



Waldringfield Parish Council

Parish Clerk: Jennifer Shone-Tribley

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

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Telephone: 01473 736475

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Minutes of the Annual Parish Council Meeting held on Tuesday 13 May 2025

In attendance: Cllrs Kay, Forsdike, Gold, and Reid. (Cllr Quick arrived 18.55)

Members of the Public: 0

Minutes: Clerk

Meeting opened: 18:30

2151

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

Motion to **ELECT** Cllr Kay as Chair - Proposed Cllr Reid; Seconded Cllr Forsdike – all in favour
Cllr Kay was duly elected 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.

Motion to **ELECT** Cllr Elliot as Vice-Chair - Proposed Cllr Reid; Seconded Cllr Kay – all in favour.
Cllr Elliot was absent from the meeting and will sign the Declaration of Acceptance of Office at a later date prior to her first meeting.

3. To **RECEIVE** apologies for absence.

Cllr Ramsay – work commitments

Cllr Elliot – illness

Motion to **ACCEPT** Apologies for absence above – Proposed Cllr Kay; Seconded Cllr Gold– all in favour

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 members of the public in attendance.

7. **Financial Year End Matters:**

- a** To **RECEIVE** reports and **APPROVE** the end of year accounts, as at 31/03/2025.

Motion to **APPROVE** the End of Year accounts - Proposed Cllr Reid ; Seconded Cllr Gold – 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.

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Motion to **CONFIRM** exemption from limited assurance review - Proposed Cllr Kay ; Seconded Cllr Reid – all in favour.

This was signed by the Chair and RFO in the meeting.

- c To **RECEIVE and ACCEPT** the report of the Internal Auditor for 2024/25 and ‘Annual Internal Audit Report’ of Part 3 of the Annual Governance and Accountability Return (AGAR 2024/25).

Cllr Reid queried the comment in the full report regarding pensions enrolment and that eligible employees are enrolled in the pension scheme. It is noted that there are no eligible employees.

Motion to **ACCEPT** the report: Proposed Cllr Kay; Seconded Cllr Reid– all in favour

- d To **AGREE and COMPLETE** Section 1 (Annual Governance Statement) of Form 2 of the AGAR 2024/25.

Councillors agreed the response to each item in the meeting.

Motion to **APPROVE** Section 1 with responses agreed and marked on the form - proposed by Cllr Kay, seconded by Cllr Forsdike - all in favour,

The form was duly completed, and signed.

- e To **AGREE and COMPLETE** the Section 2 (Annual Accounting Statement) of Form 2 of the AGAR 2024/25.

Motion to **AGREE** Section 2 - proposed by Cllr Kay, seconded by Cllr Reid - all in favour

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 2024/25

Motion to **APPROVE** annual CIL report - Cllr Elliot proposed acceptance of the CIL Annual Report; propose Kay; seconded by Cllr Gold – all in favour.

- h To **APPROVE** Reserves Allocations 2024/25.

Motion to **APPROVE** reserves allocations – proposed Cllr Reid ; seconded by Cllr Kay – all in favour

- i To **REVIEW and AGREE** the Council’s Asset Register.

Motion to **APPROVE** the Asset register – Proposed Cllr Kay; Second Quick – all in favour.

8. To **CONFIRM** the appointment of the Internal Auditor for 2025/6.

Motion to **APPOINT** Heelis and Lodge as the internal auditor for 2025/6; Proposed Cllr Kay; Seconded by Cllr Gold – all in favour.

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

Cllrs discussed that three signatories was sufficient in the Unity Trust account, however there should be a third person on the Savings Account

Motion to **maintain existing signatories for Unity Trust**; and **adding Cllr Gold** to SBS – Proposed Cllr Forsdike; Seconded Cllr Quick – all in favour.

10. To **REVIEW** and **ADOPT** WPC Standing Orders 2025, WPC Financial Regulations (formerly Financial Standing Orders) 2025 and WPC Model LGA Code of Conduct for Councillors v2025

Motion to **APPROVE** the above noted policies – Proposed Cllr Kay, Seconded by Cllr Quick – all in favour.

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

Cllr Gold indicated she is withdrawing from the playing field responsibility. Cllr Kay will be appointed to Website management.

It was agreed that any other appointed responsibilities should remain as they are at present but be reviewed at the next council meeting, in June.

Motion to **APPROVE** the above appointments, and maintain any other existing appointments – Proposed Cllr Kay; Seconded Cllr Forsdike – all in favour

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

Motion to **CONFIRM** the appointment of Jennifer Shone-Tribley as Clerk and RFO. Proposed Cllr Kay; Seconded Cllr Forsdike – all in favour.

The Annual Parish Council Meeting Closed: 19.15pm

SUPPORTING DOCUMENTS Annual Parish Council Meeting

ITEM 7

7 a. To **RECEIVE** reports and **APPROVE** the end of year accounts, as at 31/03/2025. – (Original signed)

Waldringfield Parish Council

Waldringfield Parish Council STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	23,325.57	
Cash in Hand		
Salaries		7,952.25
PAYE/NI		
Clerk/Office Expenses	2.80	44.22
Post and telephone		27.00
Newsletter re 1972 LGA s142		705.00
Village Hall hire		
Insurance		423.21
Professional Memberships (LGA s111)		475.71
Audit		170.00
Chairman's Allowance		24.00
Training		85.00
Grass cutting (field)		840.00
Repairs/Maintenance		980.72
Footpath Maintenance		380.10
Community Grants Fund		1,425.00
Precept	17,404.24	
SCC Footpaths Grant	328.80	
Bank Interest	269.33	
Grants and Donations	524.00	
Advertising income	296.40	
Accounting, Website & Computing Fees		734.27
CIL Funds	1,848.27	
Warm Welcome		1,791.89
VAT Refund		
Professional Services		
VAT	576.05	535.08
	21,249.89	16,593.45
Closing Balances:		
Balances in Bank Account		27,982.01
Cash in Hand		
TOTAL	44,575.46	44,575.46

The above statement represents fairly the financial position of the council as at 31 Mar 2025

Waldringfield Parish Council

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	17,404.24	17,404.24						(0%)
31 SCC Footpaths Grant	328.80	328.80						(0%)
36 Bank Interest	50.00	269.33	219.33				219.33	(438%)
37 Grants and Donations		524.00	524.00				524.00	(N/A)
38 Advertising income	50.00	296.40	246.40				246.40	(492%)
44 CIL Funds	300.00	1,848.27	1,548.27				1,548.27	(516%)
49 VAT Refund								(N/A)
SUB TOTAL	18,133.04	20,671.04	2,538.00				2,538.00	(14%)

B - Administration

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1 Salaries				7,675.00	7,952.25	-277.25	-277.25	(-3%)
2 PAYE/NI								(N/A)
3 Clerk/Office Expenses		2.80	2.80	75.00	44.22	30.78	33.58	(44%)
4 Post and telephone				25.00	27.00	-2.00	-2.00	(-8%)
5 Newsletter re 1972 LGA s1				920.00	705.00	215.00	215.00	(23%)
6 Village Hall hire				350.00		350.00	350.00	(100%)
7 Insurance				450.00	423.21	26.79	26.79	(5%)
8 Professional Memberships				590.00	475.71	114.29	114.29	(19%)
9 Audit				250.00	170.00	80.00	80.00	(32%)
10 Chairman's Allowance				50.00	24.00	26.00	26.00	(52%)
11 Training				450.00	85.00	365.00	365.00	(81%)
40 Accounting, Website & Com				600.00	734.27	-134.27	-134.27	(-22%)
48 Warm Welcome				2,428.54	1,791.89	636.65	636.65	(26%)
50 Professional Services								(N/A)
SUB TOTAL		2.80	2.80	13,863.54	12,432.55	1,430.99	1,433.79	(10%)

C - Playing Field/Recre

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
14 Grass cutting (field)				960.00	840.00	120.00	120.00	(12%)
16 Repairs/Maintenance				2,500.00	980.72	1,519.28	1,519.28	(60%)
17 Footpath Maintenance				375.00	380.10	-5.10	-5.10	(-1%)
SUB TOTAL				3,835.00	2,200.82	1,634.18	1,634.18	(42%)

D - Grants - s137/72 & s

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
21 Community Grants Fund				2,125.00	1,425.00	700.00	700.00	(32%)
SUB TOTAL				2,125.00	1,425.00	700.00	700.00	(32%)

Summary

NET TOTAL	18,133.04	20,673.84	2,540.80	19,823.54	16,058.37	3,765.17	6,305.97	(16%)
V.A.T.		576.05			535.08			
GROSS TOTAL		21,249.89			16,593.45			

Financial Year End Cash Flow Statement

Waldringfield Parish Council

Waldringfield Parish Council				
		31.01.25		28.02.25
OPERATING ACCOUNT	FEBRUARY		MARCH	
Unity Trust				
	EXPECTED	ACTUAL	EXPECTED	ACTUAL
CASH ON HAND (beginning of month)	£20,949.77	£20,949.77	£20,199.64	£20,199.64
CASH RECEIPTS				
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	£0.00	£0.00
CIL	£0.00	£0.00	£0.00	£0.00
Advertising	£0.00	£0.00	£130.80	£130.80
ESC Footpath Grant	£0.00	£0.00	£0.00	£0.00
VAT Refund	£0.00	£0.00	£0.00	£0.00
Invoicing				
TOTAL CASH RECEIPTS	£0.00	£0.00	£130.80	£130.80
AVAILABLE (before cash out)	£20,949.77	£20,949.77	£20,330.44	£20,330.44
CASH PAID OUT				
Administration				
Salaries	£655.50	£0.00	£741.75	£741.75
Newsletter	£0.00	£0.00	£180.00	£180.00
Insurance	£0.00	£0.00	£0.00	£0.00
Hall Hire	£0.00	£0.00	£0.00	£0.00
Training	£35.00	£0.00	£0.00	£0.00
Post/Telephone	£0.00	£0.00	£0.00	£0.00
Memberships	£35.00	£0.00	£0.00	£0.00
Other / Office	£1.20	£0.00	£5.00	£5.00
Website/Accounting	£7.33	£0.00	£7.33	£7.33
Playing Fields and maintenance				
Grass Cutting	£0.00	£0.00	£0.00	£0.00
Repairs and maint'ce	£7.37	£0.00	£0.00	£0.00
Footpath cutting	£0.00	£0.00	£0.00	£0.00
Grants				
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
Projects expenses				
Other	£0.00	£0.00	£0.00	£0.00
Warm Rooms	£0.00	£0.00	£0.00	£0.00
VAT	£8.73	£0.00	£0.26	£0.26
SUBTOTAL	£750.13	£0.00	£934.34	£934.34
TOTAL CASH PAID OUT	£750.13	£0.00	£934.34	£934.34
POSITION (end of month)	£20,199.64	£20,949.77	£19,396.10	£19,396.10
SUMMARY of ALL CASH				
Unity	£20,199.64	£20,949.77	£19,396.10	£19,396.10
IBS	£8,585.91	£8,585.91	£8,585.91	£8,585.91
Total cash position	£28,785.55	£29,535.68	£27,982.01	£27,982.01

Waldringfield Parish Council

Financial Year End Bank Reconciliation 31.03.25 (original Signed)

Waldringfield Parish Council

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

Date: _____

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

Date: _____

A	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		23,325.57
	ADD Receipts 01/04/2024 - 31/03/2025		21,249.89
	SUBTRACT Payments 01/04/2024 - 31/03/2025		44,575.46 16,593.45
	Cash in Hand 31/03/2025 (per Cash Book)		27,982.01
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Suffolk Building Society 31/03/2025	8,585.91	
	Unity Trust Bank 31/03/2025	19,396.10	
			27,982.01
	Less unrepresented payments		
			27,982.01
	Plus unrepresented receipts		
	Adjusted Bank Balance		27,982.01
	A = B Checks out OK		

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:

Waldringfield Parish Council

Certificate of Exemption – AGAR 2024/25 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 2025, 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 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

WALDRINGFIELD PARISH COUNCIL

certifies that during the financial year 2024/25, 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 2024/25:

£21,250 R AMOUNT £00,000

Total annual gross expenditure for the authority 2024/25:

£16,593 R 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 2021
- In relation to the preceding financial year (2023/24), 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 2025.

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

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

Telephone number

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

TELEPHONE NUMBER

*Published web address

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

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2025. Reminder letters for late submission will incur a charge of £40 + VAT.

c. To **RECEIVE** and **ACCEPT** the report of the Internal Auditor for 2024/25 and 'Annual Internal Audit Report' of Part 3 of the Annual Governance and Accountability Return (AGAR 2024/25).

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.

Waldringfield Parish Council

Annual Internal Audit Report 2024/25

WALDRINGFIELD PARISH COUNCIL

WWW.WALDRINGFIELDPARISHCOUNCIL.GOV.UK

During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 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 2024-25 AGAR period, were public rights in relation to the 2023-24 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 2023/24 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

26/4/2025

Name of person who carried out the internal audit

H. HEELIS (HEELIS & LODGE)

Signature of person who carried out the internal audit

Date

26/04/2025

*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).

Annual Governance and Accountability Return 2024/25 Form 2
Local Councils, Internal Drainage Boards and other Smaller Authorities

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d. To AGREE and COMPLETE Section 1 (Annual Governance Statement) of Form 2 of the AGAR 2024/25

Below are the assertions Council will need to consider in completing the return.

Waldringfield Parish Council

Section 1 – Annual Governance Statement 2024/25

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 2025, that:

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

*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

WWW.WALDRINGFIELDPARISHCOUNCIL.GOV.UK SITE/WEBPAGE ADDRESS

e. To **AGREE and COMPLETE** the Section 2 (Accounting Statement) of Form 2 the AGAR 2024/25

Original signed by the Clerk 07.04.25

Waldringfield Parish Council

Section 2 – Accounting Statements 2024/25 for

WALDRINGFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	22,004	23,326	<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	16,322	17,404	<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	3,015	3,846	<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	7,371	7,952	<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	10,645	8,641	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	23,326	27,982	<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	23,326	27,982	<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	81,762	81,409	<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)		✓		<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)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Waldringfield Parish Council

Waldringfield Parish Council

ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

Box No.	Description	31/03/2024 £	31/03/2025 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought fwd	22004.36	23325.57			No	BALANCE B/F AGREES
2	Annual precept	16322.00	17404.24	1082.24	7%	No	
3	Total other receipts	3014.96	3845.65	830.69	28%	Yes	£648.27 in additional CIL funding was received this year and advertising revenue increased by £218.40.
4	Staff Costs	7370.56	7952.25	581.69	8%	No	
5	Loan interest/capital repayments	0.00	0.00	0.00	0%	No	
6	Total other payments	10645.19	8641.20	-2003.99	19%	Yes	WPC spent £831 more in training and incurred £500 in professional fee and election costs of £78.54 last year and none of those this year; Maintenance costs for the playing field were £589.30 less this year as new project to replace pieces negated the requirement of repair/maintenance.
7	Balances carried forward	23325.57	27982.01	4656.44	20%	Yes	£700 less was granted from the Grant funding pool than granted in previous years; £2,538 in additional receipts over expected budget, htereofore not spent; £451.52 less spent on maintenance than budgeted; the balance is incidental cost savings within the budgets
8	Total Cash and Short Term Investments	23325.57	27982.01	4656.44	20%	Yes	£700 less was granted from the Grant funding pool than granted in previous years; £2,538 in additional receipts over expected budget, htereofore not spent; £451.52 less spent on maintenance than budgeted; the balance is incidental cost savings within the budgets
9	Total Fixed Assets and Long Term Investments	81761.70	81409.02	-352.68	0%	No	
10	Total Borrowings	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 **Tuesday 03 June 2025 to Monday 14 July 2025**. The proposed notice was circulated to Councillors with these documents.

For further information, the Notice proposed is below:

Waldringfield Parish Council

WALDRINGFIELD PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement: 16 May 2025

2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.

Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it 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 2025, these documents will be available on reasonable notice by application to:

Jennifer Shone-Tribley, Clerk

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

clerk@waldringfieldparishcouncil.gov.uk

01473 736475

commencing on **Tuesday 3 June 2025**

and ending on **Monday 14 July 2025**

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 only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. 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

Waldringfield Parish Council

g. To **APPROVE** the Annual CIL Report 2024-25

CIL REPORT

Waldringfield Parish Council

1 April 2024 to 31 March 2025

A	Total CIL income carried over from previous years	£1,296.05
B	Total CIL income received (receipts)	£1,848.27
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)	£3,144.32

CIL Expenditure

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

Signed: J Shone-Tribley

Position: Clerk and RFO

Approved by Full Council – 13/05/2025 – Minutes ref: _____

Waldringfield Parish Council

h. To **APPROVE** Reserves Allocations 2025-26

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

Reserves 2025-26	
Balance 31/03/2025	£27,982.01
Less Defecit/plus surplus	£0.00
	£27,982.01
LESS EARMARKED (UNCOMMITTED)	
Contingency	£6,500.00
Asset Repairs/maintenance/refurbishment	£5,000.00
RINGFENCED	
Warm Room Service offering	£600.00
CIL funds (Approved 28.04.25)	£3,126.67
Fort Re-dev project (Approved 28.04.25)	£3,000.00
Contingency Fort project (Approved 28.04.28)	£1,500.00
Total of EARMARKED and RINGFENCED	£19,726.67
General Reserve	£8,255.34
IBS	£8,570.23
Unity (operating account)	£19,411.78

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 2025/26.

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

Council could consider a fourth signatory

Draft until signed _____ Chair _____/_____/2024

Waldringfield Parish Council

Suffolk Building Society (Savings Account)

Authorised Signatories are:

Cllr Reid and Cllr Kay

Council could consider a third signatory

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 v2025 – There are no recommended changes to this NALC template for 2025 **DRAFT WPC Financial Regulation v2025** (formerly Financial Standing Orders). These are the most up to date Financial Regulation and are based on the most current NALC template. No changes to this document from the previous version.

DRAFT WPC Councillor Code of Conduct v2025 – this 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
Emergency Planning	1	Cllr Quick
Planning Group	3	Vacancy, Cllrs Elliot and Gold
Parish Liaison	1	Cllr Kay
Website Management	2	Vacancy and The Clerk
Village Hall	1	Vacancy
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

Waldringfield Parish Council

Beach	3	Cllrs Gold and Quick
Notice Boards	2	Cllrs Kay and the Clerk
Village Sign, benches and street furniture	(2)	Vacancy and Clerk
Climate and Biodiversity Coordinator	1	Cllr Quick
Felixstowe Partnership	(2)	Vacancy and Cllr Reid
SID Coordinator	2	Cllrs Kay and Reid
Litter Walk Coordinator	1	Cllr Reid
Brightwell Lakes Forum	2	Cllrs Kay and Elliot
Warm Welcome Coordinator	1	Cllr Elliot
Deben Estuary Representative	1	Cllr Quick
Safeguarding Lead	(2)	Vacancy
Deputy Safeguarding Lead		Clerk
Non- Member appointments		
Tree Warden	1	C. Fisher-Kay
Flood Defences	3	J. Smith, T. Lyon and J. Wilkins