

**MINUTES OF THE SHERIFFHALES PARISH MEETING HELD ON THE 9th MAY 2023 AT 7.00PM
AT SHERIFFHALES VILLAGE HALL**

Present: Councillors: Mr J Horne (Chairman); Mr Gordon Tonkinson; Mr Neil Pulker; Mr D Himsworth; Mrs A Robinson; Mrs P Hodgetts; Mrs L Edwards*; Mrs S Whittam and Unitary Cllr Mr K Turley.

*arrived at item 54/23

In attendance Clerk to the Council – Mrs Jennifer Cree. Mrs Himsworth, Mr Robinson, the new owners of Teds Campsite.

39/23. Election of Chairman of the Parish Council for the Council Year 2023/24.

There was 1 nomination for the position of Chairman, Cllr J Horne, this nomination was proposed by Cllr N Pulker and seconded by Cllr D Himsworth and on a vote was carried with 1 abstention from Cllr G Tonkinson. Cllr J Horne signed his declaration of office and remained in the Chair.

40/23. Appointment of Vice-Chairman of the Parish Council for the Council Year 2023/4.

There was 1 nomination for the position of Vice Chairman, Cllr D Himsworth, this nomination was proposed by Cllr N Pulker and seconded by Cllr Mrs A Robinson and on a vote was carried with 1 abstention from Cllr G Tonkinson. Cllr D Himsworth signed his declaration of office.

41/23. Apologies for Absence

An apologies of absence was received from Cllr A Edwards.

42/23. Declaration of Councillors' Pecuniary Interests.

Cllr N Pulker declared an non pecuniary interest as being a Director of Sheriffhales Community Energy.

43/23. To receive for confirmation and adoption, and agree the Minutes of the Parish Council meeting held on 14th March and the Extra Ordinary meeting held on the 22nd March 2023.

The minutes of the meetings held on the above dates, were agreed as a true and accurate record of the meetings. Cllr J Horne proposed and Cllr D Himsworth seconded the proposal to accept the minutes and, on a vote, these was carried, and 1 abstention from Cllr G Tonkinson.

44/23. Public Participation

Standing orders were raised for members of the public to speak

The new owners of Teds Campsite introduced themselves to the meeting, and they have taken over the running of the site and are not changing anything in the way it is run. If there are any concern's they are open for members to discuss them with them directly.

Mr Robinson addressed the Council in relation to the new housing scheme that he is submitting shortly, he is working with the developers Karen Homes, and they are more than happy to meet with members of the Council to discuss the development and answer questions. Members thanked him for the offer and will take this up when the plans are available.

Standing orders were reinstated.

45/23. To note authorisation of signatories for Cheques and internet banking access.

The cheque signatories are J S Cree, Cllr N Pulker, Cllr A Edwards are the current signatories. This was noted.

46/23. To note existing standing orders, Financial Risk Assessment and Financial regulations.

The above documents having being circulated to all members prior to the meeting were noted.

47/23. To note inventory of land and assets including buildings and office equipment.

The above information having being circulated to all members prior to the meeting were noted.

48/23. To note insurance cover in respect of all insured risks for the Parish.

The above information having being circulated to all members prior to the meeting were noted.

49/23. To note the Council's complaints procedure including Health and Safety policy.

The above document having being circulated to all members prior to the meeting were noted.

50/23. To note the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

The above document having being circulated to all members prior to the meeting were noted.

51/23. To note additional policies on Noticeboard and Grants

The above documents having being circulated to all members prior to the meeting were noted.

52/23. To note the Council's policy for dealing with the press/media

The above document having being circulated to all members prior to the meeting were noted.

53/23. To agree meeting schedule for 2023-24

The schedule of meeting was agreed as detailed below:-

11th July 2023

5th September 2023

14th November 2023

9th January 2024

12th March 2024 (inc APM)

14th May 2024

54/23. Unitary Councillor feedback and questions

Cllr K Turley reported:-

He has been on a site meeting with Graham Downs from Highways around the Parish, looking at defects that are of concern, a report is expected shortly.

Cllr N Pulker asked if there is a warranty on road repairs by utility companies, Cllr K Turley will ask if there is such a warranty in place.

The Enforcement issues are outstanding and is working with the Clerk on getting an answer on where the issue are.

Church Lane is in the program for Highways for capital investment within the next 2 years.

It was agreed to invite Mr Graham Downs for the next meeting, either at 6.30pm or during the meeting. It would be better to ask Graham the questions ahead of the meeting so he has the answers for an informed discussion. It would be put into the Parish Magazine for maximum publicity.

The bungalow in Church Lane, has fencing almost to the road and also has narrowed the access to the playing field. It was agreed to submit a formal Enforcement Application, this was agreed unanimously.

55/23. To receive an update on the Coronation of King Charles III

Cllr Mrs P Hodgetts reported that Parish volunteers, that made bunting, cakes , refreshments, delivered the coins to every residents in the village, she thanked Mr Robinson for allowing the use of the barn. Each event was very well attended.

The litter pick was delayed due to the weather, and they are trying to make it a regular event and will be rebooked.

Members of the public also did an amazing job of tidying up the event locations after the events.

The Parish Council image has been improved as people appreciated the support for the event, and also people have said they would like to see similar events in the future.

There is tree planting of an Oak tree still to take place in September, planting of the time capsules and another possible event for the community at this time. The plaque for by the fruit trees at Heath Hill is to be ordered and to read as below:-

“Heath Hill Community Orchard 7/4/2023 to commemorate the coronation of King Charles III.”

The school are doing raised bed gardens and Cllr G Tonkinson has donated 8 fruit trees for the school project and they will be erecting a plaque also to commemorate the planting.

Cllr G Tonkinson proposed a vote of thanks for the Community that have made this event happen. Cllr J Horne seconded this. On a vote this was a carried.

The Chairman personally thanked the Village Hall, Cllrs Mrs P Hodgetts, Mrs S Whittam, Mrs L Edwards, the numerous volunteers and the Robinson family for the events.

The expenditure to date for the Coronation is detailed below:-

Date	Amount paid	Ref no	Supplier	Coronation net
01/04/2023	156.00	70	Astle toilet hire	130.00
12/04/2023	50.00	72	Jigsmith	50.00
01/04/2023	115.52	75	Coronation	115.52
01/04/2023	21.00	76	Coronation	21.00
01/04/2023	84.76	78	Coronation	84.76
01/04/2023	818.40	81	Severn C Products	682.00
11/04/2023	32.00	84	Coronation	32.00
23/04/2023	114.20	89	Coronation	114.20
11/04/2023	168.00	91	Severn C Products	140.00
24/04/2023	480.00	92	Jigsmith	480.00
28/04/2023	187.75	93	Coronation	187.75
09/05/2023	33.98	95	Ebay	33.98
09/05/2023	177.35	96	Morrisons	177.35
				2248.56

It was agreed that the Chairman writes an open letter for the Parish Magazine to thank everyone involved in the planning and execution of the weekends events.

56/23. Planning applications received, Decisions and Enforcement matters made by Shropshire Council

There was one Planning Enforcement Case for 25/04/2023 relating to parish of Sheriffhales were noted.

57/23. To discuss school drop off and collect issues.

Standing orders were suspended to allow Mr Robinson to speak.

This item was raised at the Annual Parish Meeting by Mr Robinson and he asked if we saw any issues of the school drop and collection at the school.

Members felt that the cars do park on the verges forcing parents and children to walk in the road with traffic coming at them. The school have a voluntary agreement with parents to come down one way on Church Lane and back up the Rock.

It was noted that the schools in Shifnal are now at capacity and their children (with the new development in their area) will move children to Sheriffhales and would possibly increase the cars coming to the school.

Cllr G Tonkinson reported that he is a School Governor, he has been charged to look at 20's plenty for the Parish, and he said Shropshire Council are looking at it, members asked him to look at this in more detail and bring back his findings to the next meeting. There may be other alternatives such as possible staggered pickup / drop off collection times, flashing school warning lights etc.

Mr Robinson asked that when his planning application comes forward that the Parish Council are receptive to the proposals in the application that he has allocated an area for parents to safely stop and drop off children into the school using his private driveway to alleviate some of these issues.

Evidence needs to be gathered on the school parking issues and what alternate actions are required to resolve them.

Cllr Mrs L Edwards suggested opening discussions with the school about these issues, to explain the Parishes concerns.

Mr Robinson has met with the Headteacher and she understood that the parking is an issue and stated that this is outside her jurisdiction, once the children leave the school gates. There are 2 local authorities that support the children and this causes issues for funding to resolve some of the issues.

Speed signs would monitor the speed of traffic in the area.. The school should follow the Safer Schools Policy, this should be checked with the School.

Standing orders were reinstated.

It was proposed by Cllr J Horne, that the Parish Council meets with the school to discuss some of the issues of concern and Cllr Mrs L Edwards to be our representative, this was seconded by Cllr Mrs L Edwards, and on a vote this was carried, the Clerk will initially contact the school and Cllr Mrs L Edwards will liaise and report back.

58/23. To discuss is there a requirement for a nursey in the village; noticeboard repair at playing field; new noticeboard at Heath Hill.

Every Thursday there is a small nursey in the Church and they have 3 attendees each week. Cllr Mrs P Hodgetts has been trying to publicise the facility. The previous nursery mostly had out of Parish Children. Members felt that the village hall was not built just for a Nursery it was built for the use of the village. However, the previous nursery did cause issues with the use by others at the same time due to Safe Guarding issues for children. It also did cause issues with parking in the mornings.

At the moment it was believed that there is not the need currently. The school may look at adding this type of facility in the future.

Repair of the Playing field Noticeboard the Clerk will ask Tall Paul to look at repairing it.

New Noticeboard at Heath Hill the Clerk circulated some samples of types of Notice boards it was proposed by Cllr J Horne and seconded by Cllr D Himsworth, to purchase a noticeboard from the classic range setting a maximum budget of £1200. On a vote this was carried.

It was proposed by Cllr N Pulker and seconded by Cllr J Horne to ask the EMG contractor to include cutting back of Heath Hill grassed area, perhaps 4 times a year. On a vote this was agreed.

59/23. To discuss the missing hedge.

The hedge in questions is on the B4379 on the road on the right-hand side after leaving the Rock. The hedge has been removed and replaced with a fence, and this has been in like this for over 20 years. Sand / snow comes of the field on to the road at this point as it is open. It was agreed that this is not within the jurisdiction of the Parish Council, Cllr G Tonkinson will speak to the land owner to see if the owners would like to plant small flowering trees / hedge to make it more aesthetically pleasing to the parish.

Standing orders were suspended to allow Mrs Himsworth to speak.

She raised that hedgerows are very important for wildlife, and should be preserved and reinstated.

Standing orders were reinstated.

60/23. To discuss littering issues in the Parish.

Cllr N Pulker, was concerned over the increase of litter on the main roads in the Parish, and he has seen signs in another Parish to say don't litter in our village. They can be sponsored to pay for them.

Cllr Mrs P Hodgetts said that gateway markers into the village are also a good idea and should be looked at. The school could be asked to look at design some signs for speeding / litter. It was agreed to give a donation of £50 for the school. Cllr Mrs L Edwards will raise this with the school when she meets them.

It was agreed that the Clerk speak to Shropshire Highways re the process to install these markers and get prices for the gateway markers including signs and planters, on all entrances to the village.

It was agreed to ask the contractor to cut the verge from the village to Heath Hill when it is appropriate, the path way to be cut either side so it makes the path walkable, and where the verge is wide enough to cut a 1m strip on the road side. Following cutting the path should then be sprayed with weed killer to slow growth down. The Clerk to liaise with the relevant contractors.

61/23. To receive an update on the moles on the Playing fields and areas in the village.

Cllr A Edwards has engaged with a contractor and he has dealt with the moles on the playing fields. This was noted.

62/23. To discuss a visit from Priorslee doctors surgery.

Cllr N Pulker reported that he is attending a meeting tomorrow evening of the Patient Group meeting at the above surgery as a member of the public, any member of the public can register to do this and there are signs in the surgery. They have a full agenda including an update on the new surgery and they meet every quarter. He will raise with the practice about coming to speak to the Parish at a meeting. It was agreed to ask if this could be publicised for the community if appropriate.

63.23. To discuss an update into the ownership of former Blacksmiths yard.

The ownership of the Blacksmiths was circulated to members by Cllr A Edwards. It was agreed to defer this item until Cllr A Edwards is in attendance.

64/23. To discuss and agree on training for new Cllrs.

The new Councillors will be circulated with training dates from SALC, for them to attend the relevant courses.

65/23. To receive an update on the Bus Shelter glass.

The bus shelter has been repaired and the glass replaced with Perspex. A contractor has been contacted to asked also to quote to re stain the woodwork.

66.23. To discuss speeding in the Parish and possible purchase of a SID.

Cllr Mrs P Hodgetts reported that she would like to open dialogue with the Solar Farm, the Clerk to look at permissions on where they could be located and report back.

It was agreed that the Chairman will request from the Unitary Councillor to see if he can get the Speed Enforcement van to the Parish as soon as practicable.

67/23. Clerks report

To request contact details to be put on Parish Noticeboards – agenda item for the next meeting.
Correspondence re Marsh Lane on ownership and access
SALC Place Plan information
Defib Telephone Box – start date is awaited from the blacksmith who is undertaking the repair work and our insurance company has paid out for the repairs.

68/23. To receive the year end accounts and the Internal Auditors report inc Accounts for payment.

The Internal Auditors report and year end accounts are attached as appendix 1 to these minutes.

The budget out turn report is detailed below:-

Bank Balances at 31st March 2023 £37125.29

Light Source Funds £20,500 – Balance of Council reserves £16625.29

Lightsource funds as at 01/04/2023

	<u>£20,500.00</u>
General Contingencies	£10,500
War Memorial	£5,000
Playing Field refurbishment	£5,000

Parish Council reserves at the 31/3/2023

Playing Field Refurbishment	£3,644.00
Elections	£2,000.00
Parish Plan	£1,200.00
General Reserve	£4424.39
Contingencies	£0.00
Funds not used from 2022/23 budget	£4019.00
Projected underspend from budget 2022/23	£637.10
Total	£16,625.29

It was proposed by Cllr J Horne and seconded by Cllr N Pulker to accept these accounts and to reappoint the Internal Auditor as per this year. On a vote these were agreed.

The accounts for payment were detailed below and approved:-

01/04/2023	156.00	70	Astle toilet hire
28/03/2023	202.75	71	Viking
12/04/2023	50.00	72	Jigsmith
26/04/2023	109.40	73	HMRC
26/04/2023	437.60	74	J Cree
01/04/2023	115.52	75	Coronation
01/04/2023	21.00	76	Coronation
01/04/2023	324.00	77	Dittons
01/04/2023	84.76	78	Coronation
01/04/2023	338.46	79	J Cree
01/04/2023	100.00	80	Rutelle

01/04/2023	818.40	81	Severn C Products
11/04/2023	32.00	84	Coronation
13/04/2023	18.88	85	Moonpig
14/04/2023	26.47	86	Ionos
13/04/2023	162.00	87	Dittons
16/04/2023	240.00	88	Sheriffhales vhall
23/04/2023	114.20	89	Coronation
21/04/2023	3060.00	90	Codsall Windows
11/04/2023	168.00	91	Severn C Products
24/04/2023	480.00	92	Jigsmith
Total April	7059.44		

69/23. Future Agenda items - invite the Chief Constable, Solar Farm, Parish Councillor responsibilities and contact details, doctors surgery invite.

70/23. Dates and Times of future meetings

11th July 2023
5th September 2023
14th November 2023
9th January 2024
12th March 2024 (inc APM)
14th May 2024

SHERIFFHALES PARISH COUNCIL
BANK RECONCILIATION
2022/23

		Date
Accounts	£	£
Opening Balance Treasurer as at 01/04/21		32,240.82
Business account		3,546.60
Unpresented cheques		-
		-
		35,787.42
Receipts 2022/3	20,534.82	
Payments 2022/3	<u>19,196.95</u>	
		1,337.87
		37,125.29
Treasurers Account		33,071.96
Business Account		4,053.33
Unpresented cheques		-
<u>Unpresented receipts</u>		-
		37,125.29

Balance date: 31/03/2023

Signed:.....Date:..... 31/03/2023
Chairman

Prepared by J Cree, Parish Clerk/RFO

Annual Governance and Accountability Return 2022/23 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 2022/23

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, after 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 2023**. 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 2023**.

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 2022/23**, page 4
- **Section 1 – Annual Governance Statement 2022/23**, page 5
- **Section 2 – Accounting Statements 2022/23**, 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 2022/23 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 **£210 +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.

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) 2022/23, 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 2023. 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 2023**. 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. 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have 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 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 Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	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 2022/23 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 2023, 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 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

SHERIFFHALES INTER PARISH COUNCIL

certifies that during the financial year 2022/23, 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 2022/23:

20534 NT £00,000

Total annual gross expenditure for the authority 2022/23:

19196 NT £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 2019
 - In relation to the preceding financial year (2021/22), 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 the above statements apply and 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 2023.

Signing this certificate confirms the authority will comply with the publication requirements.

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 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2022/23

Sheriffhales PARISH COUNCIL

www.sheriffhalesparishcouncil.uk

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 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 2022-23 AGAR period, were public rights in relation to the 2021-22 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 2021/22 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

06/04/2023

DD/MM/YYYY

DD/MM/YYYY

Name of person who carried out the internal audit

MRS RUTH PULLAR AUDITOR

Signature of person who carried out the internal audit

Ruth Pullar

SURE REQUIRED

Date

06/04/2023

*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 2022/23

We acknowledge as the members of:

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 2023, that:

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

*For any statement to which the response is 'no', an explanation must be published

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

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

and recorded as minute reference:

Chairman

Clerk

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
☐	☐	☐

Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY			
	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward			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			Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts			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			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			Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments			Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward			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			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			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			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 do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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/M/YYYY

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

DD/M/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Contact details

Name of smaller authority Sheriffhales Parish Council

County Area (local councils and parish meetings only) **Shropshire**

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

	Clerk/RFO (Main contact)	Chair
Name	Jennifer Cree	John Horne
Address	35 Kingsford Park Sladd Lane Wolverley DY11 5TA	41 Haughton Road, Shifnal TF8
Daytime telephone number	07512292579	07745023124
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