

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
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 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- 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.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- 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 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
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', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**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

Annual Internal Audit Report 2023/24

CLUN TOWN COUNCIL WITH CHAPEL LAWN

www.cluntowncouncil.gov.uk

WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.		✓	
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)		✓	
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).		✓	
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

19/05/2024 02/06/2024

Name of person who carried out the internal audit

REBECCA TURNER

Signature of person who carried out the internal audit



Date

02/06/2024

*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 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY
Clun Town 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 2024, that:

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

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

04/06/2024

and recorded as minute reference:

091-2004(3a) MINUTE REFERENCE

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

Chair

Clerk

 REQUIRED


ENTER PAGE NUMBER <https://cluntowncouncil.gov.uk/> WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY
Clun Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	75,369	60,113	<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	42,000	62,000	<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	7,090	8,726	<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	12,888	12,559	<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	0	0	<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	51,458	45,435	<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	60,113	72,845	<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	60,113	72,845	<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	737,171	737,171	<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	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 ED
Date 20/04/2024

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

04/06/2024

as recorded in minute reference:

091-2004(3b) MINUTE REFERENCE

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

 ED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTER NAME OF AUTHORITY
Clun Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Section 1 The Annual return analysis

Year ending	31/03/2023	31/03/2024
1. Balances brought forward	75369	60113
2.+ annual precept	42000	62000
3.+ Total other receipts	7090	8726
4.- staff costs	12888	12559
5.- Loan / interest / cap repayment	0	0
6.- total other repayments	51458	45435
7.= balance of	60113	72845
8. total cash & investements	60113	72845
9. Total fixed assests	737171	737171
10. Total borrowing	0	0

Bank Reconciliation

Cash Book	
Balance brought forward	60112.61
Add Receipts	70726.76
Less Payment	57993.42
Balance of	72845.95

Bank Balances	
Unity 20374716	40613.90
Unity 20374648	3968.46
HSBC 51104608	6652.18
HSBC 11037625	6134.48
Hmapshire 10341432	15476.93
	72845.95

**STATEMENT OF ACCOUNTS
CLUN TOWN COUNCIL WITH CHAPEL LAWN
RECEIPTS AND PAYMENTS**

SECTION 1

	2023	2024	Diffce
	This year	This year	
1. Balances brought forward	75,369	60,113	
2. Annual Precept	42,000	62,000	
3. Other Receipts	7,090	8,726	a 1,636
4. Staff Costs	12,888	12,559	
5. Loan Interest and Capital Repayments	0	0	
6. Total other payments	51,458	45,435	
7. Balance Carried Forward	60,113	72,845	
8. Total Cash & Investments	60,113	72,845	
9. Total Fixed Assets	737,171	737,171	
10. Total Borrowings	0	0	
a Increase			
Grants	0	2966	
interest	406	1510	
other	3258	1134	
Total	<u>3664</u>	<u>5610</u>	
Increase			<u><u>1946</u></u>
Plus other minor items			
Other			
fishing licence	170	62	
donation	741	1068	
Rent (Museum)	0	4	
Rates relief	750		
Cil	1596		
Total	<u>3257</u>	<u>1134</u>	



Clun Town Council with Chapel Lawn

MINUTES OF CLUN TOWN COUNCIL MEETING

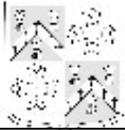
HELD AT THE MEMORIAL HALL ON TUESDAY 4th June 2024 AT 7.30PM

PRESENT	APOLOGIES
Cllr. R. Andrews Cllr. B. Angell Cllr. R. Bowles Cllr. R. Davies Cllr. W. Shepherd Cllr. D Morris	Cllr. M. Duffee Cllr. J. Limond

ALSO IN ATTENDANCE	
Mr. Gwilym Rippon (Clerk) Tracey Amass (Minute taker)	3 members of the public

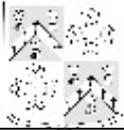
	Agenda item	
079-2024	1.	ATTENDANCE AND APOLOGIES
		Cllr Davies reminded attendees that the meeting was being recorded by a member of the public in order to provide an update for publication in the Chronicle. Apologies received from Cllr. Limond and Cllr. Duffee.
080-2024	2.	DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING AND WHICH IS NOT INCLUDED IN THE REGISTER OF INTERESTS
		(Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer). <i>Please note that all members need to complete a new declaration of pecuniary interests register for the Council term, whether previously a councillor or not.</i>
		None reported.
081-2024	3.	MAYORS REPORT
		The new Council year has got off to a busy start! The Annual Parish Meeting attracted a really positive level of participation from across the numerous organisations in the parish. The reports are now on the website for those interested to have a read through. If there are any other organisations who were unable to attend, who wish to have their reports added, please forward them on and we can add them to the site. Work continues to progress with the Town Hall renovations, which we will have a further update on later this evening alongside the continued effort to address the river pollution issues. Cllr Angell will take more about this later, with the response from Natural England. There still lies a number of questions about the situation which seem to be ignored, but we will hear more about this this evening. On the mention of river quality links nicely to planning. The Turnpike has been put on the market which

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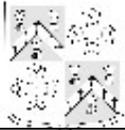
Clun Town Council with Chapel Lawn

		has caused a reaction, both positive and negative. I would welcome councillors' views later, but I would like to suggest holding a community meeting to gauge the current reaction to the proposed development. Since this was last publicly discussed, probably 15 years ago or so, Clun's demographic has changed, and I feel it now more important than every that we obtain the actual views from the people who it will affect both directly and indirectly. This is something that as a council we can't shy away from, however what happens going forward and to help us conclude an opinion needs to reflect the views of Clun, not just our own. The Butty Van once again drew an upbeat crowd in last week, which also saw a surprise visit from BBC Shropshire. Going forwards although there is no direct beacon for D-Day happening above Clun, which is somewhat disappointing, there will be two being held at Chapel Lawn and Clunton on Thursday evening. Any event like this is always reliant on volunteers and landowners a like, which created an issue with land availability due to harvest season quickly approaching. I'm sure both events will be well supported to mark this momentous event.
082-2024	4.	CO-OPTION
		To discuss and decide to fill the casual vacancy by co-option. One candidate had come forward to become a member of the council. Monika Jones moved to Clun in 2020 and would like more involvement in the future of Clun and would bring extensive experience in working in caring and special educational needs fields. Cllr. Angell said it was good to see a younger person coming forward. Cllr. Davies proposed Monika Jones as a new member of the council, Cllr. Angell seconded and it was unanimously carried. Cllr Jones joined the meeting.
083-2024	5.	PUBLIC SESSION
		(i) Shropshire Councillor Report – Cllr Hartin sends apologies. (ii) Police Report – no report received. (iii) Public comments – If members of the public are present ten minutes will be set aside to allow the public to ask questions. A member of public asked when the April minutes would be published on website along with TORs of working groups. Cllr. Davies apologised for the delay and said the minutes would be uploaded asap and the TORs were being refreshed with a view to publication.
084-2024	6.	APPROVAL OF MINUTES
		To approve and confirm the minutes of the meetings held on 7th May 2024. Subject to checking items 5. and 7a) regarding committee membership and item 18 to be amended to National Landscapes Cllr. Angell propose approval otherwise signed as true and correct, carried unanimously.
085-2024	7.	INFORMATION FROM THE MINUTES
		The email to Natural England would be sent following the meeting. Cllr Andrews noted that the cost of room hire was £25 and account number for the Memorial Hall needed updating. Item 21 progress of changing lights to LEDs, the Clerk had emailed Shropshire



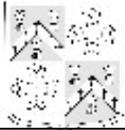
Clun Town Council with Chapel Lawn

		<p>Council regarding the changing of the 10 remaining lights and whether the replacement for a light that had developed a fault would be charged. The Clerk said that no reply had been received yet so it would be chased chase. Cllr. Morris had received email thanking the council for improvements to lights and reporting the light at the end of School Lane having failed, noting that this had happened at the same time that the broadband installation teams had been working on that pole. Cllr Morris asked if a cost be incurred to replace this light?</p> <p>Item 23, 3 Cllr. Andrews highlighted that the numbers do not match, the Clerk said this has now been clarified. Cllr. Angell noted that the latest version of the reserves that could be found was 2022, clerk clarified that that they had not changed. Cllr. Angell said he would continue this review of the reserves. Cllr. Bowles noted that the wall Hospital Lane has been repaired and requested that the action list be circulated to councillors.</p>
086-2024	8.	CLERK'S REPORT
		To Receive the Clerk's Report. Nothing additional to the above.
087-2024	9.	COMMITTEES
		<p>To discuss and decide the use of committees for the management of Planning and Personnel matters.</p> <p>Planning: Cllr. Davies suggested that there was no current need for a committee due to the nature of applications. The Clerk added that it might be necessary in the future if that were to be a change. Cllr. Angell explained that it was originally formed to provide an informed and focused group to brief the council if and when necessary. The historic application for the Turnpike was a question in point adding that it should be noted that there were specific requirements regarding the mix of homes to be provided. Cllr. Angell suggested that the committee could still stand or the TORs could be amended to become a working group. Cllr. Davies to give this consideration.</p> <p>Personnel: Cllr. Shepherd set out that the Personnel Committee was responsible for the Clerk's appraisal which is twoway process and also for developing the job description for appointment for the Minute Clerk. The committee had also been involved with setting up of the office in the town. Cllr Andrews asked if the whole council could deal with any issues arising. The Clerk said that in some cases a fresh pair of eyes for any issues arising is helpful. Cllr. Angell added that if the chair is not on the committee they are distanced from employees and that would provide fresh eyes and so he supported the maintenance of the committee. Cllr. Davies said it is more professional to continue with the committee for the reasons stated. Cllr. Shepherd proposed the continuation of the committee, Cllr. Angell seconded. Cllrs. Bowles, Andrew and Jones abstained. Cllrs. Shepherd, Duffee and Morris and to continue. Carried.</p> <p>Cllr. Davies agreed to check with Cllr. Duffee that TORs for committees are published on the website.</p>
088-2024	10.	PLANNING



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		To consider the following planning applications and other planning matters: 24/02054/TCA - 25% reduction of 4no. Cherry trees (T1,2,4,5) and 1no. Whitebeam (T3) within Clun Conservation Area Unanimously supported.
089-2024	11.	ASSETS OF THE COUNCIL
		<p>To update on the following and any action deemed necessary: -</p> <ol style="list-style-type: none"> Town Hall: Cllr. Shepherd provided an update on the renovation project. An amended quote had been received from Reynolds Conservation taking into consideration the requests from Shropshire Council regarding traffic management. The quote is within the budget providing no unforeseen matters arise during the project. It was noted that Shropshire Council had been helpful and pragmatic with regard to traffic protection. Cllr Shepherd recommendation – Appoint Reynolds Conservation with caveat that costs may change due to nature of work but will be actively monitored before payment made. Cllr. Angell noted that there is still money in Town Hall reserves which could potentially meet any increases. Cllr. Morris asked if consideration can be given to the Christmas lights installation as the work progresses. Cllr. Shepherd said this would be looked at separately. Cllr. Bowles second and it was carried unanimously. Cllr. Angell recorded thanks to Cllr. Shepherd and Tracey Amass for the work done to date. Cllr. Shepherd thanked Cllrs. Angell, Bowles, Andrews and Davies for the work done in obtaining funding for the project. Public toilets: update on Water supply and maintenance Cllr. Andrews reported that a Smart Meter had been installed for the toilets. There was still a leak in water supply hence the urinals remained closed. Investigations continue. Cllr Andrews asked whether a legal opinion had been gained regarding the lack of female only facility. The Clerk said it had but it had not been clear. Cllr. Andrews stated that as the facility is single use no one is sharing so it would continue as is. Cllr. Angell suggested a future discussion regarding a QR code or similar for optional donations for toilet use.
090-2024	12.	TO RECEIVE REPORTS FROM GROUPS OR MEETINGS ATTENDED
		<p>Cllr Bowles reported from Clun Climate and Environment Group. The Himalayan Balsam field identification workshop was to take place on June 6th, led by Shropshire Wildlife Trust. Issues regarding the diversion of effluent from Bishops Castle were being followed. A General Election husting had been arranged to which three candidates had currently agreed attend next Wednesday, this would focus on environment and climate matters. An email would be circulated encouraging the public to submit questions for the hustings.</p> <p>Cllr. Andrews reported on the Memorial Hall AGM which had happened the previous week. Income had increased from £13k to £21k (excluding grants), a report would go into Chronicle.</p> <p>A discussion on the formation of an Advisory Committee to undertake the administration of events within Clun deferred for next meeting when Cllr. Limond would be in attendance.</p>



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091-2024	13.	FINANCE
		<p>1. To receive the Bank Reconciliation – The Clerk noted that £11k had been received from The Neighbourhood Fund, Cllr. Angell noted that in previous years this had gone into reserves.</p> <p>2. To receive a report from the Internal Auditor – The Clerk reported that the Auditor had found there was a healthy budget and reserves, funds are well planned, however there were some admin issues and an action plan was required with an interim audit in the autumn. Specific issues included the need for the precept to be recorded in the minutes, the Asset Register had not been reviewed, the date of acquisitions was not recorded. A discussion regarding the .</p> <p>3. To agree the accounts and governance statement. AGAR reports appropriate records have been kept throughout the year (page 3 of audit report) a) financial records had been based on the wrong financial model the following items were not currently compliant no b, c, d, e, g, h, l, m, n. Additionally items 2, 3, 4, and 5 were not compliant. There had been no meeting of the Trust. Cllr. Andrews asked if there would be a corrected copy of the accounts brought to council and asked for a reference to enable cross referencing of two sections of the report. The Clerk would send the current accounts to Cllr. Andrews for further review. Cllr. Davies asked if members were happy to sign off the numbers which had been audited. Cllr. Andrews had some question but as the numbers had been audited are members happy to accept. Cllr. Angell was happy to accept provided there was a way to amend if Cllr. Andrews' review identifies discrepancies. The Clerk can issue an update. The Clerk asked for the annual return to be signed off. The Clerk and Cllr. Andrews to meet after this meeting to reconcile the numbers. Cllr. Davies recommended agreeing the AGAR submission – Cllr. Shepherd seconded, all in favour.</p> <p>4. To discuss the Grant Awarding Policy Cllr. Angell had sent a question regarding GDPR to Cllr. Davies. The Clerk said that once a grant has been awarded the recipient must be told that the form had been destroyed. Cllr. Davies suggested that the use of grant windows was not necessary due to low values involved and proposed the window to be May 1 to Dec 31.</p> <p>5. To approve the following invoices for payment.</p> <ul style="list-style-type: none"> a. John Churchett £500.00 Cleaner (S1-S7 Localism Act 2011) b. Tracey Amass £89.88 Minute taker (S1-S7 Localism Act 2011) c. HMRC £418.64p (S1-S7 Localism Act 2011) d. G. J. Rippon £144.49(home working allowance) (S1-S7 Localism Act 2011) e. Tim Radcliffe £3147.12p Clun Town Hall (S1-S7 Localism Act 2011) f. Gallagher £2845.60p (Insurance) (S1-S7 Localism Act 2011) g. Highline £241.32p Installation of a Defib cabinet) h. SALC £559.22p (Subscription) (S1-S7 Localism Act 2011) <p>The following invoices were not listed on the agenda but were brought to the meeting and approved for payment.</p> <ul style="list-style-type: none"> Highline £1548.00 River Clun Monitoring Group £750.00



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		RLT Auditing £275.00 Shropshire Council £709.99 RMTG £120.00 Andrew Wallace £100.00 Shropshire Council £70.00
		All payments above payments were supported unanimously A discussion regarding the renewal of insurance resulted in an agreement to accept a three year price option on insurance unanimously.
092-2024	14.	CORRESPONDENCE
		To review any correspondence received. The Clerk had received a letter from a Chapel Lawn resident regarding planning permission for a new comms tower which has been built. Planning had been considered at a past meeting and this had been supported. Cllr Angell noted that a question had been raised about the crosses in the council graveyard. Having suspended standing order to allow a member of public to speak the meeting was told that this was done due to safety issues. Cllr. Angell had written to Natural England regarding their position paper on development in the Clun catchment, the impact on the Special Area of Conservation Status and mitigation measures including specific reference to the diversion of waste water from Bishops Castle into the River Only which NE infer would mean little or no development would be needed in the rest of the catchment, NE were invited to present their position to the Community and answer questions. The NE response was disappointing and logic not clear and no reference made to the invitation to meet with the Community.
093-2024	15.	INFORMATION FROM COUNCILLORS
		Cllr. Davies would be meeting with Derek Bucannon to ask what is being done to avoid a recurrence of recent accidents close to New Invention. Cllr. Angell raised concerns regarding a recent application from English Heritage to allow sheep grazing in the castle grounds. There had been no consultation with local population and the Town Council had not been informed Cllr. Shepherd said that the Carnival Committee had been informed and had submitted a response. Cllr Andrews informed the meeting that the wall in the Memorial Hall ball park was due to be removed the day after the meeting.
094-2024	16.	AGENDA ITEMS FOR THE NEXT MEETING
		QR code for toilets
095-2024	17.	DATE OF NEXT MEETING
		Date of next meeting to be held on Tuesday 2nd July 2024
		Signed by the Chair.
		Meeting closed at 21.36



**Clun Town Council
with Chapel Lawn**

12, Agincourt Drive,
Guilsfield,
Welshpool,
Powys
SY21 9NA

Friday 28th June 2024

PKF Littlejohn
Small Body Assurance (SBA) team

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24

Dear Sir/Madam

Following the internal audit conducted by RLT Auditing a number of areas of weakness was highlighted. These matters were brought to the attention of the Council, this was discussed and it was agreed to form a small group to work through the areas identified together with the recommendations put forward in the report.

An interim audit has been arranged for October to note any improvement and / or any further recommendations to assist with the Governance of the Council

Yours faithfully

Gwilym J. Rippon Fellow SLCC, Cert He Ceg
CiLCA (England and Wales)
Town Clerk