

FRAMPTON PARISH COUNCIL

Wayne Lewin – Clerk to the Parish Council
13 Stileham Bank, Milborne St Andrew, Dorset, DT11 0LE
Phone: 07419 136735 Email: frampton@dorset-aptc.gov.uk

Dear Councillor,

You are summoned to attend **Full Council** of Frampton Parish Council to be held at **7.00pm on Monday 16th May 2022** in Frampton Village Hall.

Please find a copy of the agenda below.

Councillors:

**Andrew Thomson (Chair), Charlie Adler, Carolyn Bednall,
Sandi Christopher, Patsy Taylor, and Paul Mutti**

FULL COUNCIL

1. Co-option of new Parish Councillor for Frampton
2. Apologises for absence
3. Declarations of pecuniary or other interests
4. To approve the minutes of the Parish Council Meeting held on 21st March 2022
5. Matters from the previous meeting
6. Chair's update
7. Public discussion period
8. To receive a report from the Dorset Council
9. To receive brief holder updates and to agree action(s) in response to proposals and repairs

Allotments

Burial Ground

Play Park

Tibbs Hollow

Planning

10. To receive and approve the financial reports and payments for authorisation
 - a. Payments for authorisation
 - b. Application for business VISA card
11. Repairs to damaged finger posts
12. Contribution towards purchase of strawman for Jubilee celebration
13. Contribution towards Jubilee Party in the Play Park
14. Play Park repairs quotation
 - a. Multi-play
 - b. Swings
15. Upgrade of mailbox
16. Items for the next meeting
17. Date(s) of next meeting(s)

Full Council To be discussed
Frampton Village Hall

Wayne Lewin

Parish Clerk

09th May 2022

FRAMPTON PARISH COUNCIL

Wayne Lewin – Clerk to the Parish Council
13 Stileham Bank, Milborne St Andrew, Dorset, DT11 0LE
Phone: 07419 136735 Email: frampton@dorset-aptc.gov.uk

Minutes of Full Council held on 21st March 2022 in Frampton Village Hall.
Meeting commenced at 7pm.

Councillors in attendance:

Andrew Thomson (Chairman), Charlie Adler, and Patsy Taylor

There were 2 members of the public in attendance

1. Apologises for absence

Cllr's Christopher, Bednall and Mutti along with Cllr Taylor (DC) all sent apologies.

2. Declarations of pecuniary or other interests

Cllr Thomson and Cllr Adler both declared financial remuneration as per agenda item 9a.

3. To approve the minutes of the Parish Council Meeting held on 24th January 2022

These were approved as a true and accurate record of the meeting.

4. Matters from the previous meeting

Cllr Thomson mentioned that he had spoken to both the Millennium Green Trust and the Village Hall Trust stating that the Parish Council would support an event.

He (as a parishioner) suggested that a straw man be erected and burnt (as a spectacle) to mark the event. The cost would be in the region of £300 - £400.

Members thought the idea a good one but thought that it was not a good use of public monies. It was proposed that the money could be sourced from the wastepaper fund.

It was agreed that an informal picnic on the green be put forward to the Millennium Green Committee for Sunday 05th June 2022, to coincide with the Big Lunch.

The Clerk would write to the Chair of the Millennium Green Trust.

Cllr Thomson also raised concerns on the bus route.

He asked if any feedback had been received from the Ward Councillor on 'bus back better'.

The answer was no.

He also mentioned that a rumour was circulating regarding the Dorset Council Tue and Thu bus service being stopped.

The Clerk would write to Cllr Taylor, the Ward Councillor.

5. Chairman's update

The confirmed that the national cycle way upgrade had not yet started.

It was also confirmed that many residents had suffered 4 days of power cuts during the recent bad weather.

The Chair continued by stating that, in conjunction with the Clerk, a tree at Tibbs Hollow that was causing a health and safety issue was removed by a contractor.

FRAMPTON PARISH COUNCIL

6. Public discussion period

The members of the public wished to speak at agenda item 8b.

7. To receive a report from the Dorset Council

There was no report from Cllr Taylor.

8. To receive brief holder updates and to agree action(s) in response to proposals and repairs Allotments

Cllr Taylor confirmed that two applications had submitted for plots, and both were informed that, at present there very no free plots.

It was confirmed that the rental fees were to go out on the 01st April, to be collected by 30th April. Any non-payers would be discussed at the May meeting.

Burial Ground

Cllr Adler stated that the area was in good order. The bug box and bird box had been put up. There was one interment due.

Play Park

Cllr Thomson confirmed that the latest inspection showed a quantity of items that needed to be fixed. This included areas of fencing that belonged to Magna.

The Clerk would write to Magna to ask them to repair their areas.

Tibbs Hollow

Cllr Thomson was pleased to say there were no further issues at Tibbs Hollow other than that mentioned at item 5.

Planning

a. P/LBC/2022/00357 4 Southover Cottages Frampton DT2 9NQ
Create an archway within a stud wall.

This application was supported.

b. P/HOU/2022/00839 7A Dorchester Road Frampton Dorset DT2 9NB
Erect rear ground extension and first floor extension. Erect double garage lift shaft & terrace.
Replace existing roof and build walls up at first floor. Render external walls & replace windows and doors. (Demolish existing front & rear conservatories).

This application was supported subject to the finding of the bat roost assessment report and Conservation Officer's report.

9. To receive and approve the financial reports and payments for authorisation

a. Payments for authorisation

There were **9 payments (PV 32-40)** totalling **£ 2273.33** that were approved and authorised for payment.

b. Provisional end of year accounts

Councillors were content that all payments and receipts were a true reflection of the income and expenditure of the Parish Council subject to audit.

FRAMPTON PARISH COUNCIL

c. Provisional transfer to the reserves

Councillors agreed that the surplus budget was to be transferred to the General Reserve subject to audit.

A note of thanks was given to Cllr Christopher for fundraising over £300 towards new play equipment for the village playground.

10. Purchase of Speed Indicating Device

Councillors agreed to continue with the purchase of the SID, with the additional costs to be met from the FY 22/23, F&E budget line and the General Reserve.

Cllr Christopher had requested a third post on Church Lane.

Members agreed this was a good idea in principal but wished to see how the SID worked on Dorchester Road prior to any further commitment.

11. Honorarium Payment

Councillors agreed to an honorarium payment to Mr Patrick Duncan, of £ 100.00 for voluntary work on assisting Dorset Council with the continuous issues at the Land adjacent to Marl House.

This was unanimously supported.

12. Parish Council 1/3/5-year plan

Ideas discussed included:

Additional exercise equipment

Further enhancement of open areas including further daffodil planting

More improvements to the drainage on Southover Lane

Clearing the overgrown banking on Southover Lane

Upgrade to Tibbs Hollow to include filling in the pothole at the entrance and to refurbish the furniture and noticeboard

To continue to fundraise for the playpark

To look at improving the entrance to the Burial Ground with an arch and noticeboard

Continue with climate change awareness

13. Parish Clerk Job Description

This was approved and was to sit alongside the new scale point and hours already agreed.

14. Items for the next meeting

Repairs to damaged finger posts on bridal paths.

15. Date(s) of next meeting(s)

**Full Council
Annual Parish Meeting
Annual General Meeting
16th May 2022
Frampton Village Hall**

There being no further business the meeting closed at **2100 hours.**

Date	Payee Details	Cheque	Service	PV	Amount	Salary	Expenses	Stationary	Insurance	Fees	Grants	Honorium	Training	Grass Cutting	F&E	Playground	Reserves	VAT	Total
16/05/2022	Morelock Signs Ltd	902	Purchase of SID	1	2,994.00												2495.00	499.00	2994.00
16/05/2022	Mr Rory Smith	903	Bus shelter cleaning	2	24.00										24.00				24.00
16/05/2022	Mr Wayne Lewin	904	PAYE rebate	3	329.82												329.82		329.82
16/05/2022	Dorset Council	905	Emptying of bins x 3	4	163.20										163.20				163.20
16/05/2022	Mr Victor Pullman	906	Jubilee Coins	5	1,000.00												1000.00		1000.00
16/05/2022	DAPTC	907	Training Course CA	6	25.00								25.00						25.00
																			0.00
	Totals				4536.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	187.20	0.00	3824.82	499.00	4536.02

Frampton Receipts 2223

Date	Received from	Precept	Burial	Allotments	VAT	Donations	Total
19/04/2022	HMRC (VAT rebate)				258.62		258.62
30/04/2022	Dorset Council (Precept)	6430.00					6430.00
		6430.00	0.00	0.00	258.62	0.00	6688.62

Receipts	Actual	Budget		Difference
	£	£		
Precept	6,430.00	12860.00		-6430.00
Burial	0.00	0.00		0.00
Donations	0.00	0.00		0.00
VAT	258.62	0.00		258.62
Total Receipts	6,688.62	12860.00		-6171.38
Payments	£	£		
Salaries	0.00	6000.00	0.00	6000.00
Expenses	0.00	300.00	0.00	300.00
Stationary	0.00	100.00	0.00	100.00
Insurance	0.00	500.00	0.00	500.00
Fees	0.00	400.00	0.00	400.00
Donations	0.00	400.00	0.00	400.00
Honourium	0.00	100.00	0.00	100.00
Training	25.00	100.00	25.00	75.00
Grass Cutting	0.00	2160.00	0.00	2160.00
Footpaths and Enviroment	187.20	800.00	23.40	612.80
Playground	0.00	2000.00	0.00	2000.00
Precept	212.20	12860.00	1.65	12,647.80
Reserves	3,824.82			
VAT	499.00			
Total Payments	4,536.02			

FRAMPTON PARISH COUNCIL

RECONCILIATION FOR THE YEAR 2022-23

A		E		CURRENT BALANCE	
OPENING BALANCE		UNPRESENTED CHEQUES		OPENING BALANCE	11313.00
Carried forward	11313.00	PV	AMOUNT	PLUS INCOME	6688.62
01-Apr-22		31	314.00	SUB TOTAL	18001.62
TOTAL	11313.00	2	24.00		
		3	329.82	LESS EXPENDITURE	4536.02
		4	163.20	TOTAL	13465.60
B		5	1000.00		
BANK DETAILS		6	25.00		
BANK ACCOUNT	BALANCE			CUMULATIVE BALANCE	
Lloyds Bank	15321.62			TOTAL BANK BALANCES	15321.62
				LESS U/P CHEQUES	1856.02
TOTAL	15321.62			TOTAL	13465.60
C				CHECK BALANCE	0.00
INCOME					
INCOME TO DATE	AMOUNT			INCOME	6688.62
See Receipts Ledger				EXPENDITURE	4536.02
				TOTAL	2152.60
TOTAL	6688.62				
EXPENDITURE TO DATE	AMOUNT				
See Payments Ledger					
TOTAL	4536.02				
		TOTAL	1856.02		

RECONCILIATION

RESERVES RECONCILIATION 01 April 2022

Main account		13465.60
Waste Paper Account		2226.09
Play Area Equipment Fund		1058.62
Play Area Maintenance Fund		737.49
Allotments		65
Burial Ground		786
Speed Indicating Device		5
Annual Operational Costs		4286.67
General Reserve		4300.73
General Reserve Guideline	25-75 % Precept	3217 - 9652

Frampton Parish Council

This is to advise you that there will be an Annual Parish Council meeting on **Monday 16th May 2022 at 7:00pm** at **Frampton Village Hall**. There will be a thirty-minute public participation session during the meeting if members of the public are present and wish to speak. *All members of the Council are summonsed to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder and are reminded that the Council has a general duty to consider the following matters in the exercise of any of its function.*

Wayne Lewin

Parish Clerk

09th May 2022

1. CONFIRMATION OF ELECTION OF CHAIR

- 1.1 To elect Chair
- 1.2 To receive Chair's Declaration of Acceptance of Office

2. CONFIRMATION OF ELECTION OF VICE CHAIR

- 2.1 To elect Deputy Chair
- 2.2 To receive Deputy Chair's Declaration of Acceptance of Office

3. APPOINTMENT OF OFFICERS AND BRIEF HOLDERS

- 3.1 Rights of Way Officer
- 3.2 Flood Liaison Officer
- 3.3 West Dorset Area Committee DAPTC representative
- 3.4 Highways Officer
- 3.5 Frampton Village Hall Management Committee representative
- 3.6 Playpark representative
- 3.7 Burial Ground representative
- 3.8 Tibbs Hollow representative
- 3.9 Village Green representative
- 3.10 Millennium Green representative
- 3.11 Allotments representative
- 3.12 Magna liaison representative
- 3.13 Internal auditor
- 3.14 Responsible Finance Officer

4. APPROVAL OF REGULATIONS AND DOCUMENTS

- 4.1 Standing Orders
- 4.2 Code of conduct (new)
- 4.3 Financial regulations
- 4.4 Annual Risk assessments
- 4.5 Freedom of information requests
- 4.6 General data protection regulation
- 4.7 Complaints procedure
- 4.8 Social media policy
- 4.9 To confirm the frequency and timings of Full Council meetings

5. Finances and audit

- 5.1 To approve accounts for financial year 21/22 subject to audit
- 5.2 To approve the reserves
- 5.3 To approve the asset register
- 5.4 To approve the insurance schedule
- 5.5 To confirm the dates for notice of public rights to view unaudited accounts

5.6 To approve the Annual Governance and Accountability Return for 21/22 subject to audit

To include:

Declaration of exemption of external audit

Annual Governance Statement

Accounting Statement

Date	Payee Details	Type	Service	PV	Amount	Salary	Expenses	Stationary	Insurance	Fees	Grants	Honorium	Training	Grass Cutting	F&E	Playground	Reserves	VAT	Total
30/04/2021	Wayne Lewin	SO	Wages	1	216.60	192.00	24.60												216.60
03/05/2021	Jewson	870	Soil and cement	2	163.72											136.43		27.29	163.72
03/05/2021	Print Team	871	Signage	3	60.00										50.00			10.00	60.00
03/05/2021	DWP	872	Bin emptying	4	105.00										105.00				105.00
03/05/2021	Sherborne Turf	870	Lawn Turf	5	13.83											11.52		2.31	13.83
03/05/2021	Zurich Municipal	873	Insurance	6	444.37				444.37										444.37
31/05/2021	Wayne Lewin	SO	Wages	7	216.60	192.00	24.60												216.60
21/06/2021	DAPTC	874	Subscriptions	8	173.40					173.40									173.40
21/06/2021	Amazon - A Thomson	875	Padlocks	9	14.99											12.49		2.50	14.99
21/06/2021	Parkes and Gardens	876	Grass Cutting	10	850.00									850.00					850.00
21/06/2021	J P Consultants	877	Audit Fees	11	70.00					70.00									70.00
30/06/2021	Wayne Lewin	SO	Wages	12	216.60	192.00	24.60												216.60
30/06/2021	HMRC	DD	PAYE	13	144.00	144.00													144.00
31/07/2021	Wayne Lewin	SO	Wages	14	216.60	192.00	24.60												216.60
31/08/2021	Wayne Lewin	SO	Wages	14a	216.60	192.00	24.60												216.60
20/09/2021	Mr Rory Smith	878	Bus shelter clean	15	46.00										46.00				46.00
20/09/2021	Parkes and Gardens	879	Burial ground hedging	16	120.00												120.00		120.00
20/09/2021	Dorset Council	880	Speed Wires	17	510.00												425.00	85.00	510.00
20/09/2021	Mr Rory Smith	881	Bus shelter clean	18	24.00										24.00				24.00
20/09/2021	Elite Playground	882	Inspection	19	48.00											40.00		8.00	48.00
20/09/2021	Wayne Lewin	883	Stationery	20	13.52			12.12										1.40	13.52
20/09/2021	Wayne Lewin	884	Back pay	21	893.11												893.11		893.11
30/09/2021	Wayne Lewin	SO	Wages	22	216.60	192.00	24.60												216.60
30/09/2021	HMRC	DD	PAYE	23	144.00	144.00													144.00
15/11/2021	Dorset Home and Gardens	885	Repairs to Multi Play	24	365.00											365.00			365.00
15/11/2021	Mr Rory Smith	886	Bus shelter clean	25	24.00										24.00				24.00
15/11/2021	Dorset Home and Gardens	887	Painting MultiPlay	26	468.00											468.00			468.00
15/11/2021	Parkes and Gardens	888	Grass Cutting	27	1,360.00									850.00	510.00				1360.00
17/01/2022	Mr Rory Smith	889	Bus shelter clean	28	24.00										24.00				24.00
17/01/2022	Mr Wayne Lewin	890	Wages	29	648.00	585.00	63.00												648.00
17/01/2022	Parkes and Gardens	891	Hedge cutting	30	300.00												300.00		300.00
17/01/2022	St Marys Frampton PCC	892	Grant	31	314.00						314.00								314.00
21/03/2022	Mr Rory Smith	893	Bus shelter clean	32	24.00										24.00				24.00
21/03/2022	Parkes and Gardens	894	Ground works	33	250.00											40.00	210.00		250.00
21/03/2022	Elite Playground	895	Play park inspection	34	48.00											40.00		8.00	48.00
21/03/2022	Mr Wayne Lewin	896	Wages	35	898.32	865.20	33.12												898.32
21/03/2022	Double Barrows	897	Tree Clear Up	36	600.00												500.00	100.00	600.00
21/03/2022	Mr Patrick Duncan	898	Honourium	37	100.00							100.00							100.00
21/03/2022	Mr Andrew Thomson	899	Expenses	38	29.04		12.60	14.64										1.80	29.04
21/03/2022	NHBS	900	Bird Boxes	39	73.97												61.65	12.32	73.97
21/03/2022	Parkes and Gardens	901	Grass Cutting	40	250.00											250.00			250.00
	Totals				10913.87	2890.20	256.32	26.76	444.37	243.40	314.00	100.00	0.00	1700.00	807.00	1363.44	2509.76	258.62	10913.87

Frampton Receipts 2122								
		RV	Precept	Burial	Allotments	Rebates	Donations	Total
Date	Received from							
20/04/2021	Miss M Sargeant	1		150.00				150.00
30/04/2021	Dorset Council	2	4650.00					4650.00
05/05/2021	Grassby	3		100.00				100.00
22/06/2021	Plot holders allotments	4			100.00			100.00
01/07/2021	HMRC (VAT)	5				627.74		627.74
01/10/2021	Dorset Council	6	4650.00					4650.00
06/01/2022	Grassby	7		75.00				75.00
25/01/2022	S Christopher	8					40.61	40.61
14/03/2022	S Christopher	9					282.00	282.00
29/03/2022	HMRC (PAYE)	10				329.82		329.82
			9300.00	325.00	100.00	957.56	322.61	11005.17

Receipts	Actual	Budget		Difference
	£	£		
Precept	9,300.00	8800.00		500.00
Burial	325.00	0.00		325.00
Donations	100.00	0.00		100.00
VAT	957.56	0.00		957.56
Total Receipts	10,682.56	8800.00		1882.56
Payments	£	£		
Salaries	2,890.20	3000.00	96.34	109.80
Expenses	256.32	300.00	85.44	43.68
Stationary	26.76	100.00	26.76	73.24
Insurance	444.37	500.00	88.87	55.63
Fees	243.40	400.00	60.85	156.60
Donations	314.00	400.00	78.50	86.00
Honourium	100.00	100.00	100.00	0.00
Training	0.00	100.00	0.00	100.00
Grass Cutting	1,700.00	1700.00	100.00	0.00
Footpaths and Enviroment	807.00	800.00	100.88	-7.00
Playground	1,363.44	1900.00	71.76	536.56
Precept	8,145.49	9300.00	87.59	1,154.51
Reserves	2,509.76			
VAT	258.62			
Total Payments	10,913.87			

FRAMPTON PARISH COUNCIL

RECONCILIATION FOR THE YEAR 2021-22

A		E		CURRENT BALANCE	
OPENING BALANCE		UNPRESENTED CHEQUES		OPENING BALANCE	11221.70
Carried forward	11221.70	PV	AMOUNT	PLUS INCOME	11005.17
01-Apr-21		31	314.00	SUB TOTAL	22226.87
TOTAL	11221.70	37	100.00		
				LESS EXPENDITURE	10913.87
				TOTAL	11313.00
B					
BANK DETAILS					
BANK ACCOUNT	BALANCE				
Lloyds Bank	11727			CUMULATIVE BALANCE	
				TOTAL BANK BALANCES	11727.00
				LESS U/P CHEQUES	414.00
TOTAL	11727.00			TOTAL	11313.00
C					0.00
INCOME					
INCOME TO DATE	AMOUNT			INCOME	11005.17
See Receipts Ledger				EXPENDITURE	10913.87
				TOTAL	91.30
TOTAL	11005.17				
EXPENDITURE TO DATE	AMOUNT				
See Payments Ledger					
TOTAL	10913.87				
		TOTAL	414.00		

RECONCILIATION

RESERVES RECONCILLIATION 31 March 2022

Main account			11313.00
Waste Paper Account			3226.09
Play Area Equipment Fund			1058.62
Play Area Maintenance Fund			737.49
Allotments			65
Burial Ground			712.03
Speed Indicating Device			2500
Annual Operational Costs			0
General Reserve			3013.77
General Reserve Guideline	Traditional	50-100 % Precept	4650 - 9300
General Reserve Guideline	New	25-75 % Precept	2325 - 6975

WHAT **EXEMPT AUTHORITIES** NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The statement of accounts prepared by the authority (i.e. the Annual Governance & Accountability Return (AGAR) Form 2), the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for an exempt authority must, on behalf of that authority, publish **(which must include publication on the authority's website)**:
 - a) the Accounting Statements (i.e. Section 2 of the AGAR Form 2), accompanied by:
 - i) a declaration, signed by that officer to the effect that the statement of accounts will not be audited on account of that authority's self-certified status as exempt, unless either a request for an opportunity to question the auditor about the authority's accounting records under section 26(2) or an objection under section 27(1) of the Act, results in the involvement of the local auditor;
 - ii) the Annual Governance Statement (i.e. Section 1 of the AGAR Form 2); and
 - iii) the Certificate of Exemption (i.e. Page 3 of the AGAR Form 2); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 25 (inspection of statements of accounts etc), section 26 (inspection of documents etc) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document; and publish **(including publication on the smaller authority's website)** the following documents, the day before the public rights period commences:

- a) the approved Sections 1 and 2 of Form 2 of the AGAR; and
- b) the completed Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority). Please note that we have pre-completed it with the following suggested dates: Monday 13 June – Friday 22 July 2022. (The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022); and
- c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Smaller authority name: **Frampton Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE

1. Date of announcement 16th May 2022

2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.

Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:

(b) **Wayne Lewin, Parish Clerk**
13 Stileham Bank, Milborne St Andrew, Dorset, DT11 0LE
07419 136735, milbornestandrew@dorset-aptc.gov.uk

commencing on (c) **Monday 13 June 2022**

and ending on (d) **Friday 22 July 2022**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
15 Westferry Circus
Canary Wharf
London E14 4HD
[**\(sba@pkf-l.com\)**](mailto:sba@pkf-l.com)

5. This announcement is made by (e) Mr Wayne Lewin

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Contact details

Name of smaller authority : **Frampton Parish Council**

County Area (local councils and parish meetings only): **Dorset**

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Wayne Lewin	Andrew Thomson
Address	13 Stileham Bank Milborne St Andrew Dorset DT11 0LE	Southover Mill Southover Frampton Dorset DT2 9NQ
Daytime telephone number		01300 321150
Mobile telephone number	07419 136735	
Email address	frampton@dorset-aptc.gov.uk	thomson.oldmill@gmail.com

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.

ENTER NAME OF AUTHORITY

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:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2021/22:

ENTER 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

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

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

Annual Internal Audit Report 2021/22

ENTER NAME OF AUTHORITY

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. (For local councils only) 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

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*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:

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 2022, that:

	Agreed		
	Yes	No	'Yes' means that this authority:
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 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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED