SHOREHAM PARISH COUNCIL

Parish Clerk:
Amanda Barlow

The Post Box,
Shoreham Village Hall
High Street, Shoreham
TN14 7TB

07912 611048

clerk@shorehamparishcouncil.gov.uk

You are hereby summoned to a Meeting of the Shoreham Parish Council to be held at **Shoreham Village Hall on Wednesday 26 June 2024 at 7.30pm**. Members of the Press and Public are warmly invited to attend.
Meeting documents are available at www.shorehamparishcouncil.gov.uk

Parish Clerk 21 June 2024

AGENDA PAPERS

1. To receive any apologies for absence – Cllr Sheward

5. Annual Governance and Accountability Return (AGAR)

(i) To approve Section 1 (Annual Governance Statement) of the 2023-2024 Annual Return.
(ii) To approve Section 2 (Accounting Statements) of the 2023-2024 Annual Return.

Annual Internal Audit Report 2023/24

SHOREHAM PARISH COUNCIL

www.shorehamparishcouncil.gov.uk

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

Name of person who carried out the internal audit: JULIA CHAMBERLAIN

Signature of person who carried out the internal audit: JChamberlain Date: 21/06/2024

***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:

SHOREHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, 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.			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	**Yes**	**No**	**N/A** *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

***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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.shorehamparishcouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

SHOREHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	*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.*
1. Balances brought forward	123,117	70,725	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	44,118	45,210	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	23,928	19,003	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	18,373	20,593	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	102,065	86,880	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	70,725	27,465	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	70,725	27,465	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	220,280	220,929	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

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

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 Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

6. Shoreham Cricket Club

To discuss and agree next actions with regard to the advertising banners at Shoreham Cricket Club.

1. **Advice from Cllr Irene Roy (District)**
   -----Original Message-----
   From: "Cllr Roy, Irene" <cllr.roy@sevenoaks.gov.uk>
   Sent: Wednesday, 3 April, 2024 3:35pm
   To: "Parish.Council, Shoreham

Dear Amanda,

Further to my earlier email, I have made some further enquiries and no longer need the information requested.

As the requirements to display advertising banners are not specifically defined in planning law, I have sought the advice of one of our Principal Planning Officers. This is a surprisingly complex area, so I have tried to set out below, as simply as possible, the current regulations controlling the display of advertisements.

The display of outdoor advertisements is controlled through a specific approval process and is not subject to planning permission. Instead, advertisements are regulated through a separate procedure within the planning system where permission is granted throughadvertisement consent. These regulations ensure that advertisements contribute positively to the local environment, whilst also considering public safety and amenity.

The control of advertisements falls into the following categories:

1. Deemed consent: This means permission is not required as long as the advertisement falls under the permitted exemptions and complies with the conditions of the regulations, such as limits on size, location, etc.*
2. Express consent: Where an advertisement does not fall under the permitted exemptions, advertisement consent must be applied for and obtained from the local planning authority.
3. Excluded from consent: Advertisements permitted without requiring either deemed or express consent from the local planning authority. Examples include advertisements located inside a shopping centre, sports stadium or on a moving vehicle.

*Temporary advertisements are usually permitted to advertise a forthcoming event or short-term use of a site and fall into several categories within the provisions of deemed consent. No advertisement may be displayed earlier than 28 days before the first day on which the event or activity is due to take place and the advertisement must be removed within 14 days after the end of the event or activity.

The Planning Officer has confirmed that the criteria for the advertising banners does not fall within the permitted exemptions, therefore, permission is required and advertisement consent must be obtained. In deciding whether to approve an application, the planning authority may consider only two issues; the impact on amenity(typically visual impact) andpublic safety. Each case will be considered on its own merits and permission may come with conditions.

The cost of an application for advertisement consent is £578, plus the cost of site location plans and scaled drawings.
I hope this has finally answered your question, but do get in touch if you have any further questions.

I look forward to seeing you at tonight's Council meeting.

Irene

Cllr Irene Roy
District Member for Otford & Shoreham

2. Correspondence between the Parish Council and the Cricket Club

From: "clerk@shorehamparishcouncil.gov.uk" <clerk@shorehamparishcouncil.gov.uk>
Sent: Friday, 3 May, 2024 7:31pm
To: "Bob" "Nicholas Pearce" < "Alex Hoffmann" < "Laurence Cooper" Cc: jonathan.histed@shorehamparishcouncil.gov.uk
Subject: Banners at the Cricket Club

Dear All

Members discussed at length the advertising banners at the Cricket Club and also sought advice from the Kent Association of Local Councils and the District Council in relation to the planning issues.

Following advice received and a decision amongst Members to try and stop banners appearing in Shoreham, Members resolved that the advertising banners should be removed from the Cricket Ground.

I would be grateful if you could arrange for this to be done.

with thanks and best wishes

Amanda

Amanda Barlow
Clerk to Shoreham Parish Council

The Post Box, Shoreham Village Hall,
High Street, Shoreham, Kent TN14 7TB

-----Original Message-----
From: "Bob" <Bob@
Sent: Friday, 3 May, 2024 8:26pm
To: "clerk@shorehamparishcouncil.gov.uk" <clerk@shorehamparishcouncil.gov.uk>
Cc: "Nicholas Pearce" <"Alex Hoffmann" < "Laurence Cooper"jonathan.histed@shorehamparishcouncil.gov.uk" <jonathan.histed@shorehamparishcouncil.gov.uk>
Subject: Re: Banners at the Cricket Club

Hi Amanda,

I assume you would like us to remove the banners at the end of the season, because our sponsors have already paid us to display them, in fact one sponsor has paid for two years and the cricket club needs the sponsorship to help with the upkeep of the ground, and to provide coaching and support to our growing junior section.
It would also have been nice had we been notified that the banners were to be discussed so we could be present and maybe advise your members why we need such sponsorship

-----Original Message-----
From: "Hofmann, Alex" <Alex.Hofmann@fisglobal.com>
Sent: Saturday, 4 May, 2024 2:13pm
To: "Bob" < >, "clerk@shorehamparishcouncil.gov.uk" <clerk@shorehamparishcouncil.gov.uk>
Cc: "Nicholas Pearce" < "Laurence Cooper" < "jonathan.histed@shorehamparishcouncil.gov.uk" <jonathan.histed@shorehamparishcouncil.gov.uk>
Subject: Re: Banners at the Cricket Club

Dear Amanda,

In addition to Bob's email, I would be grateful if you could provide in writing the reasons why the Parish Council has come to this decision. Please could you add this item to the next meeting of the Parish Council and I would be happy to attend, in order to see if we can find a solution which would work for all parties.

As you know, the club receives £2,200 per annum from the sponsors whose banners we display and this income is vital to the running of the club. It feels a little bit draconian to ask us to remove these banners with immediate effect as there is no formal complaint and no certainty over planning restrictions. In addition we would wecome your advice and assistance as our landlords to work out how we can make up this shortfall.

Best wishes,
Alex

The Parish Clerk was on annual leave from Tuesday 7 May 2024 (6 May 2024 being a public holiday) and then was on sick leave following an accident whilst on holiday. The Clerk had forwarded the email to the Chair, however it was noted that the Parish Council needed to respond to the email and an individual Councillor.

---Original Message-----
From: "Hofmann, Alex" <
Sent: Monday, 3 June, 2024 9:45am
To: "clerk@shorehamparishcouncil.gov.uk" <clerk@shorehamparishcouncil.gov.uk>
Cc: "jonathan.histed@shorehamparishcouncil.gov.uk" <jonathan.histed@shorehamparishcouncil.gov.uk>
Subject: Parish Council Agenda 5 June

Hi Amanda,

I wonder if you have had a chance to consider my Email below concerning the banners at the ground?

I did not see this item on the agenda for the next meeting of the Parish Council on 5th June, so I assume it will not be discussed. Perhaps you could add it to the following month's meeting?

Best wishes,
Alex

3.Discussions and resolutions relating the Cricket Club Banners at Full Council Meetings

Minutes of the meeting held on 24 January 2024

8. Shoreham Cricket Club

8.1 Vandalism and alarm system

Members were extremely disappointed to hear about the vandalism**.**

8.2 Grant

Members unanimously resolved to award an annual grant of £300 to Shoreham Cricket Club.

Members agreed that the Parish Council should purchase the equipment on behalf of the Cricket Club and the Club will reimburse the Council.

8.3 Extension

Shoreham Cricket Club explained their new plans for the extension.

Members unanimously resolved that they were in support of the Shoreham & Otford Cricket Club to extend the pavilion in line with the plans shown at the meeting and Members noted the Parish Council would be a consultee on any planning applications.

8.4 Cricket Ground Banners

The Cricket Club explained that they had spoken with the Shoreham Society and would look into having the banners up on the Cricket ground during the cricket season. The Shoreham Society felt that it was a good compromise for the Cricket Club to have the banners up.

Members asked the Clerk to take advice from Kent Association Local Councils.

Minutes of the meeting held on 7 February 2024

8. Shoreham Cricket Club

8.1 Cricket Ground Banners

Members agreed that the Clerk should seek clarity from the planning officer at Sevenoaks District Council and Kent Highways.

Minutes of the meeting held on 3 April 2024

8. Shoreham Cricket Club

8.1 Cricket Ground Banners

Cllr Roy had sent an email to the Clerk advising on the rules set out by Sevenoaks District Council for advertisements.

Members resolved that the Parish Council do not give consent to the advertising banners and they should be removed.

Draft Minutes of the meeting held on 5 June 2024

7. Matters arising from the minutes not covered by Agenda items

7.5 Cricket Club

Members resolved, in the majority, that the Cricket Club banners should be discussed at the next Council meeting where representatives of the Cricket Club could be present.

. **Next meetings** (all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)
a. Planning (if required) Committee – Wednesday 3 July 2024 at 7.30pm
b. Planning (if required) Committee and Council Meeting – Wednesday 17 July 2024 at 7.30pm

Amanda Barlow, Clerk to Shoreham Parish Council