

Chalvington with Ripe



Report No:	2023/7
Agenda Item No:	76 - 2023
Committee:	Full Council
Date:	5th June 2023
Title:	Annual Governance Statement
By:	Sam Adeniji – Parish Clerk & Responsible Finance Officer
Purpose of Report:	To approve and adopt section 1 of the Annual return

Recommendations:

Full Council is recommended:

1. To approve and adopt section 1 of the un-edited Annual return (Annual Governance Statement 2022/2023) for 2022/23 and approve they are signed off by the Clerk and the chair of the Council

1. Information

1.1 The External Auditor requires the parish council to submit the following information to them for the 2022/23 audit, no later than Monday 3rd July 2023:

- Annual Governance and Accountability Return 2022/23 Part 3
- Bank Reconciliation for the end of the financial year 2022/23
- Explanation of Variances between the headline accounting figures for 2021/22 and for those of 2022/23
- Internal Auditor's Report 2022/23
- Confirmation of the dates the parish council will set for the exercise of public rights in relation to the annual audit

1.2 A copy of the draft AGAR return 2022/23 can be found in the financial appendix. There are two sections the parish council has to complete. In the Annual Governance Statement (Section 1) the Council can make all the affirmations required to ensure it has sound systems of internal control.

1.3 Section 1 requires that the Annual Governance Statement must be formally approved at a meeting of the parish council and the date noted, in addition, this be signed by the Chair and Clerk of the meeting where approval was given.

2. Financial Appraisal

2.1 No financial implication

Chalvington with Ripe



Report No:	2023/8
Agenda Item No:	77 - 2023
Committee:	Full Council
Date:	5th June 2023
Title:	Annual Governance Statement
By:	Sam Adeniji – Parish Clerk & Responsible Finance Officer
Purpose of Report:	To approve and adopt section 1 of the Annual return

Recommendations:

Full Council is recommended:

1. To approve and adopt section 2 Accounting Statements 2022-2023 for the Annual Return and signed off by the Chairman of the council.
2. To approve and adopt the recommendations outlined in the report of the Internal auditor of May 2023.
3. To note and adopt the explanation of variances report for submission to the External Auditor.
4. To note and adopt the Fixed Asset register as at 31.03.2023

1. Information

- 1.1 Although small local authorities with a gross income of £25,000 or less are exempted from the requirement of sending their accounts to the External Auditor. As the Parish Council's expenditure last year exceed £25,000 (because of expenditure on CIL projects) must submit to the External Auditor as outlined in 1.2.
- 1.2 The External Auditor requires the parish council to submit the following information to them for the 2022/23 audit, no later than Monday 3rd July 2023:
 - Annual Governance and Accountability Return 2022/23 Part 3
 - Bank Reconciliation for the end of the financial year 2022/23
 - Explanation of Variances between the headline accounting figures for 2021/22 and for those of 2022/23
 - Internal Auditor's Report 2022/23
 - Confirmation of the dates the parish council will set for the exercise of public rights in relation to the annual audit
- 1.3 A copy of the draft AGAR return 2022/23 Part 3 was attached with report 2023/7. There are two sections the parish council has to complete. The Annual Governance Statement (Section 1) has been dealt with in Agenda item 76. In the Annual Governance Statement (Section 2), the council can similarly certify that the accounts have been properly prepared and supported by the end-of-year bank reconciliation statement (**See financial appendix**) and the Explanation of Variances (**see financial appendix**).
- 1.4 A copy of the fixed asset register as of 31st March 2023 is also attached (**see financial appendix**), though the External Auditor does not require to see it.

- 1.5 In May 2023 the council appointed Mulberry & Co Ltd to serve as their Internal Auditors for the 2022/23 financial year. The auditor's annual inspection for 2023/23 took place on the 26th of May 2023. A copy of the auditor's report and recommendations can be found in **(See financial appendix)**. The summary of their recommendations is as follows:
- 1.6 The electorate must be informed of a single period of 30 working days during which public rights may be exercised in relation to the Annual return. The External Auditor has suggested appropriate dates, which the parish council will be ready to implement. A notice to that effect, with a statement of the public's rights, forms the **final financial attachment** to this report and will be posted on notice boards no later than Sunday 11th June 2023. The council will be required to supply evidence that the notice was also posted on the council website.

2. Financial Appraisal

- 2.1 No financial implication

Chalvington with Ripe



Report No:	2023/9
Agenda Item No:	79 - 2023
Committee:	Full Council
Date:	5th June 2023
Title:	Clerk's report
By:	Sam Adeniji – Parish Clerk & Responsible Finance Officer
Purpose of Report:	Invoice from N&G Builders

Recommendations:

Full Council is recommended:

1. To approve the payment of invoice received from N & G Builders for works carried out on the traffic Island.

1. Information

- 1.1 An invoice was received from N & G Builders on the 5th of May for £1266 (£1055 plus VAT)
- 1.2 The invoiced was queried by the Town Clerk as the amount exceeded the figures given to him by his predecessor. The former Chair subsequently agree to approach the builders and a revised invoice for £700 (£583.33 plus VAT) was issued by the Builders on the 22nd of May.
- 1.3 There is no budget for this expense and the suggestion of the previous Parish clerk to the former Chair was for payment to be made out of reserves.

2. Financial Appraisal

- 2.1 The reserves will be reduced by £583.33 as the VAT element will be re-claimed.