



Waldringfield Parish Council

Parish Clerk: Jennifer Shone-Tribley
Low Farm, Ipswich Road, Waldringfield, Woodbridge,
Suffolk IP12 4QU
Email: pc.waldringfield@googlemail.com
Telephone: 01473 736475
Website: www.waldringfield.onesuffolk.net/parish-council

Minutes of the Annual Parish Council Meeting held on Tuesday 10 May 2022

In attendance: Councillors Kay, Lyon, Archer, Elliot

Members of the public: 0

Clerk: Jennifer Shone-Tribley

Meeting opened 18:54pm

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1 To **ELECT** a Chair and for the Chair to **SIGN** a Declaration of Acceptance of Office.

Cllr Kay was proposed by Cllr Archer, which was seconded by Cllr Elliot and agreed by all councillors.

Cllr Kay was duly elected Chair and signed a Declaration of Acceptance of Office.

2 **REGISTER OF INTERESTS** – Councillors to be reminded to review and update the online register of interests.

Councillors duly reminded

3 To **RECEIVE** apologies for absence.

Cllr Beaumont and Quick; Cllrs Reid and Gold attended the meeting at 19:15pm and apologised for their late arrival

4 To **ELECT** a vice-chair.

Cllr Lyon proposed Cllr Elliot, which was seconded by Cllr Archer and agreed by all councillors. Cllr Elliot was elected Vice-Chair.

5 To **RECEIVE** reports and **APPROVE** the end of year accounts, as at 31/03/2022.

Cllrs reviewed the annual statements. It was resolved to accept the end of year financial position, proposed by Cllr Kay, seconded by Cllr Elliot and approved by all councillors.

6 To **RECEIVE** and **CONSIDER** the report of the Internal Auditor for 2021/22.

The Clerk reviewed the note at Pg 1 of the report referring to Financial Regulation 11(b). This states:

(b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations²

²The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

Cllrs noted that the preliminary available budget, which was agreed in May of 2021 was £20-25K, and therefore not at the threshold. As such, the WPC followed its financial standing orders under 11 (h). when the three quotes and competitive evaluation process was undertaken. It was after the appointment of the supplier through that process that additional funds became available through additional grant funding and CIL funds in September of 2021, to allow for upgrades with the existing supplier – which subsequently increased the contract value. The Clerk took advice on the issue prior to entering into the contract and received advice confirming that the existing competitive quotes process was valid, but that the outcome of the contract needed to be posted on Contracts finder, which the Clerk undertook in April 2022.

No additional comments or recommendations were made by the auditor.

Cllrs congratulated the Clerk on the internal audit report, particularly the third point in the auditor's Additional Comments/Recommendations.

Cllr Lyon proposed approval of the report, seconded by Cllr Archer and agreed by all councillors.

The Clerk thanked Heelis & Lodge for their efficiency in undertaking the internal audit this year.

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7 To **CONSIDER** and **APPROVE** the Annual Governance Statement of the Annual Governance and Accountability Return 2021/22 Part 1.

Cllrs considered the assertions, which were read by the Clerk and displayed on screen. Cllrs agreed to the statements.

Cllr Elliot proposed acceptance of the completed statement, seconded by Cllr Archer and approved by all councillors.

The document was signed by Cllr Kay and the Clerk in the meeting.

8 To **APPROVE** the Annual Accounting Statements of the Annual Governance and Accountability Return 2021/22 Part 2.

It was resolved to approve the Annual Accounting Statements, with acceptance proposed by Cllr Kay, seconded by Cllr Lyon and agreed by all councillors.

The document was signed by the Clerk, as Responsible Financial Officer in advance of the meeting, and signed by the Chair in the meeting.

9. To **NOTE** the dates for the notice of public rights

The Clerk advised the public notice would be valid from 06 June – 15 July 2022. It was noted by Cllrs that this year there is an additional statement that these are as yet unaudited, as the External Auditor will need to review the file this year due to our income being in excess of £25,000.

10 To **CONFIRM** the appointment of the Internal Auditor for 2022/23.

After consideration of the work of the Internal Auditor, it was proposed Heelis & Lodge be appointed Internal Auditor for the year ending 31st March 2023 by Cllr Kay, seconded by Cllr Elliot and approved by all.

11 To **CONFIRM** the bank and building society authorised signatories.

The Unity Trust account signatories were confirmed as Cllrs Kay, Archer, Reid and Elliot and the Ipswich Building Society account signatories were confirmed as Cllrs Kay, Archer and Reid.

12 To **REVIEW** and **ADOPT** Standing Orders, Financial Regulations and the Model LGA Code of Conduct for Councillors

After consideration and review, Cllr Kay proposed to adopt Standing Orders, Financial Standing Orders and the model Code of Conduct for Councillors, seconded by Cllr Lyon and approved by all councillors.

13 To **APPROVE** appointment of Councillors/Officers/Others to particular responsibilities.

Cllrs considered the areas of responsibility, number of required councillors/volunteers and considered appointments for the next fiscal year.

In particular, the addition of additional Tree Wardens was discussed. Cllrs agreed to defer this issue to the June meeting for further discussion. Cllr Reid proposed that the Felixstowe Partnership liaison is valuable and he has been undertaking to attend these meetings on behalf of the Council. Cllrs agreed this should be a new area of responsibility. Discussion of the Beach portfolio agreed that two appointees would be sufficient. The following appointments were agreed by all councillors:

Responsibility area	No of Cllrs	Current appointees	FY 2022-23 appointments
SALC	1	Cllr Elliot	Cllr Elliot
Footpaths	1	Cllr Gold	Cllr Gold
Tree Warden	1	Christine Fisher-Kay	Christine Fisher-Kay
Flood Defences	3	J. Smith, T. Lyon and J. Wilkins	J. Smith, T. Lyon and J. Wilkins

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Emergency Planning	1	Cllr Lyon	Cllr Lyon
Planning Group	3	Cllrs Elliot, Beaumont and Gold	Cllrs Elliot, Beaumont and Gold
Parish Liaison	1	Cllr Kay	Cllr Kay
Website Management	1	The Clerk	The Clerk
Village Hall	1	Cllr Lyon	Cllr Lyon
Tennis Club	2	Cllr Archer and vacancy	Cllr Archer and Kay
Fairway	2	Cllrs Gold and Reid	Cllrs Gold and Reid
Playing Fields	3	Cllrs Archer, Reid and vacancy	Cllrs Archer, Reid and vacancy
Church Field	2	Cllrs Elliot and Gold	Cllrs Elliot and Gold
WALGA	1	Cllr Kay	Cllr Kay
Beach	3 (2)	Cllrs Gold, Quick and vacancy	Only 2 required - Cllrs Gold and Quick
Notice Boards	2	Cllrs Archer and Kay	The Clerk and Cllr Kay
Village Sign	1	Cllr Lyon	Cllr Lyon
Climate and Biodiversity Coordinator	1	vacant	Cllr Kay will take on this portfolio temporarily
Felixstowe Partnership	1	New portfolio	Cllr Reid will take on this portfolio temporarily

Motion to approve the appointments as above - Proposed Cllr Kay, seconded by Cllr Archer - all in favour.

14 To **CONFIRM** the appointment of the Clerk and RFO.

It was resolved to confirm the appointment of Jennifer Shone-Tribley as Clerk and RFO. Proposed by Cllr Kay; seconded by Cllr Elliot and approved by all.

The Chair closed the meeting at 19.38pm

ACTION ITEMS

Audit: Clerk to file the requisite paperwork with the External Auditor PFK Littlejohn

Appointments: Clerk to discussion of additional tree wardens as agenda item in June; Clerk to add the two temporary portfolio appointments for consideration at meeting where new councillor is co-opted

Waldringfield Parish Council

SUPPORTING DOCUMENTS -Annual Parish Council Meeting

ITEM 5

To **RECEIVE** reports and **APPROVE** the end of year accounts, as at 31/03/2022.

Waldringfield Parish Council STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	16,657.51	
Cash in Hand		
Salaries		6,293.67
PAYE/NI		6.80
Stationery/Mileage/Etc.		93.99
Post and telephone		2.94
Newsletter re 1972 LGA s142		446.00
Village Hall hire		
Insurance		459.13
Membership Subs re LGA s111		448.18
Audit		170.00
Chairman's Expenses		30.00
Training		710.00
Election Costs		
Grass cutting (field)		720.00
Mole catching (field)		
Repairs/Maintenance		15,550.02
Footpath Maintenance		325.80
General Grants		299.00
Church Field		450.00
Village Hall LGA		500.00
All Saints Church		750.00
WildlifeGroup		100.00
Miscellaneous		
Precept	14,300.85	
SCC Locality Grant	50.00	
SCC Footpaths Grant	276.30	
ES Enabling Communities Grant		
Bank Interest		
Grants and Donations	1,480.00	
Advertising income	102.00	
VAT Refund		
Accounting, Website & Computing Fees		511.93
AONB Grant Payments		
Professional Services		674.00
CIL Funds	13,561.62	
New Equipment Grants	11,000.00	
VAT	4,237.98	3,602.09
	45,008.75	32,143.55
<hr/>		
Closing Balances:		
Balances in Bank Account		29,522.71

Waldringfield Parish Council

	RECEIPTS	PAYMENTS
Cash in Hand		
TOTAL	61,666.26	61,666.26

The above statement represents fairly the financial position of the council as at 31 Mar 2022

Signed _____
Responsible Financial Officer

Date _____

Payments over £100

1 May 2022 (2021-2022)

Waldringfield Parish Council PAYMENTS LIST

Order No	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2	Membership Subs re LGA s11	11/04/2021		Unity Trust Bank		Annual Subscription	Suffolk Association of Local C	X	265.18		265.18
5	Salaries	11/04/2021		Unity Trust Bank		Salary	Rebecca Todd	X	491.28		491.28
12	Salaries	30/04/2021		Unity Trust Bank		Salary	Rebecca Todd	X	491.28		491.28
9	Training	30/04/2021		Unity Trust Bank		Training	SALC	S	400.00	80.00	480.00
13	Audit	01/05/2021		Unity Trust Bank		Audit Fee	Heelis and Lodge	X	170.00		170.00
14	Village Hall LGA	07/06/2021		Unity Trust Bank		Grant s137/72 or s19 MAP76	Waldringfield Village Hall Tru	X	500.00		500.00
18	Salaries	07/06/2021		Unity Trust Bank		Salary	Rebecca Todd	X	491.28		491.28
15	Professional Services	07/06/2021		Unity Trust Bank		Recruitment costs	Archant (via Janet Elliot)	S	349.00	69.80	418.80
16	Grass cutting (field)	07/06/2021		Unity Trust Bank		Grass-cutting -field	SCL Landscape Management	S	120.00	24.00	144.00
19	Newsletter re 1972 LGA s142	10/06/2021		Unity Trust Bank		Newsletter	Spingold Design & Print	X	156.00		156.00
20	Professional Services	06/07/2021		Unity Trust Bank		Recruitment costs	Suffolk C C	X	325.00		325.00
24	Salaries	06/07/2021		Unity Trust Bank		Salary	Rebecca Todd	X	491.28		491.28
22	Grass cutting (field)	06/07/2021		Unity Trust Bank		Grass-cutting -field	SCL Landscape Management	S	120.00	24.00	144.00
26	Grass cutting (field)	20/07/2021		Unity Trust Bank		Grass-cutting -field	SCL Landscape Management	S	120.00	24.00	144.00
27	Salaries	20/07/2021		Unity Trust Bank		Salary	Jennifer Shone-Tribley	X	244.95		244.95
28	Church Field	20/07/2021	1873.10	Unity Trust Bank		Grant s137/72 or s19 MAP76	Waldringfield Church Field Tr	X	450.00		450.00
30	Training	29/07/2021		Unity Trust Bank		Training	Suffolk Association of Local C	S	150.00	30.00	180.00
31	All Saints Church	04/08/2021		Unity Trust Bank		Grant s137/72 or s19 MAP76	Waldringfield PCC	X	750.00		750.00
32	Salaries	06/08/2021		Unity Trust Bank		Salary	Jennifer Shone-Tribley	X	489.90		489.90
36	Salaries	10/09/2021		Unity Trust Bank		Salary	Jennifer Shone-Tribley	X	489.90		489.90
34	Grass cutting (field)	10/09/2021		Unity Trust Bank		Grass-cutting -field	SCL Landscape Management	S	120.00	24.00	144.00
35	Newsletter re 1972 LGA s142	10/09/2021		Unity Trust Bank		Newsletter	Spingold Design & Print	Z	145.00		145.00
44	Grass cutting (field)	05/10/2021		Unity Trust Bank		Grass-cutting -field	SCL Landscape Management	S	120.00	24.00	144.00
40	Insurance	05/10/2021		Unity Trust Bank		Insurance	Came and Company	X	459.13		459.13
45	WildlifeGroup	05/10/2021		Unity Trust Bank		Grant s137/72 or s19 MAP76	Waldringfield Wildlife Group	X	100.00		100.00
46	Salaries	05/10/2021		Unity Trust Bank		Salary	Jennifer Shone-Tribley	X	489.90		489.90
47	Membership Subs re LGA s11	05/10/2021		Unity Trust Bank		SLCC Membership	Society of Local Council Clerk	X	112.00		112.00
49	Footpath Maintenance	04/11/2021		Unity Trust Bank		Footpath cutting	Impact Landscaping	S	325.80	65.16	390.96
51	Salaries	04/11/2021		Unity Trust Bank		Salary	Jennifer Shone-Tribley	E	489.90		489.90
53	Grass cutting (field)	08/11/2021		Unity Trust Bank		Grass-cutting -field	SCL Landscape Management	S	120.00	24.00	144.00
54	Repairs/Maintenance	18/11/2021		Unity Trust Bank		Playing Field Project	PlayQuip Leisure	S	15,039.50	3,007.90	18,047.40
55	Salaries	08/12/2021		Unity Trust Bank		Salary	Jennifer Shone-Tribley	X	489.90		489.90
58	Repairs/Maintenance	08/12/2021		Unity Trust Bank		Planning Application Fee	Colin Reid	X	117.00		117.00
61	Newsletter re 1972 LGA s142	08/12/2021		Unity Trust Bank		Newsletter	Parish Magazine Printing	X	145.00		145.00
68	Salaries	03/01/2022		Unity Trust Bank		Salary	Jennifer Shone-Tribley	X	489.90		489.90
71	Salaries	03/02/2022		Unity Trust Bank		Salary	Jennifer Shone-Tribley	X	489.90		489.90
72	Salaries	03/03/2022		Unity Trust Bank		Salary	Jennifer Shone-Tribley	X	514.15		514.15
81	General Grants	25/03/2022		Unity Trust Bank		Grant s137/72 or s19 MAP76	Greener Waldringfield	X	200.00		200.00
77	Accounting, Website & Comp	31/03/2022		Unity Trust Bank		Accounting Software License	Scribe 2000 Ltd	S	288.00	57.60	345.60
Total									27,320.13	3,454.46	30,774.59

Bank Reconciliation

Waldringfield Parish Council

5 April 2022 (21)

Waldringfield Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2022		
	Cash in Hand 01/04/2021		16,657.51
	ADD		
	Receipts 01/04/2021 - 31/03/2022		45,008.75
			61,666.26
	SUBTRACT		
	Payments 01/04/2021 - 31/03/2022		32,143.55
A	Cash in Hand 31/03/2022 (per Cash Book)		29,522.71
	Cash in hand per Bank Statements		
	Cash 31/03/2022	0.00	
	Unity Trust Bank 31/03/2022	22,249.91	
	Ipswich Building Society 31/03/2022	7,961.18	
	Barclays Community Account 31/03/2022	0.00	
			30,211.09
	Less unrepresented payments		688.38
			29,522.71
	Plus unrepresented receipts		
B	Adjusted Bank Balance		29,522.71
	A = B Checks out OK		

Waldringfield Parish Council

Asset Register

Waldringfield Parish Council Fixed Assets and Long Term Investments				
Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility
3 x metal no cycling signs for	August 2020	115.65		River wall
AONB Noticeboard		220.00		
Beach signs x 2		78.00		
Blke rack		325.00		
Defibrillators and cabinets		3,995.00		
Fort, slide & sandpit		3,560.00		
Gates in play area		2,809.00		
Goal posts and sockets		1,860.00		
Grit bins x 8		750.00		
Laptops x 2		550.00		
Log train		1,000.00		
Mill Road SID pole		200.00		
Noticeboards		750.00		
Parallel bars		700.00		
Picnic Seat and Bench		1,100.00		
Playing Field		1.00		
Playing field bollards		87.00		
Playing Field Fencing		3,600.00		
Projector		350.00		
Recycling compound		1,200.00		
Safety surfaces		5,152.00		
Seat by bus stop (Mill Rd/Cliff	October 2020	349.98		
Seat on Cliff Road		300.00		
Seats on beach x 9		4,122.00		
See-saw		1,800.00		
Speed Indicator device & bits	April 2019	3,125.00		
		49,990.63		
Stepping snake		1,200.00		
Swing with cradle seats		2,000.00		
Swing with flat seats		2,000.00		
Tennis Court		1.00		
Tennis court fencing		4,600.00		
Tennis court nets and posts		550.00		
Village Sign		1,540.00		
		49,990.63		
C - Playing Field/Recreational				
Chat Benches x 2	23 February 2022	1.00	1.00	
No Dogs Allowed signs x 2	16/12/21	57.00	57.00	Playing Fields
		58.00	58.00	
Grand Total:		50,048.63	58.00	

ITEM 6

To **RECEIVE** and **CONSIDER** the report of the Internal Auditor for 2021/22.

Full Report sent to Councillors under separate cover

Waldringfield Parish Council

Annual Internal Audit Report 2021/22

WALDRINGFIELD PARISH COUNCIL

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			* not covered
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

15/04/2022

Name of person who carried out the internal audit

DAVE CUMMIS (on behalf of HEELIS & LOOSE)

Signature of person who carried out the internal audit



Date

15/04/2022

*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).

ITEM 7

Waldringfield Parish Council

7. To **CONSIDER** and **APPROVE** the Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) 2021/22 Part 1.

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

WALDRINGFIELD 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 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input type="checkbox"/>	<input type="checkbox"/>	<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.	<input type="checkbox"/>	<input type="checkbox"/>	<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.	<input type="checkbox"/>	<input type="checkbox"/>	<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.	<input type="checkbox"/>	<input type="checkbox"/>	<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.	<input type="checkbox"/>	<input type="checkbox"/>	<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.	<input type="checkbox"/>	<input type="checkbox"/>	<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.	<input type="checkbox"/>	<input type="checkbox"/>	<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.	<input type="checkbox"/>	<input type="checkbox"/>	<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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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:

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

Chairman

Clerk

and recorded as minute reference:

ITEM 8

8. To **CONSIDER** and **APPROVE** the Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) 2021/22 Part 2.

Waldringfield Parish Council

Section 2 – Accounting Statements 2021/22 for

WALDRINGFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	11,732	16,658	<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	13,574	14,301	<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	5,468	30,708	<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	5,398	6,300	<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	8,719	25,843	<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	16,658	29,523	<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	16,658	29,523	<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	51,199	50,049	<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>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date

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

as recorded in minute reference:

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

ITEM 9

9. To **NOTE** the dates for the notice of public rights – DRAFT notice below.

WALDRINGFIELD PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

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

NOTICE

1. Date of announcement 13TH MAY 2022

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

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

Waldringfield Parish Council
Low Farm, Ipswich Road
Waldringfield, Woodbridge
Suffolk IP12 4QU
Email: pc.waldringfield@googlemail.com
Tel: 01473 736 475

commencing on **Monday 06 June 2022**

and ending on **Friday 15 July 2022**

3. Local government electors and their representatives also have:

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

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

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

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

5. This announcement is made by Jennifer Shone-Tribley, Clerk and RFO to the Waldringfield Parish Council

Waldringfield Parish Council

ITEM 11

11. To **CONFIRM** the bank and building society authorised signatories
Current Signatories:

Ipswich Building Society:

Cllrs Kay, Reid and Archer

Unity Trust:

Cllrs Kay, Elliot, Reid and Archer

ITEM 12

12 To **REVIEW** and **ADOPT** Standing Orders, Financial Regulations and the Model LGA Code of Conduct for Councillors

All three documents sent to Councillors under separate cover.

ITEM 13

13. To **APPROVE** appointment of Councillors/Officers/Others to particular responsibilities.

List of Areas of responsibility and appointments for the last year (2021-22)

Responsibility area	No of Cllrs	Current appointees
SALC	1	Cllr Elliot
Footpaths	1	Cllr Gold
Tree Warden	1	Christine Fisher-Kay
Flood Defences	3	J. Smith, T. Lyon and J. Wilkins
Emergency Planning	1	Cllr Lyon
Planning Group	3	Cllrs Elliot, Beaumont and Gold
Parish Liaison	1	Cllr Kay
Website Management	1	The Clerk
Village Hall	1	Cllr Lyon
Tennis Club	2	Cllr Archer and vacancy
Fairway	2	Cllrs Gold and Reid
Playing Fields	3	Cllrs Archer, Reid and vacancy
Church Field	2	Cllrs Elliot and Gold
WALGA	1	Cllr Kay
Beach	3	Cllrs Gold, Quick and vacancy
Notice Boards	2	Cllrs Archer and Kay
Village Sign	1	Cllr Lyon
Climate and Biodiversity Coordinator	1	vacant