



# Waldringfield Parish Council

Parish Clerk: Jennifer Shone-Tribley

Low Farm, Ipswich Road, Waldringfield, Woodbridge,  
Suffolk IP12 4QU

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## **Minutes of the Annual Parish Council Meeting held on Tuesday 14 May 2024**

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

0 members of the public

**Minutes:** Cllr Reid agreed to act as Clerk

**Meeting opened:** 18:33

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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 Elliot; Seconded by Cllr Reid; all in favour.  
Cllr Kay was duly elected with all in favour and signed the Declaration of Acceptance of Office.
2. To **ELECT** a Vice-Chair and for the Vice-Chair to **SIGN** a Declaration of Acceptance of Office.  
Cllr Elliot was proposed by Cllr Reid, seconded by Cllr Kay and elected with all in favour.  
Cllr Elliot signed the Declaration of Acceptance of Office.
3. To **RECEIVE** apologies for absence.  
Apologies for absence from Cllrs Gold, Quick and Shore and from the Clerk were accepted.
4.
  - a To **RECEIVE** declarations of interest: None received
  - b To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** non-delegated DPI dispensations requested by a councillor. None received
5. **REGISTER OF INTERESTS** – Councillors to be reminded to review and update their entry on the online register of interests. Cllrs were reminded to review and update the register.
6. **Public Participation – Parish Issues** – An opportunity for parishioners to bring matters to the attention of the Parish Council and for parishioners to seek guidance from the Council.  
No parishioners were present.
7. **Financial Year End Matters:**
  - a To **RECEIVE** reports and **APPROVE** the end of year accounts, as at 31/03/2024.  
Cllrs resolved to approve the end of year accounts and the financial position, proposed by Cllr Kay, seconded by Cllr Elliot – all in favour.
  - b To **CONFIRM and SIGN** the Certificate of Exemption from a limited assurance review (External Audit) under Section 8 of the Local Audit (Smaller Authorities) Regulations 2015. This was confirmed and signed by the Chair. The RFO to sign following the meeting.
  - c To **RECEIVE and ACCEPT** the report of the Internal Auditor for 2023/24 and ‘Annual Internal Audit Report’ of Part 3 of the Annual Governance and Accountability Return (AGAR 2023/24).  
Acceptance of the report was proposed by Cllr Kay and seconded by Cllr Reid with all in favour.
  - d To **AGREE and COMPLETE** Section 1 (Annual Governance Statement) of Form 2 of the AGAR 2023/24. Agreement was proposed by Cllr Kay, seconded by Cllr Reid and , with all in favour, the form duly completed.

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- e To **AGREE and COMPLETE** the Section 2 (Annual Accounting Statement) of Form 2 of the AGAR 2023/4.  
Acceptance was proposed by Cllr Kay, seconded by Cllr Reid with all in favour and the form duly completed.
  - f To **NOTE** the dates for the notice of public rights.  
These were noted.
  - g To **APPROVE** the Annual CIL Report 2023/24 Cllr Elliot proposed acceptance of the CIL Annual Report; seconded by Cllr Forsdike – all in favour.
  - h To **APPROVE** Reserves Allocations 2024/25.  
Cllr Kay proposed acceptance of the reserves allocations; seconded by Cllr Elliot – all in favour
  - i To **REVIEW and AGREE** the Council's Asset Register.  
This was agreed by all present.
8. To **CONFIRM** the appointment of the Internal Auditor for 2024/5.  
Cllr Elliot proposed appointment of Heelis and Lodge as the internal auditor for 2024/5; seconded by Cllr Kay – all in favour.
9. To **CONFIRM** the bank and building society authorised signatories.  
Cllr Forsdike proposed that the existing signatories be maintained, seconded by Cllr Elliot with all in favour.
10. To **REVIEW and ADOPT** WPC Standing Orders 2024, WPC Financial Regulations (formerly Financial Standing Orders) 2024 and WPC Model LGA Code of Conduct for Councillors and the Grant Awarding Policy 2024.  
Cllr Kay proposed to adopt the adoption of all these orders, seconded by Cllr Elliot – all in favour.
11. To **APPROVE** appointment of Councillors/Officers/Other appointments to particular responsibilities – see separate list.  
It was agreed that these responsibilities should be remain as at present but be reviewed at the next council meeting.
12. To **CONFIRM** the appointment of the Clerk and RFO.  
Cllr Kay proposed to confirm the appointment of Jennifer Shone-Tribley as Clerk and RFO. This was seconded by Cllr Elliot and approved by all.

**The Annual Parish Council Meeting Closed: 19.05**

## SUPPORTING DOCUMENTS

### Annual Parish Council Meeting 14 May 2024

#### ITEM 7

**7 a.** To **RECEIVE** reports and **APPROVE** the end of year accounts, as at 31/03/2024. – (Original signed)

**Waldringfield Parish Council**  
**STATEMENT OF ACCOUNTS Financial Year 2023-24**

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	22,004.36	
Cash in Hand		
Salaries		7,370.56
PAYE/NI		
Clerk/Office Expenses		70.16
Post and telephone		1.60
Newsletter re 1972 LGA s142		724.00
Village Hall hire		420.00
Insurance		422.24
Professional Memberships (LGA s111)	24.00	481.53
Audit		430.00
Chairman's Expenses		
Training		916.00
Election Costs		78.54
Grass cutting (field)		840.00
Repairs/Maintenance		1,570.02
Footpath Maintenance		241.50
Community Grants Fund		
Church Field		450.00
Village Hall LGA		500.00
All Saints Church		775.00
WildlifeGroup		100.00
Precept	16,322.00	
SCC Footpaths Grant	328.80	
Bank Interest	228.31	
Grants and Donations		
Advertising income	78.00	
Accounting, Website & Computing Fees		557.12
CIL Funds	1,200.92	
Coronation Events		386.80
Warm Room / Pantry		416.32
VAT Refund		
Professional Services		500.00
VAT	1,154.93	764.36
	<b>19,336.96</b>	<b>18,015.75</b>
<b>Closing Balances:</b>		
Balances in Bank Account		23,325.57
Cash in Hand		
<b>TOTAL</b>	<b>41,341.32</b>	<b>41,341.32</b>

The above statement represents fairly the financial position of the council as at 31 Mar 2024

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

Date 07-May-24

Draft until signed \_\_\_\_\_ Chair \_\_\_\_\_/\_\_\_\_\_/2024

# Waldringfield Parish Council

## Waldringfield Parish Council Summary of Receipts and Payments

All Cost Centres and Codes  
Financial Year 2023-34

### A - Receipts

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
28	Precept	16,322.00	16,322.00					(0%)	
31	SCC Footpaths Grant	328.80	328.80					(0%)	
36	Bank Interest	50.00	228.31	178.31				178.31	(356%)
37	Grants and Donations							(N/A)	
38	Advertising income	35.00	78.00	43.00				43.00	(122%)
44	CIL Funds	300.00	1,200.92	900.92				900.92	(300%)
49	VAT Refund							(N/A)	
SUB TOTAL		17,035.80	18,158.03	1,122.23				1,122.23	(6%)

### B - Administration

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1	Salaries				6,860.00	7,370.56	-510.56	-510.56	(-7%)
2	PAYE/NI							(N/A)	
3	Clerk/Office Expenses				50.00	70.16	-20.16	-20.16	(-40%)
4	Post and telephone				25.00	1.60	23.40	23.40	(93%)
5	Newsletter re 1972 LGA s142				875.00	724.00	151.00	151.00	(17%)
6	Village Hall hire				335.00	420.00	-85.00	-85.00	(-25%)
7	Insurance				415.11	422.24	-7.13	-7.13	(-1%)
8	Professional Memberships (L		24.00	24.00	530.00	481.53	48.47	72.47	(13%)
9	Audit				425.00	430.00	-5.00	-5.00	(-1%)
10	Chairman's Expenses				50.00		50.00	50.00	(100%)
11	Training				960.00	916.00	44.00	44.00	(4%)
12	Election Costs				1,000.00	78.54	921.46	921.46	(92%)
40	Accounting, Website & Comp				575.00	557.12	17.88	17.88	(3%)
46	Coronation Events				500.00	386.80	113.20	113.20	(22%)
48	Warm Room / Pantry				2,038.27	416.32	1,621.95	1,621.95	(79%)
50	Professional Services					500.00	-500.00	-500.00	(N/A)
SUB TOTAL			24.00	24.00	14,638.38	12,774.87	1,863.51	1,887.51	(12%)

### C - Playing Field/Recreation

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
14	Grass cutting (field)				900.00	840.00	60.00	60.00	(6%)
16	Repairs/Maintenance				3,500.00	1,570.02	1,929.98	1,929.98	(55%)
17	Footpath Maintenance				375.00	241.50	133.50	133.50	(35%)
SUB TOTAL					4,775.00	2,651.52	2,123.48	2,123.48	(44%)

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

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
21	Community Grants Fund				1,875.00		1,875.00	1,875.00	(100%)
22	Church Field					450.00	-450.00	-450.00	(N/A)
23	Village Hall LGA					500.00	-500.00	-500.00	(N/A)
24	All Saints Church					775.00	-775.00	-775.00	(N/A)
25	WildlifeGroup					100.00	-100.00	-100.00	(N/A)
SUB TOTAL					1,875.00	1,825.00	50.00	50.00	(2%)

### Summary

NET TOTAL	17,035.80	18,182.03	1,146.23	21,288.38	17,251.39	4,036.99	5,183.22	(13%)
V.A.T.		1,154.93			764.36			
GROSS TOTAL		19,336.96			18,015.75			

# Waldringfield Parish Council

## Financial Year End Cash Flow Statement

Waldringfield Parish Council				
		29.02.24		31.03.24
OPERATING ACCOUNT Unity Trust	MARCH		YEARLY TOTALS	
	EXPECTED	ACTUAL	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£16,553.15	£16,553.15	£15,008.99	£15,008.99
<b>CASH RECEIPTS</b>				
Grants				
ESC Grants	£0.00	£0.00	£0.00	£0.00
SCC Locality Grant	£0.00	£0.00	£0.00	£0.00
Other				
Precept	£0.00	£0.00	£16,322.00	£16,322.00
CIL	£0.00	£0.00	£1,200.92	£1,200.92
Interest	£0.00	£0.00	£0.00	£0.00
Advertising	£18.00	£0.00	£78.00	£60.00
SCC Footpath Grant	£0.00	£0.00	£328.80	£328.80
VAT Refund	£0.00	£0.00	£1,154.93	£1,154.93
<b>TOTAL CASH RECEIPTS</b>	<b>£18.00</b>	<b>£0.00</b>	<b>£19,084.65</b>	<b>£19,066.65</b>
AVAILABLE (before cash out)	£16,571.15	£16,553.15		
<b>CASH PAID OUT</b>				
Administration				
Salaries	£733.47	£733.47	£7,370.56	£7,370.56
Newsletter	£175.00	£175.00	£724.00	£724.00
Insurance	£0.00	£0.00	£422.24	£422.24
Hall Hire	£225.00	£225.00	£420.00	£420.00
Training	£65.00	£65.00	£916.00	£916.00
Post/Telephone/exp	£1.60	£1.60	£29.01	£29.01
Memberships	£0.00	£0.00	£457.53	£457.53
Other	£0.00	£0.00	£621.29	£621.29
Website/Accounting	£42.90	£42.90	£987.12	£987.12
<b>Playing Fields and maintenance</b>			<b>£11,947.75</b>	<b>£11,947.75</b>
Grass Cutting	£0.00	£0.00	£840.00	£840.00
Repairs and maint'ce	£121.01	£121.01	£1,570.02	£1,570.02
Footpath cutting	£0.00	£0.00	£241.50	£241.50
<b>Grants</b>			<b>£2,651.52</b>	<b>£2,651.52</b>
Church Field Trust	£0.00	£0.00	£450.00	£450.00
Village Hall	£0.00	£0.00	£500.00	£500.00
General Grants	£0.00	£0.00	£0.00	£0.00
WPCC	£0.00	£0.00	£775.00	£775.00
Wildlife Group	£0.00	£0.00	£100.00	£100.00
<b>Projects expenses</b>			<b>£1,825.00</b>	<b>£1,825.00</b>
Other	£0.00	£0.00	£0.00	£0.00
Warm Rooms	£156.00	£156.00	£416.32	£416.32
Coronation Expenses	£0.00	£0.00	£386.80	£386.80
<b>VAT</b>	<b>£42.18</b>	<b>£42.18</b>	<b>£764.36</b>	<b>£764.36</b>
<b>SUBTOTAL</b>	<b>£1,562.16</b>	<b>£1,562.16</b>	<b>£1,567.48</b>	<b>£1,567.48</b>
<b>TOTAL CASH PAID OUT</b>	<b>£1,562.16</b>	<b>£1,562.16</b>	<b>£17,991.75</b>	<b>£17,991.75</b>
<b>CASH POSITION (end of month)</b>	<b>£15,008.99</b>	<b>£14,990.99</b>		<b>£0.00</b>
<b>SUMMARY of ALL CASH</b>				
Unity	£15,008.99	£15,008.99	Closing Balance (expected)	
IBS	£8,316.58	£8,316.58	£8,316.58	
Total cash position	£23,325.57	£23,325.57	£23,325.57	

# Waldringfield Parish Council

Financial Year End Bank Reconciliation (original Signed)

## Waldringfield Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 31/03/2024</b>		
	Cash in Hand 01/04/2023		22,004.36
	<b>ADD</b> Receipts 01/04/2023 - 31/03/2024		19,336.96
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/03/2024		41,341.32
			18,015.75
	<b>Cash in Hand 31/03/2024</b> (per Cash Book)		<b>23,325.57</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 31/03/2024	0.00	
	Suffolk Building Society 31/03/2024	8,316.58	
	Unity Trust Bank 31/03/2024	15,008.99	
			<b>23,325.57</b>
	Less unrepresented payments		
			23,325.57
	Plus unrepresented receipts		
			23,325.57
	<b>Adjusted Bank Balance</b>		<b>23,325.57</b>
	<b>A = B Checks out OK</b>		



# Waldringfield Parish Council

b. To **CONFIRM** and **SIGN** the Certificate of Exemption from a limited assurance review (External Audit) under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

A draft of this document is below to be considered by Council at the meeting:

## Certificate of Exemption – AGAR 2023/24 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 2024, 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 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

### WALDRINGFIELD PARISH COUNCIL

certifies that during the financial year 2023/24, 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 2023/24: **£19,337** PER AMOUNT £00,000

Total annual gross expenditure for the authority 2023/24: **£18,016** PER AMOUNT £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 **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2020
- In relation to the preceding financial year (2022/23), 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 2024.

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

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

14/05/2024

I confirm that this Certificate of Exemption was approved by this authority on this date:

14/05/2024

Signed by Chair

Date

SIGNATURE REQUIRED

14/05/2024

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

pc.waldringfield@googlemail.com GENERIC EMAIL ADDRESS

Telephone number

01473 736475 NUMBER

\*Published web address

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

**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 2024. Reminder letters for late submission will incur a charge of £40 + VAT.**

# Waldringfield Parish Council

c. To **RECEIVE** and **ACCEPT** the report of the Internal Auditor for 2023/24 and 'Annual Internal Audit Report' of Part 3 of the Annual Governance and Accountability Return (AGAR 2023/24).

The internal Auditor's Report was circulated with these documents and available on the website. The Annual Internal Audit Report is below and available on the website.

## Annual Internal Audit Report 2023/24

### WALDRINGFIELD PARISH COUNCIL

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

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ No Petty Cash
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/04/2024

Name of person who carried out the internal audit

H. HEELIS (HEELIS & LODGE)

Signature of person who carried out the internal audit



Date

18/04/2024

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



# Waldringfield Parish Council

**d. To AGREE and COMPLETE** Section 1 (Annual Governance Statement) of Form 2 of the AGAR 2023/24  
Below are the assertions Council will need to consider in completing the return.

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER 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 2024, that:

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

\*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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

### 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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

# Waldringfield Parish Council

e. To **AGREE and COMPLETE** the Section 2 (Accounting Statement) of Form 2 the AGAR 2023/24  
(Original signed by Clerk 29/04/24)

## Section 2 – Accounting Statements 2023/24 for

WALDRINGFIELD PARISH COUNCIL				
	Year ending		Notes and guidance	
	31 March 2023 £	31 March 2024 £		
1. Balances brought forward	29,523	22,004	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	15,545	16,322	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	15,360	3,015	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	6,825	7,371	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	31,598	10,645	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	22,004	23,326	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	22,004	23,326	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	81,641	81,762	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	

  

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

  

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

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

SIGNATURE REQUIRED

Date 04/05/2024

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

# Waldringfield Parish Council

Waldringfield Parish Council							
ANNUAL RETURN - Section 2 : Statement of Accounts							
Explanation of variances							
Box no	Description	31/03/2023 £	31/03/2024 £	Variance £	Varia nce %	Explanati on Req'd	Notes
1	Balances brought forward	£29,522.71	£22,004.36	n/a	n/a	No	Balances BF agrees
2	Annual Precept	£15,544.75	£16,322.00	£777.56	5%	No	
3	Total other receipts	£15,360.37	£3,014.96	-£12,345.41	80%	Yes	Previous year received significant grant funding (£8,955) and CIL funds (£1,785.13). This FY we received less grant funding (£2,455) and a small amount of CIL (£304.66)
4	Staff Costs	£6,825.00	£7,370.00	£545.56	8%	No	
5	Loan interest/capital repayments	£0.00	£0.00	£0.00	0%	No	
6	Total other payments	£31,598.47	£10,645.19	-£20,953.28	66%	Yes	A large payment for the play equipment (£15,039.50), repair and maintenance costs of £3,663.67 and a one time Jubilee event cost (£1,183.81) were made the year previous. This year was a normal year and fewer significant outlays.
7	Balances carried forward	£22,004.36	£23,325.57	£1,321.21	6%	No	
8	Total cash and short term investments	£22,004.36	£23,325.57	£1,321.21	6%	No	
9	Total fixed assests and long term investments	£81,640.69	£81,761.70	£121.01	0%	No	
10	Total borrowing	£0.00	£0.00	£0.00	0%	No	

# Waldringfield Parish Council

**f. 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 12 July 2023**. The proposed notice was circulated to Councillors with these documents.



# Waldringfield Parish Council

g. To **APPROVE** the Annual CIL Report 2023-24

## CIL REPORT

Waldringfield Parish Council

1 April 2023 to 31 March 2024

A	Total CIL income carried over from previous years	£95.13
B	Total CIL income received (receipts)	£1,200.92
C	Total CIL spent (expenditure)	£0.00
	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)	£1,296.05

## CIL Expenditure

Items to which CIL has been applied:	Amount spent £
None	£0.00
Total spent	£0.00

Signed: *J Shane-Tribley*

Position: Clerk and RFO

Approved by Full Council – 14/05/2024 – Minutes ref: \_\_\_\_\_

# Waldringfield Parish Council

## h. To **APPROVE** Reserves Allocations 2023-24

Below are Reserves allocations amended with Year End figures and expected changes.

Reserves 2024-25		
<b>RESERVES 2024-25</b>		
Actual balance 31/03/2024		£23,325.57
Less Defecit/plus surplus		£0.00
		£23,325.57
<b>LESS EARMARKED (UNCOMMITTED)</b>		
Contingency		£6,000.00
Asset Repairs/maintenance/refurbishment		£6,250.00
<b>RINGFENCED</b>		
Tax grant to defer increase in precept		£98.00
New Equipment Project		£3,000.00
Warm Room Service offering		£1,582.90
CIL funds		£1,296.10
**Grant re-payment		-£1,376.65
<b>Total of EARMARKED and RINGFENCED</b>		£16,850.35
<b>* General Reserve</b>		<b>£6,475.22</b>
IBS		£8,316.58
<b>***</b> Unity (operating account)		£15,008.99
<b>* General Reserve as Percentage of Precept</b>		<b>37.20%</b>
<b>***</b> Reserves available from Unity Account less general		<b>£8,533.77</b>

## i. To **REVIEW** and **AGREE** the Council's Asset Register

The Council's Asset Register was sent to Councillors with these documents.

## ITEM 8

### 8. To **CONFIRM** the appointment of the Internal Auditor for 2024/25.

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 9

9. 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

**Suffolk Building Society (Savings Account)**

Authorised Signatories are:

Cllr Reid and Cllr Kay

## ITEM 10

10. To **REVIEW** and **ADOPT** the following WPC Policies:

These policies were provided to Councillors separately with these documents.

**DRAFT WPC Standing Orders v2024** – this has been formatted to our new format and is based on the latest NALC guidance.

**DRAFT WPC Financial Regulation v2024** (formerly Financial Standing Orders). Have re-named “regulations” in keeping with industry vernacular. Based on the NALC latest financial regulations.

**DRAFT WPC Grant Awarding Policy and Procedure v2024** – this is formatted to our policies format and reflects largely the previous version.

**DRAFT WPC Councillor Code of Conduct v2024** – this has been formatted but otherwise is unchanged as there are no new updates from the LGA to this policy.

## ITEM 11

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

Below is a list of existing responsibilities. Consideration should be given to any new responsibilities that may be required.

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
Parish Liaison	1	Cllr Kay

# Waldringfield Parish Council

Website Management	2	Cllr Shore and The Clerk
Village Hall	1	Cllr Shore
Tennis Club	2	Cllr Kay
Fairway Committee	2	Cllrs Gold and Reid
Playing Fields	3	Cllrs Forsdike, Reid and Gold
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)	<b>vacancy</b> and Clerk
Climate and Biodiversity Coordinator	1	Cllr Quick
Felixstowe Partnership	1	Cllr Reid
SID Coordinator	2	Cllrs Kay and Reid
Litter Walk Coordinator	(2)	Cllr Reid
Deben Estuary Representative	1	Cllr Quick
Safeguarding Lead		<b>Vacancy</b>
Deputy Safeguarding Lead		Clerk