situation on the Bar Lonning appear to have been partially successful, although still flooding, it was noted the water dispersed faster than previously.

An email had been received from a resident, reporting a pothole, which has been reported to Highways.

##### **461.2 Speeding**

A letter had been received from the Police, providing the speed results from a survey recently carried out which placed the average speed at 34mph in the 40mph zone. It has been requested that the speed survey is instead carried out at Barclose and Scaleby Hill. Consideration was also given to inviting the Police to the Annual Parish Meeting to address residents concerns directly.

##### **461.3 Wildflower Planting**

There was, again, some discussion regarding the above.

**Resolved:** A list of seeds to be included will be circulated around members prior to the May meeting.

#### **461.4 Verges**

Efforts to secure kerbstones on the verges at the Castle crossroads continue.

A positive suggestion for additional car parking for the hall was made by a resident, which would prevent further damage to verges. The suggestion was noted with thanks, although it was agreed that the cost of such measures would be prohibitive.

#### **461.5 Litter Picking**

**Resolved** that a litter picking event, with refreshments, will take place on Sunday 24<sup>th</sup> April. The event will be advertised in a newsletter; additional articles for the newsletter to be sent to the Clerk as soon as possible. A further date is to be reserved for autumn litter picking, provisionally marked as Sunday 18<sup>th</sup> September.

#### **462/22 Planning Matters**

*Cllr Moore left the room for this item only.*

**22/0173 1 & 2 The Bothy Barns, West Highberries Farm, Scaleby, Carlisle, CA6 4LD** - Variation of Condition 2 (Approved Documents) Of Previously Approved Permission 12/0007 (Change of Use of Redundant Farm Buildings Into 2no. Dwellings) To Alter Size & Layout of Each Unit & Window Openings

**Resolved** to respond with 'no representations.

#### **463/22 Councillor Matters**

**Cllr Grant** noted a request for a bench outside the church. The matter will be discussed at the May meeting.

#### **464/22 Date of Next Meeting**

**Resolved** that the Annual Parish Meeting will take place in Scaleby Village Hall on Wednesday 18th May 2022. The Annual Meeting of the Parish Council will directly follow its closure.

There being no further business the Chairman closed the meeting at 9.03pm.

# 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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://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.

### Scaleby 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: £5,990 PER AMOUNT £00,000

Total annual gross expenditure for the authority 2021/22: £6,560 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

**SIGNATURE REQUIRED**

18/05/2022

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

18/05/2022

Signed by Chairman

Date

**SIGNATURE REQUIRED**

18/05/2022

as recorded in minute reference:

**MINUTE REFERENCE**

Generic email address of Authority

scalebyparishcouncil@gmail.com

**GENERIC EMAIL ADDRESS**

Telephone number

07548981009

**TELEPHONE NUMBER**

\*Published web address

www.scaleby.org.uk

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

# Annual Internal Audit Report 2021/22

## Scaleby Parish Council

www.scaleby.org.uk ENTER 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. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>	✓		
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 <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. <b>(For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

25 04 2022

PAMELA CRONIN AUDITOR

Signature of person who carried out the internal audit

Date

25 04 22

\*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:

**Scaleby 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:

18/05/2022

and recorded as 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

www.scaleby.org.uk

IS YOUR WEBSITE AVAILABLE? ENTER WEBSITE ADDRESS

## Section 2 – Accounting Statements 2021/22 for

### Scaleby Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	7,778	9,769	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	5,400	5,400	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	600	590	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	2,184	2,217	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	1,825	4,343	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	9,769	9,199	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	9,769	9,199	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	4,390	5,547	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

Date

04/04/2022

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

18/05/2022

as recorded in minute reference:

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