



# Waldringfield Parish Council

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

## Minutes of the Annual Parish Council Meeting held on Tuesday 16 May 2023

**In attendance:** Cllrs Kay, Elliot, and Reid.

**Members of the public :** 0

**Minutes:** Jennifer Shone-Tribley – Clerk

**Meeting opened:** 18:31pm

### 2004

**1.** To **ELECT** a Chair and for the Chair to **SIGN** a Declaration of Acceptance of Office  
Cllr Kay was proposed by Cllr Elliot; Seconded by Cllr Reid; all in favour.

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

**2** To **RECEIVE** apologies for absence.- Received Cllr Couchman (planned holidays) and Cllr Gold.  
Cllrs Quick and Shore were absent

**3** To **RECEIVE** declarations of interest  
None received

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE**  
non-delegated DPI dispensations requested by a councillor.  
None received

**4. REGISTER OF INTERESTS** – Councillors to be reminded to review and update the online register  
of interests.  
Cllrs were reminded to complete their registers of interest by 05 June 2023.

**5. Signing** of 'Declaration of Acceptance of Office' for all Councillors and completion of Election  
Expenses Forms.  
Cllrs present signed their Declaration of Acceptance of Office and were provided with Expenses forms  
to complete.

**6.** To **ELECT** a vice-chair.  
Cllr Elliot was proposed by Cllr Kay; Seconded by Cllr Reid; all in favour.

Cllr Elliot was duly elected Vice-Chair and signed the Declaration of Acceptance of Office.

**7.** To **RECEIVE** reports and **APPROVE** the end of year accounts, as at 31/03/2023.  
Cllrs reviewed the annual statements as provided in the supporting documents. It was resolved to  
approve the end of year financial position, proposed by Cllr Reid, seconded by Cllr Kay – all in favour

**8.** To **RECEIVE** and **CONSIDER** the report of the Internal Auditor for 2022/23.  
The Clerk noted the comments from the auditor regarding reserves. No additional comments or  
recommendations were made by the auditor.

Cllrs noted the discrepancy in the Internal Auditors report where balances for the respective bank  
accounts were transposed. The correct information is that the balance of the Unity Trust account was  
£13,916.09 and the Suffolk Building Society balance was £8088.27.

Cllr Elliot proposed accepting the report, noting the error above, seconded by Cllr Reid – all in favour

**9.** To **CONSIDER** and **APPROVE** Section 1 (Annual Governance Statement) of Form 3 of the AGAR  
2022/23.

# Waldringfield Parish Council

## 2005

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

Cllr Kay proposed acceptance of the completed statement, seconded by Cllr Reid – all in favour

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

**10.** To **APPROVE** the Section 2 (Annual Accounting Statement) of Form 3 the AGAR 2022/23  
It was resolved to approve the Annual Accounting Statements, with acceptance proposed by Cllr Reid, seconded by Cllr Elliot - all in favour.

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

**11.** To **NOTE** the dates for the notice of public rights  
The Clerk advised the public notice would be valid from 05 June – 14 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

**12.** To **APPROVE** the Annual CIL Report 2022-23  
Cllr Kay proposed acceptance of the CIL Annual Report; seconded by Cllr Elliot – all in favour.

To **APPROVE** Reserves Allocations 2023-24  
Cllr Reid proposed acceptance of the reserves allocations; seconded by Cllr Elliot – all in favour

**13.** To **CONFIRM** the appointment of the Internal Auditor for 2023/24.  
Cllr Reid proposed appointment of Heelis and Lodge as the internal auditor for 2023/24; Seconded by Cllr Kay – all in favour

**14.** To **CONFIRM** the bank and building society authorised signatories.  
Cllr Kay proposed existing signatories be maintained and that the additional signatory vacancies be addressed at the next meeting. Seconded by Cllr Reid.

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

After consideration and review, Cllr Kay proposed to adopt the WPC draft Standing Orders, WPC Draft Financial Standing Orders and the model Code of Conduct for Councillors, seconded by Cllr Elliot – all in favour.

**16.** To **APPROVE** appointment of Councillors/Officers/Other appointments to particular responsibilities – see separate list.  
CLLrs discussed the list of responsibilities. Cllr Reid raised the issue of the practical aspects of the playing fields and the frequency of inspections. It was agreed that responsibilities and this issue would be discussed at the next meeting.

Motion to confirm the existing allocations until the next meeting - Proposed Cllr Reid, seconded Cllr Kay – all in favour

**17.** To **CONFIRM** the appointment of the Clerk and RFO.  
Cllr Kay proposed to confirm the appointment of Jennifer Shone-Tribley as Clerk and RFO. Seconded by Cllr Elliot and approved by all.

**Annual Parish Council Meeting Closed: 19.15 pm**

Draft until signed.....Chair / / 20

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# Waldringfield Parish Council

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## SUPPORTING DOCUMENTS Annual Parish Council Meeting

### ITEM 7

7. To **RECEIVE** reports and **APPROVE** the end of year accounts, as at 31/03/2023.

#### Waldringfield Parish Council STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	29,522.71	
Cash in Hand		
Salaries		6,825.00
PAYE/NI		
Stationery/Mileage/Etc.		45.97
Post and telephone		6.51
Newsletter re 1972 LGA s142		940.00
Village Hall hire		265.00
Insurance		415.11
Membership Subs re LGA s111		471.04
Audit		395.00
Chairman's Expenses		
Training		226.00
Election Costs		
Grass cutting (field)		660.00
Mole catching (field)		
Repairs/Maintenance	380.00	3,663.67
Footpath Maintenance		241.50
General Grants		100.00
Church Field		450.00
Village Hall LGA		500.00
All Saints Church		775.00
WildlifeGroup		100.00
Miscellaneous		
Precept	15,544.75	
SCC Locality Grant	300.00	
SCC Footpaths Grant	276.30	
ES Enabling Communities Grant		
Bank Interest	127.09	
Grants and Donations		1,382.00
Advertising income	44.40	
VAT Refund		
Accounting, Website & Computing Fees		216.62
AONB Grant Payments		
Professional Services		
CIL Funds	1,785.13	
New Equipment Grants	6,500.00	
Jubilee Events		1,183.81
New Equipment Budget		15,039.50
Warm Room / Pantry		416.73
Cost of Living Community Grant (ESC)	2,455.00	

# Waldringfield Parish Council

	RECEIPTS	PAYMENTS
General		
VAT	3,492.45	4,105.01
	<b>30,905.12</b>	<b>38,423.47</b>
<b>Closing Balances:</b>		
Balances in Bank Account		22,004.36
Cash in Hand		
<b>TOTAL</b>	<b>60,427.83</b>	<b>60,427.83</b>

The above statement represents fairly the financial position of the council as at 31 Mar 2023

Signed \_\_\_\_\_  
Responsible Financial Officer

Date \_\_\_\_\_

# Waldringfield Parish Council

## Summary of Receipts and Payments

All Cost Centres and Codes

### A - Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Precept	15,544.75	15,544.75					(0%)
30	SCC Locality Grant		300.00	300.00				300.00 (N/A)
31	SCC Footpaths Grant	275.00	276.30	1.30				1.30 (0%)
35	ES Enabling Communities Grant							(N/A)
36	Bank Interest	50.00	127.09	77.09				77.09 (154%)
37	Grants and Donations				1,382.00	1,382.00		(0%)
38	Advertising income	45.00	44.40	-0.60				-0.60 (-1%)
39	VAT Refund							(N/A)
44	CIL Funds		1,785.13	1,785.13				1,785.13 (N/A)
45	New Equipment Grants	6,500.00	6,500.00					(0%)
49	Cost of Living Community Grant	2,455.00	2,455.00					(0%)
<b>SUB TOTAL</b>		<b>24,869.75</b>	<b>27,032.67</b>	<b>2,162.92</b>	<b>1,382.00</b>	<b>1,382.00</b>		<b>2,162.92 (8%)</b>

### B - Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries				6,100.00	6,825.00	-725.00	-725.00 (-11%)
2	PAYE/NI							(N/A)
3	Stationery/Mileage/Etc.				150.00	45.97	104.03	104.03 (69%)
4	Post and telephone				40.00	6.51	33.49	33.49 (83%)
5	Newsletter re 1972 LGA s142				649.00	940.00	-291.00	-291.00 (-44%)
6	Village Hall hire				325.00	265.00	60.00	60.00 (18%)
7	Insurance				650.00	415.11	234.89	234.89 (36%)
8	Membership Subs re LGA s111				450.00	471.04	-21.04	-21.04 (-4%)
9	Audit				200.00	395.00	-195.00	-195.00 (-97%)
10	Chairman's Expenses				50.00		50.00	50.00 (100%)
11	Training				300.00	226.00	74.00	74.00 (24%)
12	Election Costs							(N/A)
40	Accounting, Website & Computir				625.00	216.62	408.38	408.38 (65%)
42	Professional Services				200.00		200.00	200.00 (100%)
46	Jubilee Events				1,500.00	1,183.81	316.19	316.19 (21%)
48	Warm Room / Pantry				2,455.00	416.73	2,038.27	2,038.27 (83%)
<b>SUB TOTAL</b>					<b>13,694.00</b>	<b>11,406.79</b>	<b>2,287.21</b>	<b>2,287.21 (16%)</b>

### C - Playing Field/Recreational

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Grass cutting (field)				880.00	660.00	220.00	220.00 (25%)
15	Mole catching (field)				150.00		150.00	150.00 (100%)
16	Repairs/Maintenance		380.00	380.00	3,230.00	3,663.67	-433.67	-53.67 (-1%)
17	Footpath Maintenance				450.00	241.50	208.50	208.50 (46%)
41	AONB Grant Payments							(N/A)
47	New Equipment Budget				18,305.75	15,039.50	3,266.25	3,266.25 (17%)
<b>SUB TOTAL</b>			<b>380.00</b>	<b>380.00</b>	<b>23,015.75</b>	<b>19,604.67</b>	<b>3,411.08</b>	<b>3,791.08 (16%)</b>

# Waldringfield Parish Council

## D - Grants - s137/72 & s19 MP/

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 General Grants				300.00	100.00	200.00	200.00 (66%)
22 Church Field				450.00	450.00		(0%)
23 Village Hall LGA				525.00	500.00	25.00	25.00 (4%)
24 All Saints Church				775.00	775.00		(0%)
25 WildlifeGroup				125.00	100.00	25.00	25.00 (20%)
50 General							(N/A)
<b>SUB TOTAL</b>				<b>2,175.00</b>	<b>1,925.00</b>	<b>250.00</b>	<b>250.00 (11%)</b>

## F - Miscellaneous

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26 Miscellaneous							(N/A)
<b>SUB TOTAL</b>							<b>(N/A)</b>

### Summary

<b>NET TOTAL</b>	<b>24,869.75</b>	<b>27,412.67</b>	<b>2,542.92</b>	<b>40,266.75</b>	<b>34,318.46</b>	<b>5,948.29</b>	<b>8,491.21 (13%)</b>
<b>V.A.T.</b>		<b>3,492.45</b>			<b>4,105.01</b>		
<b>GROSS TOTAL</b>		<b>30,905.12</b>			<b>38,423.47</b>		

# Waldringfield Parish Council

Waldringfield Parish Council				
	31.01.23		29.02.23	
OPERATING ACCOUNT Unity Trust	FEBRUARY		MARCH	
	EXPECTED	ACTUAL	EXPECTED	ACTUAL
<b>CASH ON HAND (beginning of month)</b>	£16,754.75	£16,754.75	£18,557.47	£18,557.47
<b>CASH RECEIPTS</b>				
<b>Grants</b>				
Playspace grant	£0.00	£0.00	£0.00	£0.00
SCC Locality Grant	£0.00	£0.00	£0.00	£0.00
<b>Other</b>				
Precept	£0.00	£0.00	£0.00	£0.00
CIL	£0.00	£0.00	£0.00	£0.00
Advertising	£0.00	£0.00	£0.00	£0.00
ESC Footpath Grant	£0.00	£0.00	£0.00	£0.00
VAT Refund	£0.00	£0.00	£0.00	£0.00
Refunds	£0.00	£0.00	£380.00	£380.00
CoL Community Fund	£2,455.00	£2,455.00	£0.00	£0.00
<b>TOTAL CASH RECEIPTS</b>	<b>£2,455.00</b>	<b>£2,455.00</b>	<b>£380.00</b>	<b>£380.00</b>
<b>AVAILABLE (before cash out)</b>	<b>£19,209.75</b>	<b>£19,209.75</b>	<b>£18,937.47</b>	<b>£18,937.47</b>
<b>CASH PAID OUT</b>				
<b>Administration</b>				
Salaries	£568.75	£568.75	£568.75	£568.75
Newsletter	£0.00	£0.00	£175.00	£175.00
Insurance	£0.00	£0.00	£0.00	£0.00
Hall Hire	£0.00	£0.00	£0.00	£0.00
Training	£0.00	£0.00	£0.00	£0.00
Post/Telephone	£5.44	£5.44	£2.35	£2.35
Memberships	£35.00	£35.00	£0.00	£0.00
Other	£0.00	£0.00	£0.00	£0.00
Website/Accounting	£1.33	£1.33	£19.33	£19.33
<b>Playing Fields and maintenance</b>				
Grass Cutting	£0.00	£0.00	£0.00	£0.00
Repairs and maint'ce	£0.00	£0.00	£3,149.55	£3,149.55
Footpath cutting	£0.00	£0.00	£0.00	£0.00
<b>Grants</b>				
Other	£0.00	£0.00	£100.00	£100.00
Church Field Trust	£0.00	£0.00	£0.00	£0.00
Village Hall	£0.00	£0.00	£0.00	£0.00
General Grants	£0.00	£0.00	£0.00	£0.00
WWG Grant	£0.00	£0.00	£0.00	£0.00
WPCC	£0.00	£0.00	£0.00	£0.00
Wildlife Group	£0.00	£0.00	£0.00	£0.00
<b>Projects expenses</b>				
PlayQuip	£0.00	£0.00	£0.00	£0.00
Warm Rooms	£41.50	£41.50	£375.23	£375.23
Jubilee Expenses	£0.00	£0.00	£0.00	£0.00
VAT	£0.26	£0.26	£631.17	£631.17
<b>SUBTOTAL</b>	<b>£652.28</b>	<b>£652.28</b>	<b>£5,021.38</b>	<b>£5,021.38</b>
<b>TOTAL CASH PAID OUT</b>	<b>£652.28</b>	<b>£652.28</b>	<b>£5,021.38</b>	<b>£5,021.38</b>
<b>CASH POSITION (end of month)</b>	<b>£18,557.47</b>	<b>£18,557.47</b>	<b>£13,916.09</b>	<b>£13,916.09</b>
<b>SUMMARY of ALL CASH</b>				
Unity	£18,557.47	£18,557.47	£13,916.09	£13,916.09
SBS	£8,088.27	£8,088.27	£8,088.27	£8,088.27
<b>Total cash position</b>	<b>£26,645.74</b>	<b>£26,645.74</b>	<b>£22,004.36</b>	<b>£22,004.36</b>



# Waldringfield Parish Council

## ITEM 9

9. To **CONSIDER** and **APPROVE** Section 1 (Annual Governance Statement) of Part 3 of the AGAR 2022/23.

The following page is the Annual Governance Statement – Section 1 of the AGAR document the Council is required to submit. In the meeting Councillors will be reviewing the statements and responding to the questions.

### Section 1 – Annual Governance Statement 2022/23

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 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.	<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"/>	<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>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**\*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:

16/05/2023

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

<https://waldringfield.onesuffolk.net/parish-council/council-documents-online-2/>

## ITEM 10

10. To **APPROVE** the Section 2 (Annual Accounting Statement) of the AGAR 2022/23

# Waldringfield Parish Council

## Section 2 – Accounting Statements 2022/23 for

WALDRINGFIELD PARISH COUNCIL  
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	16,658	29,523	<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	14,301	15,545	<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	30,708	15,360	<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	6,300	6,825	<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	25,843	31,598	<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	29,523	22,004	<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	29,523	22,004	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	50,049	81,641	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

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/MM/YYYY

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

16/05/2023

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

This document summarises in a specified way the annual accounts reviewed above.

## ITEM 11

# Waldringfield Parish Council

## **11.** To **NOTE** the dates for the notice of public rights

For Councillor's information:

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

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, **during a period of 30 working days set by the smaller authority and including the first 10 working days of July.**
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
  - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
    - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
    - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
  - b) a statement that sets out—
    - i) the period for the exercise of public rights;
    - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
    - iii) the name and address of the local auditor;
    - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

The Clerk proposes this period be for a period of 30 days, commencing **Monday 03 June 2023 to Friday 14 July 2023**. The proposed notice was circulated to Councillors with these documents

## **ITEM 12**

### **12.** To **APPROVE** the Annual CIL Report 2022-23

# Waldringfield Parish Council

## CIL REPORT

Waldringfield Parish Council

1 April 2022 to 31 March 2023

A	Total CIL income carried over from previous years	£691.19
B	Total CIL income received (receipts)	£1785.13
C	Total CIL spent (expenditure)	£2,381.19
	Total CIL requested to be repaid in the year	£0.00
	Total value of CIL receipts subject to a Repayment Notice served <u>in any year</u> that has not been repaid	£0.00
D	Total CIL repaid in the year following a Repayment Notice	£0.00
E	Total CIL retained at year end (A+B-C-D)	£95.13

### CIL Expenditure

Items to which CIL has been applied:	Amount spent £
New Play Equipment Purchase – PlayQuip (06.06.22)	£691.19
Re-furnishment of See-Saw safety surface (PlayQuip 22.03.23)	£1,690.00
Total spent	£2,381.19

Signed: *J. Shane-Tribley* Position: Clerk and RFO

Approved by full council – 16/05/23

Verified: \_\_\_\_\_ Position

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To **APPROVE** Reserves Allocations 2023-24

# Waldringfield Parish Council

Reserves 2023-24		
<b>RESERVES 2023-24</b>		
ACTUAL balance 31/03/2023	£22,004.36	
<b>LESS EARMARKED (UNCOMMITTED)</b>		
Contingency	£6,000.00	
Depreciation values - reserves for Future Asset Refresh	£6,500.00	
Budget defeciet	£1,268.11	
		£13,768.11
<b>RINGFENCED</b>		
Election	£1,000.00	
Warm Rooms project	£2,038.27	
Highways sign	£300.00	
CIL	£95.13	
		£3,433.40
<b>Total of EARMARKED and RINGFENCED</b>	<b>£17,201.51</b>	
<b>General Reserve</b>	<b>£4,802.85</b>	
IBS	£8,008.92	
Unity (operating account)	£13,995.44	

## ITEM 13

**13.** To **CONFIRM** the appointment of the Internal Auditor for 2023/24.

Heelis and Lodge are recommended as the internal auditors. As a local business they have supported the Council for many years. The Clerk finds they have provided a cost-effective and valued service. .

## ITEM 14

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

The Council has two bank accounts:

### **Unity Trust Bank (Operating Account)**

Authorised signatories are:

Cllr Kay, Cllr Reid and Cllr Elliot

**There is one vacancy**

### **Suffolk Building Society (Savings Account)**

Authorised Signatories are:

Cllr Reid and Cllr Kay

**There is one vacancy**

## ITEM 15

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

These policies were provided to Councillors separately with these documents.

# Waldringfield Parish Council

## ITEM 16

**16.** To **APPROVE** appointment of Councillors/Officers/appointments to particular responsibilities – see separate list.

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 Quick
Planning Group	3	Cllrs Elliot and Gold -one vacancy
Parish Liaison	1	Cllr Kay
Website Management	2	Cllr Shore and The Clerk
Village Hall	1	Cllr Shore
Tennis Club	2	Cllr Kay and one vacancy?
Fairway Committee	2	Cllrs Gold and Reid
Playing Fields	3	Cllrs Reid and one vacancy
Church Field	2	Cllrs Elliot and Gold
WALGA	1	Cllr Kay
Beach	3	Cllrs Gold and Quick
Notice Boards	2	Cllrs Kay and the Clerk
Village Sign, benches and street furniture	1	Cllr Couchman and Clerk
Climate and Biodiversity Coordinator	1	Cllr Quick
Felixstowe Partnership	1	Cllr Couchman
SID Coordinator	2	Cllrs Kay and Reid

# Waldringfield Parish Council

*NEW* Facilities at Waterfront Working Group		The Clerk and three vacancies
*NEW* Deben Estuary Representative		Cllr Quick

Clerk has suggested two new responsibility areas.

**Facilities at the Waterfront:** We have received notification from East Suffolk Council regarding the facilities at the Waterfront in that they would not be in a position to launch the project.

*East Suffolk Council currently is not prioritising the provision of public WC's in village locations, in fact many in recent years many have passed over to the local communities and/or parish councils.*

*It is accepted that the location at Waldringfield is a busy one , particularly in summer although anecdotally the draw is very predominately appearing to be the businesses on site ( the Maybush and the Sailing club) both of which have facilities for their users.*

*On speaking with our planning department, they are very open to Waldringfield PC producing a plan and business case for their own delivery of a toilet facility. Given the Brightwell Lakes growth in the area and the destination status of the village they believe it would look positively at a Local CIL bid from them to fund it. [CIL spending » East Suffolk Council](#)*

*If pursued, I think the priority is to demonstrate a strong demand over and above the local business and perhaps consider a pay facility to assist with revenue if a bid is successful .*

In light of the bathing water status, and the new development at Brightwell, achieving facilities at the waterfront requires further investigation and planning, liaison with partners, sourcing funding and support and will require the assistance of a working group should the WPC feel this is a worthwhile endeavour.

**Deben Estuary Partnership:** Councillors were forwarded an invitation to this group (in March) In summary:

*Deben Estuary Partnership is a syndication of community stakeholder interests on the Deben Estuary responsible for drawing up an integrated estuary management plan. You will be aware that our current plan was published in 2015 and is now due for review and renewal and we need to refresh our steering group to ensure that it represents key interests on the estuary.*

*The key stakeholder interests represented on the steering group include: landowners, riparian industries, tourism, AONB unit, Environment Agency, Natural England, River Deben Association, IDB, Parish Councils west and east banks of Deben, ESC, Fairways Committees, marine industries and leisure interests.*

*Since Covid and the development of the new local plan we have lost the representation of parish councils on our committee, which we are now seeking to address, so I do hope that Melton can be represented.*

*If you need further information, please do get back to either Peter Youngs (cc'd above) or myself. In the meantime I would refer you to our website <https://debenestuarypartnership.wordpress.com>*

# Waldringfield Parish Council

Cllr Quick volunteered to attend the meeting in April – and continued membership may be something the WPC wished to consider.