

**MINUTES OF THE
EXTRAORDINARY FULL COUNCIL MEETING
HELD IN THE HUNLOKE HALL
MONDAY 18TH MARCH 2024 AT 7.30 PM**

PRESENT: Cllr Mike Davis (Chairman)
Cllr Claire Church
Cllr Tim Hues
Cllr Dan Scott
Cllr Chris Dyke
Cllr Tamara Reay (Wiltshire Council)

OFFICER: Jeannette Young (Clerk)

PUBLIC PARTICIPATION:

23 members of the public were present.

- A question was asked regarding the future of the Playground outside of the Village Hall.

Townsend Farmyard Development

The housing developer Gaigers, represented by Nick Church and James Gaiger gave a summary of their redevelopment proposal for Townsend Farmyard. This summary included the following:

- Introduction to the site
- Explanation about the modest residential development
- A summary of the active community engagement used to try and shape the proposal to meet the needs of the community.
- Specific matters that had been raised through the engagement process.
- Design objectives.
- Key benefits the scheme could bring to Poulshot.

Members of the public asked several questions regarding,

- Provision of footpaths,
- Concern over flooding in the area,
- Traffic issues and state of the main road.
- Attenuation Pond – Management company
- Green Verges

POULSHOT PARISH COUNCIL

- Speed indicators.
These questions were responded to by the representatives, when out of their remit, a response was offered by Wiltshire Councillor Tamara Reay.
-

152/23/24 Apologies

Apologies were received from, Cllr Bissett and Cllr Jeffries.

153/23/24 Declarations of Interest

Declarations of Interest were received from Cllr Hues and Cllr Church, regarding item 4, The Townsend Farmyard Development.

154/23/24 Minutes

It was proposed by Cllr Dyke, seconded by Cllr Church and **UNANIMOUSLY RESOLVED** to confirm the minutes of the Full Council meeting held on the 5th of March 2024 as a true record. These minutes were duly signed by the Chairman.

155/23/24 Item Deferred from meeting on the 5th of March 2024 – Townsend Farmyard Development

This item had been deferred from the previous meeting to give residents and Members the opportunity to receive information from the developer and ask questions.

The following application from Gaigers Application No: PL/2024/01509 – Proposal: Redevelopment of redundant farmyard to provide 14 ‘net zero’ dwellings (including 4 affordable dwellings) and associated works. Site Address: Townsend Farm Yard, Poulshot Road, Poulshot, Devizes, Wiltshire, SN10 1RZ

After careful consideration and debate by members, especially regarding the concerns over current state of the site and its future condition, should the development not be approved, also members appreciative acknowledgement of the extensive consultation that has taken place with the parishioners and Members over the past 18th months.

It was proposed by Cllr Scott, seconded by Cllr Davis and **RESOLVED** to positively support the application PL/2024/01509 and include the following comments, that it would improve that end of the village, hopefully help to address the flooding issues, improve the surrounding infrastructure and that the site had a very poor future if the development was not approved.

156/23/24 New Working Group Terms of Reference and Vacancies Within Existing Working Groups.

POULSHOT PARISH COUNCIL

Further to consideration and discussion, it was proposed by Cllr Church, seconded by Cllr Dyke and **UNANIMOUSLY RESOLVED** to adopt the following terms of reference for the newly created Village Survey Working Group,

- a) To consider all comments, recommendations and consolidate into fundamental categories.
- b) To consider locations for any structural objects and recommend to Full Council
- c) To consider any budget allocations, constraints, and ongoing maintenance costs
- d) To feedback to Full Council any recommendations, that must be fully costed beforehand.

Membership of the Village Survey Working Group was confirmed as Cllr Bissett, Cllr Jeffries, Cllr Dyke and Cllr Church

Following vacancies on the working groups, Health and Safety, Highways and Policing and Communications. It was proposed by Cllr Scott seconded by Cllr Dyke and **UNANIMOUSLY AGREED** that the new members for the working groups are :-

- Health and Safety, Cllr Scott.
- Highways and Policing, Cllr Dyke
- Communications, Cllr Dyke

157/23/24 Hard Standing adjacent to Poulshot Road.

Members considered the title registry map and agreed the land did not look to belong to The Parish Council, however the Chair stated he would further look at a map of the Parish Village Green boundary, to check this was indeed the case.

158/23/24 Confidential Session

It was proposed by Cllr Hues seconded by Cllr Davis and **UNANIMOUSLY RESOLVED** to go into a Confidential Session.

The Chair, Cllr Davis requested the members of the public to leave the meeting at 20:55

159/23/24 Minutes 5th March 2024

It was proposed by Cllr Church, seconded by Cllr Hues and **UNANIMOUSLY RESOLVED** to confirm the confidential minutes of the Full Council meeting held on the 5th March 2024 as a true record. These minutes were duly signed by the Chair.

Meeting closed at 21:05

Signed..... Date.....



Melksham & Bradford on Avon Neighbourhood Policing Team

Rural Report March 2024

Meet Your Neighbourhood Policing Team

Each Team member looks after the Town areas as well as a number of Villages and rural areas .



PC Ben Coombs

Sandridge
Redstocks
Broughton Gifford
Norrington
Common
Atworth
Shaw
Whitley
Beanacre
Forrest



PC Elliott Holdsworth

Steeple Ashton
Keevil
Bulkington
Poulshot
Inmarsh
Seend
The Stocks
Semington
Seend Cleeve



PC Jen Miller

Holt
South Wraxhall
Bradford Leigh
Staverton
Monkton Farleigh
Farleigh Wick
Little Chalfield
Great Chalfield



PC Rachel Jackson

Conkwell
Little Ashley
Winsley
Turleigh
Avon Cliff
Westwood
Wingfield
Limpley Stoke



Inspector Andy Lemon



Sergeant Gemma Rutter

Community Engagements:

- OP Scorpion was completed in March with x2 positive drug warrants. Hotel watch was carried out at 8 local hotels- 7 failed our safeguarding checks to prevent child exploitation and this is being followed up by our team and the Neighbourhood Harm Reduction Team.
- Joint patrols were carried out with the Angling Trust along our canals.
- 9 Community surgeries carried out
- 7 Parish Council meetings attended
- 3 School inputs
- 47 School patrols
- 6 Pub licencing checks
- 8 visits to care homes
- 2 ASB survey drop offs
- 2 community coffee morning events attended
- 7 plain clothes patrols
- 8 traffic/speed patrols
- 101 business visits





- 03/04/24-04/04/24- Mobile Police Van touring Bradford on Avon rural areas
- 05/04/24- 1000hrs- PCSO Wallace at Monkton Farleigh coffee morning
- 10/04/24/-11/04/24- Mobile Police Van touring Melksham rural areas
- 18/04/24- PC Miller will be at Holt Parish Council meeting
- 23/04/24- Community day of action
- 24/04/24- PC Holdsworth will be at Steeple Ashton Parish Council Meeting
- 29/04/24- SGT Rutter will be at Melksham Town Council meeting



A note from Sgt Rutter:

Dear all,

We hope you have a lovely Easter break/half term.

We have had a slight increase in garage/out building break ins- please remind your community that we share crime prevention tips on our Social Media pages so please check these out!

Please remember to contact your area PC for any questions, concerns or information you require for your area:

ben.coombs@wiltshire.police.uk

elliott.Holdsworth@wiltshire.police.uk

rachel.Jackson@wiltshire.police.uk

jennifer.miller@wiltshire.police.uk

POULSHOT PARISH COUNCIL RISK ASSESSMENT

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable Poulshot Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

L = Low risk, no action needed

M = Medium risk, review and change if possible.

H = High risk, act to lower risk.

ADOPTED:

Subject	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
FINANCE AND MANAGEMENT				

Subject	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its statutory duties	L	To determine the precept amount required, the Council regularly receives budget updates, financial statements and bank reconciliation from the RFO. At the precept meeting Council receives a budget report, including actual position and projected position to the end of the year and indicative figure or costings obtained by the RFO. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget heading, the total of which is resolved to be the precept amount to be requested from Wiltshire Council. The figure is submitted by the RFO electronically. The RFO informs Council when the monies are received.	Existing procedure adequate when budget and precept submitted together in January meeting. The Parish Council will endeavour to maintain a target of between 30% and 50% of operating costs in its financial reserves according to its adopted Reserves Policy.
Financial Records	Inadequate records. Financial irregularities	L L	The Council has Financial Regulations that set out the requirements	Financial Regs to be reviewed annually. Existing procedure adequate
Bank and Banking	Inadequate checks Bank mistakes	L M	The Council has Financial Regulations that set out the requirements.	Financial Regs to be reviewed annually. Existing procedures adequate
Reporting and Auditing	Inadequate information and communication	L	Financial information is a regular item and discussed/reviewed and approved at each meeting.	Existing procedure adequate

Subject	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Grants	Failure to understand, seek, secure and spend grants. Receipt of grants	L L	The Parish Council does not presently have any Grants. In the event that they do the following will apply: Regular financial reporting to the Parish Council by the RFO Financial Regulations set out requirements and procedures for receiving grants	Procedure would be invoked if requested. Existing procedure adequate
Charges - rents	Payment of rent	L	The Parish Council collects rents for allotments. Allotment tenants are invoiced annually in September.	Existing procedure adequate
Grants and support payable	Power to pay. General Power of Confidence	L	The Parish Council manages Grant payments. Granting policy and procedures are in place. Grant applications are reviewed and scored by the Councillors. The process is minuted and listed accordingly. General Power of Confidence is used with all such expenditure going through the required council process of approval, minuted and listed	Existing procedure adequate

Subject	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Value for money / accountability	Work awarded incorrectly. Overspend on services	L M	Normal Parish Council practice would be to seek, where possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the RFO would investigate the situation and report to the Council. Process is fully documented via the Financial Regulations. The Council has adopted an Investment Strategy Policy to manage its investments. Council uses an external investment advisor in conjunction with this policy.	Existing procedure adequate Financial Regs to be reviewed annually Investment Strategy reviewed annually
Salaries and associated costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue	L L	The Parish RFO presents salary and expense payments, including the amount owing to HMRC for formal approval at Council meetings. Salaries are managed by a third-party servicing company	Reports to HMRC available for inspection. Existing procedures adequate.

Subject	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Employees	Fraud by Staff	L	Requirement of Fidelity Guarantee insurance adhered to with regards to fraud.	Existing procedures adequate.
	Health and Safety	L	All employees to be provided adequate direction and safety equipment needed to undertake their roles. DSE carried out by Clerk. The Council has and maintains a Health and Safety Policy, reviewed annually. The Council carries out all work with adherence to this policy and a H&S Checklist.	Monitor Health and Safety requirements and insurance annually. Review H&S risk assessment as and when required.
	Contractual	L	The Council has adopted Grievance and Disciplinary Policies. The Council has also implemented a Governance working group, to include Employment, Complaints and Freedom of Information. The Clerk is employed under the "Green Book" National Agreement NALC Contract and Job Description	Existing procedures adequate
VAT	Reclaiming	L	VAT is reclaimed up to twice a year by the RFO and reported to the Council according to Financial Regulations	Existing procedures adequate.
Annual Return	Submit within time limits	L	Annual Return is completed and submitted to council for approval and signature by the Chairman. It is submitted to the Internal Auditor for completion and sign off within the set time limit.	Existing procedures adequate
Legal Powers	Illegal activity or payments	L	All activity and payment within the power of the Parish Council be resolved at Full Council meetings.	Existing procedures adequate

Subject	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Minutes / agendas / Notices / Statutory Documents	Accuracy and legality Business Conduct	L L	Minutes and agendas are prepared in accordance with legislation. Agendas are prepared in time to give the three clear days' statutory notice and displayed within the legal requirement. Draft minutes of meeting are produced and, published on the website, and noticeboard. Minutes are signed at the following council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair. Legal advice provided by the Clerk.	Existing procedures adequate. Members abide by the adopted code of conduct.
Members interests	Conflicts of interest Register of Members' interests	L L	Declarations of interest by members are made at each council meeting (where necessary). An agenda item also prompts members to do so. Interest procedures are also described in Appendix A and B of the Code of Conduct. Register of Members interests are held by the Primary Authority Wiltshire Council	Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities as necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. Insurance reviewed annually
Data Protection	Policy Provision	M	The Parish Council holds ICO membership and has a data management policy in place. The Council abides by GDPR and publishes it GDPR policy on its website.	Existing procedure adequate and reviewed annually

Subject	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Freedom of Information	Policy Provision	M	The council has a published FOI Policy detailing the process and costs for FOI requests.	Monitor and review publication scheme. Monitor requests for FOI and the Clerk to report to Council.
Transparency and Accountability	Policy Provision	M	The new transparency code for Smaller Authorities in accordance with the Local Audit and Accountability Act 2014	The Council follows the Transparency code.
PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage	L	An annual review of assets is undertaken for insurance provision.	Existing procedure adequate
	Risk/damage to third party (ies) property	L	An Asset register is published and agreed annually.	
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is auctioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedure adequate
	Unsafe work by contractors	L	Proper procedures followed in tender documents; risk assessed prior to work being undertaken.	
Notice Board	Risk of Damage	L	The notice board is inspected when pinning up agendas and minutes. Any defects will be reported and attended to in accordance with Council procedures.	Existing procedure adequate

Subject	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Play Area	Risk of Damage	M	Play area currently closed	Consideration of removing the Play Equipment and granting a long term lease of the area.
	Injury to users	M		
Open Recreational spaces	Injury to users	H	The Village Green, Green Gardens and HGF Recreation Area is managed via the Parish Council. The Council has a Village Green Policy covering use of these areas. Use for public events is subject to approval by the Council, validation of license/insurance of the third-party and adherence to the adopted Policy. Usage agreements are reported to Full Council.	
		L		
Meeting Locations	Adequacy	L	The Parish Council meeting is held in the Village Hall, a venue considered to have appropriate facilities for the Clerk, members and the general public. If the Village Hall is not available, the Hunloke Hall is used.	Existing procedure adequate
	Health and Safety	L		
Council records – paper	Loss through: Theft, fire, damage	L	The Parish Council records are stored at the home of the Clerk.	Existing provision is adequate.

Subject	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Council records – electronic	Loss through: Theft, fire, damage or corruption of computer	M	Electronic copies are stored and backed up on an external hard drive and Cloud Services that conform to GDPR and Data Protection requirements.	Existing provision is adequate.
Web site	Out of Date	M	Clerk and members ensure content is updated following each meeting. Regular agenda item to monitor content.	Existing procedure adequate
	Hacked by third party	L	Domain provided by reputable website provider.	

GRANT APPLICATION FORM

If you are completing this form by hand, please complete all sections using black ink to enable this form to be photocopied.

Name of Organisation:	Poulshot Friends and Neighbours Club													
What does your organisation do?	The PFN has amalgamated with the Peggies to provide entertainment and support for the residents of Poulshot. It also helps in many ways other organisations in the Village, ie the Cricket Club, the Church, the Fete. It organises and provides food for Charity lunches and the Christmas party for the older residents. During Covid, a shopping system was set up to help residents with food and prescriptions.													
When was your organisation formed?	It came out of the Mothers' Union in the last century, then the Ladies Club from the 90s. It became the Friends and Neighbours in 2015. It amalgamated with the Peggies last year.													
Is your organisation a registered charity? If yes, please give charity number:	No													
Briefly describe the project or purpose for which you require a grant and its link to the community or residents of Poulshot:	D Day 80 Celebrations on 6 th June 2024. We have a good proportion of military and ex military people in Poulshot. We have celebrated big national occasions in the past: D Days, Jubilees and, last year, the Coronation. We would like to celebrate D Day with a Beacon on Ben and Charlie Hamilton's field as we have in the past. This would be a community event with a national beacon, free hot dogs and the provision of a toilet.													
Approximately, how many people in the parish do you expect to benefit from this project?	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Age groups</th> <th style="width: 50%;">Number Benefiting</th> </tr> </thead> <tbody> <tr> <td>Under 18</td> <td></td> </tr> <tr> <td>18-35</td> <td></td> </tr> <tr> <td>36-50</td> <td></td> </tr> <tr> <td>50+</td> <td></td> </tr> <tr> <td>Special or minority groups (please specify)</td> <td></td> </tr> </tbody> </table>		Age groups	Number Benefiting	Under 18		18-35		36-50		50+		Special or minority groups (please specify)	
Age groups	Number Benefiting													
Under 18														
18-35														
36-50														
50+														
Special or minority groups (please specify)														

	Total... 100 or more from all age groups.....
Group Analysis for Benefit. Under which category you would like your application to be considered?	<input type="checkbox"/> Village Residents and Groups <input type="checkbox"/> Enhancing the Environment of Poulshot <input type="checkbox"/> Sports and Recreation <input type="checkbox"/> Highways and Transport <input checked="" type="checkbox"/> X Community Events
	<input type="checkbox"/>
What is the identified benefit of your proposal?	To create an occasion which would bring all of the village together.
What size of grant are you seeking? <i>(The Council cannot make a determination if the amount is not indicated)</i>	£200
What is the total cost of the project for which you are seeking a grant? <i>(Please include budget)</i>	£200 Hire of Loo £100 Sausages for 100 £60 Buns etc £40
If you are not applying for the full amount, please specify where the remaining funds will come from.	N/A
Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation? <i>(including Local Authorities)</i>	No

<p>If YES. Please give the following details: Please include details of all applications both successful and unsuccessful.</p>	<p>Organisation-</p> <p>Purpose-</p> <p>Successful (Y/N)</p> <p>Amount Received £</p>
<p>Please give details of your organisation's own fund-raising efforts:</p>	<p>We usually raise funds for others ie Charities. We raise small amounts at village activities such as the Pimms evening in the Green Gardens,</p>
<p>When do you intend your project to start?</p>	<p>The project is for the 6th June so from now on.</p>
<p>How will you measure the success/benefit of your project?</p>	<p>By assessing the numbers present and asking about to determine the levels of enjoyment</p>
<p>Is your organisation part of, or affiliated to, any national organisation? If yes, please give details:</p>	<p>No</p>
<p>Please add any supplementary information in support of your application. (Additional literature, leaflets or recent annual reports may be enclosed with the application)</p>	<p>N/A</p>
<p>Have you previously received, or applied for</p>	<p>Yes</p>

a grant from Poulshot Parish Council?	
If yes, please give details of amount(s), year(s) and purpose :	In 2015 £500 a grant to help us set up Friends and Neighbours Club

If applicable, please include a brief statement about your safeguarding arrangements and how you keep people safe. You should supply a copy of your Safeguarding Policy and Procedures where you are working with children or vulnerable people. *(We reserve the right to receive two references for grant applications involving children and young people and we reserve the right to make checks with safeguarding at Wiltshire Council).*

The D Day Celebration will be held on private land. Parking for cars will be clearly marked. An article will go in the June Poulshot News, advising people that there will be food only supplied. They will be permitted to bring drink for their own consumption. They will be encouraged to bring their own chairs and/or picnic rugs. Boxes and black bags will be provided for rubbish. A team of Peggies will distribute the food. No money will change hands. The loo will be situated on a hard surface. The event will start at 8pm and end at 10pm. We will advise people to bring torches.

Please note that if the grant is to be used to purchase costly equipment a statement will be requested confirming insurance of such equipment.

GRANT APPLICATION FORM

If you are completing this form by hand, please complete all sections using black ink to enable this form to be photocopied.

Name of Organisation:	Poulshot Friends and Neighbours Club													
What does your organisation do?	The PFN has amalgamated with the Peggies to provide entertainment and support for the residents of Poulshot. It also helps in many ways other organisations in the Village, ie the Cricket Club, the Church, the Fete. It organises and provides food for Charity lunches and the Christmas party for the older residents. During Covid, a shopping system was set up to help residents with food and prescriptions.													
When was your organisation formed?	It came out of the Mothers' Union in the last century, then the Ladies Club from the 90s. It became the Friends and Neighbours in 2015. It amalgamated with the Peggies last year.													
Is your organisation a registered charity? If yes, please give charity number:	No													
Briefly describe the project or purpose for which you require a grant and its link to the community or residents of Poulshot:	<p>St Peter's Church holds a Fete annually to help with Church funds. Following the Fete on 29th June, the Fete Committee, which is made up of non church goers in the main, would like to hold a 'Silent' Disco' after the Fete to extend the evening. This would not be funded by the church.</p> <p>The idea would be that following the Fete and using the church marquee, there would be a disco for the residents of the village.</p>													
Approximately, how many people in the parish do you expect to benefit from this project?	<table border="1" style="width: 100%; border-collapse: collapse; margin: 0 auto;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Age groups</th> <th style="width: 50%; padding: 5px;">Number Benefiting</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Under 18</td> <td style="padding: 5px; text-align: center;">x</td> </tr> <tr> <td style="padding: 5px;">18-35</td> <td style="padding: 5px; text-align: center;">x</td> </tr> <tr> <td style="padding: 5px;">36-50</td> <td style="padding: 5px; text-align: center;">x</td> </tr> <tr> <td style="padding: 5px;">50+</td> <td style="padding: 5px; text-align: center;">x</td> </tr> <tr> <td style="padding: 5px;">Special or minority groups (please specify)</td> <td style="padding: 5px;"></td> </tr> </tbody> </table>		Age groups	Number Benefiting	Under 18	x	18-35	x	36-50	x	50+	x	Special or minority groups (please specify)	
Age groups	Number Benefiting													
Under 18	x													
18-35	x													
36-50	x													
50+	x													
Special or minority groups (please specify)														

	Total...All ages, possible total of 150.....
<p>Group Analysis for Benefit.</p> <p>Under which category you would like your application to be considered?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Village Residents and Groups <input type="checkbox"/> Enhancing the Environment of Poulshot <input type="checkbox"/> Sports and Recreation <input type="checkbox"/> Highways and Transport <input checked="" type="checkbox"/> Community Events
What is the identified benefit of your proposal?	To create an occasion which would bring all of the village together to have picnics and to dance during a summer's evening.
What size of grant are you seeking? <i>(The Council cannot make a determination if the amount is not indicated)</i>	The grant requested is for the hire of headsets for the Silent Disco. We would like to hire 100 sets which is an outlay of £250. People hiring would need to pay a deposit for the headsets. We would like to ask for an additional sum of £50 for the person responsible for the hiring of the headsets..
What is the total cost of the project for which you are seeking a grant? <i>(Please include budget)</i>	£300
If you are not applying for the full amount, please specify where the remaining funds will come from.	N/A
Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation? <i>(including Local Authorities)</i>	No

If YES.
Please give the following details:
Please include details of all applications both successful and unsuccessful.

Organisation-
Purpose-
Successful (Y/N
Amount Received £

<p>Please give details of your organisation's own fund-raising efforts:</p>	<p>We usually raise funds for others ie Charities. We raise small amounts at village activities such as the Pimms evening in the Green Gardens,</p>
<p>When do you intend your project to start?</p>	<p>The date of the Fete is 29th June. If the grant is awarded, we will start to hire the headsets immediately.</p>
<p>How will you measure the success/benefit of your project?</p>	<p>By assessing the numbers present and asking about to determine the levels of enjoyment</p>
<p>Is your organisation part of, or affiliated to, any national organisation? If yes, please give details:</p>	<p>No</p>
<p>Please add any supplementary information in support of your application. (Additional literature, leaflets or recent annual reports may be enclosed with the application)</p>	<p>N/A</p>
<p>Have you previously received, or applied for a grant from Poulshot Parish Council?</p>	<p>Yes</p>
<p>If yes, please give details of amount(s), year(s) and purpose :</p>	<p>In 2015 £500 a grant to help us set up Friends and Neighbours Club In 2024 £200 for Food and a Loo at the D Day Celebrations</p>

If applicable, please include a brief statement about your safeguarding arrangements and how you keep people safe. You should supply a copy of your Safeguarding Policy and Procedures where you are working with children or vulnerable people. *(We reserve the right to receive two references for grant applications involving children and young people and we reserve the right to make checks with safeguarding at Wiltshire Council).*

The Fete takes place on the Green. This is a flat open space. The disco would be in the Marquee or on the grass in front. There are no roads nearby. It is anticipated that people will set up tables or sit on rugs to enjoy a community evening. There wouldn't be live music except when wanted. The point of a Silent Disco is that all ages can dance together tuned into their own type of music from Vera Lynn to HipHop! The electric connection will be from the Amery's house as happens for the Fete microphone. There would be mats to prevent tripping. Children would be in the care of their families..There is a first aid box and defibrillator in the Village Hall.
A TEN license will be applied for which will cover the Fete and the evening event.

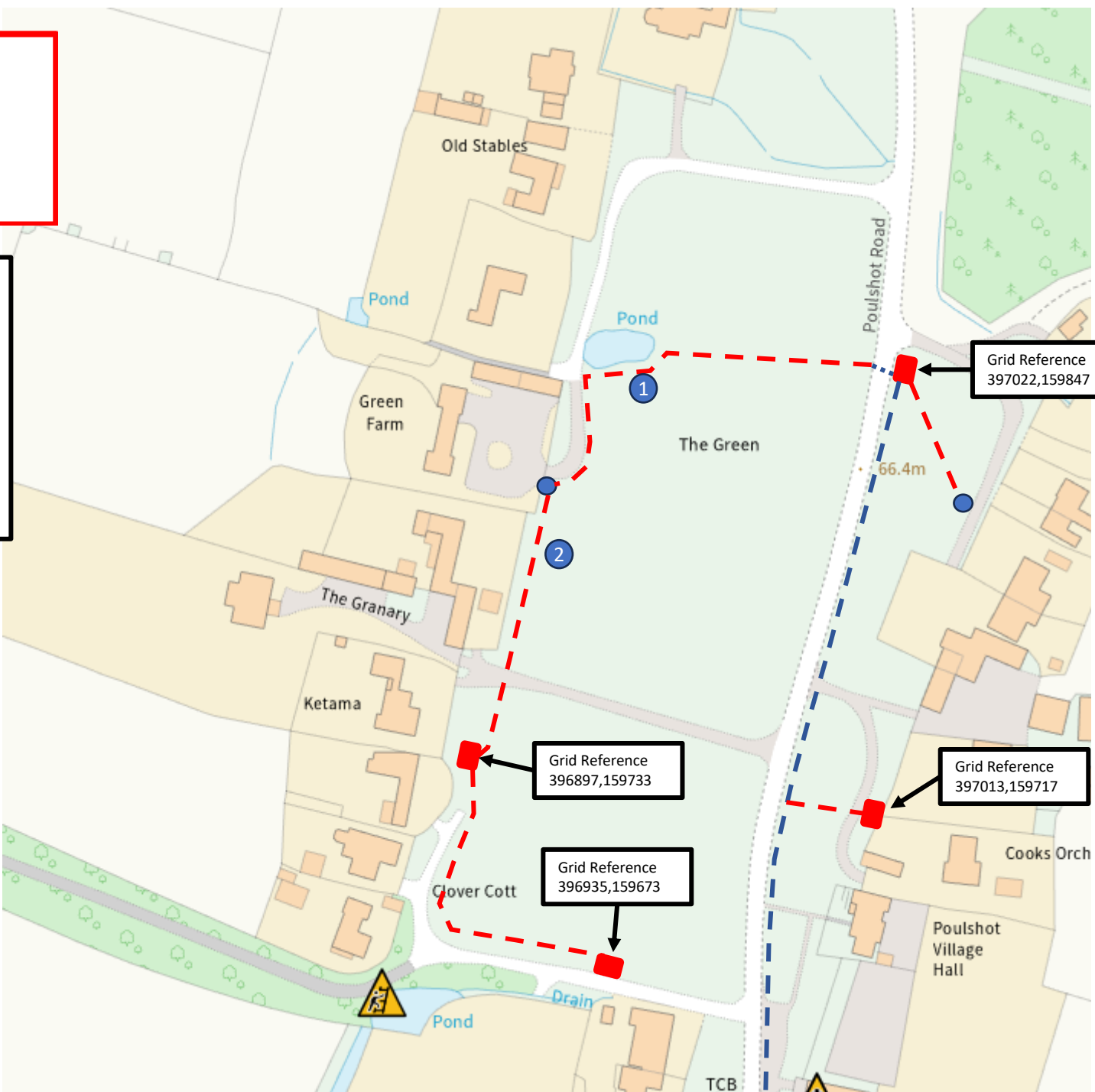
Please note that if the grant is to be used to purchase costly equipment a statement will be requested confirming insurance of such equipment.

Key

- Existing Pole – ●
- New U/G Structure – ■
- Existing U/G Duct - ---
- New U/G Duct - ---

Notes

- 1 We will require to dig 5M away from pond due to health and safety requirements. As per walk-through this will not impact cricket pitch.
- 2 Will try and dig within tree line but may potentially have to divert onto cricket pitch dependant on tree roots. We will agree this at the time of dig before making any changes.



DRAFT

Village Survey Working Group Notes

23rd April 2024

6.30pm Via Zoom

Membership: Cllr Bissett,
Cllr Church
Cllr Jeffries
Cllr Dyke

Present: Jeannette Young, - Proper Officer

1. Election of Chair for the meeting

It was agreed that the Vice Chairman, Cllr Bisset would Chair the meeting.

2. Apologies

All members were present; therefore, no apologies were received,

3. Declarations of Interest

There were no declarations of interest.

4. Notes

Due to this being the first meeting of this working group there were no previous notes to approve.

5. The Village Survey

From the 43 individual responses received, the results were confirmed, as follows:-

Yes No
0 means no response

Highways Would you like to see ?	Traffic Calming	15	0
	Speed Indicator Devices	27	0

Poulshot Parish Council

Transport Does the Village need Bus shelters?		21	12
Sports for young and old Do Residents need?	Sports pitches or courts	16	2
	Outdoor gym equipment	13	2
Recreation for young and old. Do residents need?	Play Areas	28	1
	Cycle links	18	0
	Benches	14	0
	Footpaths	22	0
	Other-	Comments to be considered at later date	0
Outdoor Facilities Would you like	Additional Allotments	9	1
	Village Orchard	16	2

Each Category was considered and discussed by Members, with the following comments made;-

- Highways** – Traffic Calming and Speed Indicator Devices (SIDs).
 Speeding in the Village is seen as a major concern. It was felt that both suggestions would benefit the Village although concern was raised over the lack of funding and support from Wiltshire Council, also the purchase cost, installation and maintenance especially of the SIDs. It was therefore

Poulshot Parish Council

agreed that Cllr Church would investigate the cost of providing White Gates for the entrances to the Village and the cost of SIDs and any requirements or permissions needed.

- **Traffic** – Does the Village need Bus Shelters. It was agreed that as well as providing shelter during inclement weather, this could be a nice feature for the Village, especially if a thatched one could be installed. The position of two shelters was discussed. The Village land opposite the Raven Inn was thought to be the best location for one and it was suggested that, in future (if successful with planning application) the developers of Townsend Farmyard be approached for a second one to be installed at that end of the Village. Cllr Dyke was tasked to investigate the purchase costs of a Thatched bus shelter.
- **Sports for Young and Old** – Pitches, Courts and Gym Equipment. After a discussion on what types of pitches or courts residents would like, it was agreed to further consider this item at a later date. It was suggested that gym equipment should maybe be combined with a possible play area.
- **Recreation for Young and Old** - Play Areas, Cycle links, Benches, Footpaths. There was much concern and deliberation over the lack of provision of a footpath from the Village to the dual carriageway. Since the provision of footpaths falls under the statutory duty of Wiltshire Council it was considered by Members that this item would be very difficult to progress with. Proof of footfall would be requested, however because of the lack of a footpath, many pedestrians do not use the road!
The play area item was positively discussed with suggestions that equipment could be sited on the vacant amenity land. Following deliberated costs for purchase, maintenance, safety checks and insurance, it was agreed that both, Cllr Jeffries and Cllr Bissett would investigate playground providers and general costs and also contact Pottern Parish Council for information on their recently installed play area.
- **Outdoor Facilities** - Additional Allotments and Village Orchard. It was suggested that allotments may be also welcomed by new residents of Aubreys Yard. There was enthusiasm over the suggestion of a Village orchard, with Members discussing the availability of a grant from Wiltshire Council for the provision of trees. It was therefore agreed that Cllr Bissett would further investigate and apply for the grant.

All agreed that the Amenity land could lend itself to providing a true, community, multi-use area, with the provision of, allotments, orchard, play area and gym equipment. It was therefore decided for the members of the working group to meet at the site on Sunday 28th at 11.30 to further consider.

Meeting closed at 19:29

Poulshot Parish Council

SignedDate.....

DRAFT



Trees for Climate Grant Application Form

Please refer to the Trees for Climate grant scheme conditions prior to completing this form and include as much detail as possible as this will help us process your application more quickly. The minimum planting area is 0.1ha.

Small sites under a single ownership can be combined on this form up to a total area of 2.0ha.

1 *The Site(s)* (Please number multiple sites & use this number throughout this form)

Site name(s):	
Site address (es):	
Current use of site(s):	
Site owner/s:	
OS grid reference(s):	Area (s) (ha) [of individual/ each multiple site]
	Total Area (ha) [multiple sites only]
Local Authority Name:	
We need GIS based scaled site plans showing the area to be planted and any open space, are these attached?	

2 *Applicant Details*

Contact Name:	
Position:	
Organisation:	
Address:	
Postcode:	Email:

Telephone (s):	
Are you/ the organisation VAT registered?	Yes/ No

3 **Project Objectives** *(where there are multiple sites, include overall objectives.)*

1.
2.
3.
4.
5.
6. Others (please specify):

4 **Project Need**

Why is/ are the project(s) needed, why should it/they attract our support, and would the project happen without our support? (Provide baseline information where appropriate)

--

5 **Project Description**

Please set out your broad proposals for the site(s), this should be accompanied with a GIS derived and scaled plan showing planting area and any open space. More detailed will be set out in 6.5-6.10

6.1 General Site Details

Please describe the site(s). Include details of proximity to housing or other buildings; current use of the land; existing vegetation; presence of informal and formal public access routes.

6.2 Detailed Site Investigation

If possible, describe the site and wider survey work you will undertake to establish utility services, compaction & drainage issues, identify viewpoints, establish ecological and archaeological value, recreational use and other site-based factors. How might you incorporate these factors into your design plan? Are there any neighbouring landowners who will be affected by your proposals? If so, have you informed them / do you have any agreements with them? *Please note that GWCF can offer guidance over much of these points.*

6.3 Community Consultation & Engagement

- Have you identified any local community groups that may need to be consulted?

- How will you involve local people in / inform them about your plan?
- Will local people be involved in the implementation of the site?
- Will people be encouraged to use the site and if so, how?

6.4 Statutory Consultation

Sites above 0.5ha and greater than 20m wide will need to be submitted for inclusion on the Forestry Commission’s Public Register and sites with nature conservation, archaeological interest and/or other designations, will also need Environmental Impact Assessments before they can proceed. This may result in schemes needing to be modified or withdrawn. Will you undertake this work and provide all relevant details to us, or do you need the Great Western Community Forest to work with you to do this?

We will undertake all Public Register and EIA work and inform GWCF accordingly	Yes/No	We would like the GWCF to work with us and undertake Public Register & EIA work	Yes/No
--	--------	---	--------

6.5 Tree & Woodland Planting Specification (whips, feathers & standards)

Woodland type eg ‘woodland’, shelterbelt, woodland pasture, coppice, orchard, agroforestry, hedgerow.	
Species mix (specify each species and percentage of mix)	
Planting density e.g. 2500/ha, 2000/ha, of the nett planted area (ignoring open space) – or note average tree spacing e.g. 2m, 2.5m	
Size/age of stock e.g. 30-45cm, 60-90cm, standard, 1+1, 1u1 etc if known.	
Type and specification of tree protection (based on known site conditions, mammals present) – this will be detailed in section 10 below	

6.6 Establishment & Long-term Maintenance

If possible, describe the programme for successfully establishing the trees and maintaining them in to the long-term, meeting your objectives. Who will carry out this work? Is there an identified budget? GWCF are happy to help with advice in these matters.

7 Project Management

Set out the project management arrangements you will use to ensure project delivery and compliance with the grant contract. Give evidence of the track record of your organisation in being able to deliver the project.

8 Risk management

What set out the key issues/risks to this project?

Risk e.g. vandalism of capital works, mammal browsing	Probability (A) <i>(1 = unlikely, 3 = very likely)</i>	Impact (B) <i>(1 = minimal, 3 = catastrophic)</i>	Overall Risk (C) <i>A x B (1 – 9)</i>	How will risk be managed?

9 Outputs

Please indicate the expected outputs from your project:

Output	Unit	Quantity	Total
New woodland established (gross area including open space) – should equal the sum of open space, broadleaved planting and conifer planting areas.	Ha.		

10.2 Tree protection costs – add, remove or ignore rows as necessary

Item (only complete relevant rows)	Brand/type	Material Plastic, plant-based, compostable etc	Size 0.6m, 0.75m, 1.2m, 50 x 50cm etc	Quantity (A)	Unit cost ex VAT (B)	Cost basis (estimate or quote)	Total cost ex VAT (A x B)
Tree spiral							
Cane for spiral support (state length & either diameter or weight)							
Tree shelter							
Tree shelter, 2 nd size or type if 2 sizes/types used							
Tree shelter, 3 rd size or type if 3 sizes or types used							
Stake for tree shelter support (state type & dimensions)							
Shrub shelter							
Shrub shelter, 2 nd size if 2 sizes used							
Stake for shorter shelter support (state type & dimensions)							
Other form of vertical protection (please specify)							
Mulch mats or roll including pegs							
Fencing (give full details of requirements)							
Delivery costs (if extra)							
Other item – please state							
Other item – please state							

10.3 Tree planting and ground preparation costs – add, remove or ignore rows as necessary

Item (only complete relevant rows)	Details	Quantity (A)	Unit cost ex VAT (B)	Cost basis (estimate or quote)	Total cost ex VAT (A x B)
Contract labour to plant & protect trees & shrubs- use extra rows if needed for multiple costs					
Ground preparation if required (ie for natural colonisation)					
Other item – please state					
Other item – please state					
Other item – please state					

10.4 Miscellaneous other costs – add, remove or ignore rows as necessary

Item (only complete relevant rows)	Details	Quantity (A)	Unit cost ex VAT (B)	Cost basis (estimate or quote)	Total cost ex VAT (A x B)
For example – archaeological or ecological surveys					

10.5 Capital costs - add, remove or ignore rows as necessary

Item and year	Details	Quantity	Unit cost ex VAT	Cost basis (estimate or quote, in-kind)	Total cost ex VAT
For example access infrastructure, signage, seating etc					
Other item – please state					
Other item – please state					
Other item – please state					
Other item – please state					

10.6 Establishment & maintenance costs - add, remove or ignore rows as necessary

Item	Details	Quantity	Unit cost ex VAT	Cost basis (estimate or quote, in-kind)	Total cost ex VAT
10.6.1 Year 1 following planting					
Spot weeding 1m ² herbicide single application if necessary –increase quantity if more than 1					
Hand weeding of shelters					
Shelter-stake-mat-mulch-fence maintenance					
Beating up 1 st winter following planting inc BU assessment					
Vegetation management if required ie ride & path cutting, and/or annual cuts, or injurious weed control.					
Other item – please state					
Other item – please state					
10.6.2 Year 2 following planting					
Spot weeding 1m ² herbicide single application					
Hand weeding of shelters					
Shelter-stake-mat-mulch-fence maintenance					
Beating up 2nd winter following planting inc BU assessment					
Vegetation management					
Other item – please state					
Other item – please state					
10.6.3 Year 3 following planting					
Spot weeding 1m ² herbicide single application if required					
Hand weeding of some shelters if still required					
Shelter-stake-mat-mulch-fence maintenance					
Beating up 3rd winter following planting inc BU assessment if required					
Vegetation management					
Other item – please state					
Other item – please state					
10.6.4 Year 4 following planting					
Spot weeding 1m ² herbicide single application if required					
Hand weeding of some shelters if still required					
Shelter-stake-mat-mulch-					

11. Summary of costs from Section 10

10.1	Tree and shrub requirements	
10.2	Tree protection costs	
10.3	Tree planting and ground preparation costs	
10.4	Miscellaneous other costs	
10.5	Capital costs	
10.6.1	Year 1 establishment & maintenance costs	
10.6.2	Year 2 establishment & maintenance costs	
10.6.3	Year 3 establishment & maintenance costs	
10.6.4	Year 4 establishment & maintenance costs	
10.6.5	Year 5 establishment & maintenance costs	
10.6.6	Years 6 - 10 establishment & maintenance costs	
10.6.7	Years 11 - 15 establishment & maintenance costs	
Total costs		

12. In-kind contributions from applicant

Item	Details	Quantity	Unit cost ex VAT	Cost basis (estimate or quote, in-kind)	Total cost ex VAT
Free trees/shrubs					
Volunteers: planting & protection					
Maintenance					
Project management					
Other item – please state					
Total In-kind contribution					

Total Grant Request ex VAT (11 Total costs less 12 In-kind contributions)

£

Total Grant Request *inc* VAT if not VAT registered

£

10 Declaration

I wish to apply for Trees for Climate Grant. I have read the attached guidelines and conditions and agree to abide by them. I confirm that all the information I have provided in connection with this application is true to the best of my knowledge. I am willing to allow inspection visits by members of the Great Western Community Forest team or the Forestry Commission.

Signed on behalf of applicant:	
Print Name:	
Position:	
Date:	



Account Balance - 10 May 2024

	Treasurer's Account	Savings Account	Lloyds Community Fund Account	Community Fund Account (Cambridge & Counties)	Totals
Balances 5 March 2024	£6,197.30	£11,736.63	£35,015.04	£84,120.01	£137,068.98
Movement since last meeting	£5,934.68	£37.67	£112.36	£0.00	£6,084.71
Resulting Balances	£12,131.98	£11,774.30	£35,127.40	£84,120.01	£143,153.69
Bank Balances	£12,131.98	£11,774.30	£35,127.40	£84,120.01	£143,153.69
Creditors	£1,887.37	£0.00	£0.00	£0.00	£1,887.37
Debtors	£0.00	£0.00	£0.00	£0.00	£0.00
Balances	£10,244.61	£11,774.30	£35,127.40	£84,120.01	£141,266.32
Parish Accounts		Community Fund			
£141,266.32		£119,247.41			

Transaction Approval as reported at Full Parish Council Meeting

Minute Reference: _____

Signed:	
Chair	_____
Other Finance Member	_____
Dated:	_____

Ser	Date Bank Statement	Invoice Date	Details	Invoice Number	Category of Spend	Ch/Ref	V No	Receipts	Payments	VAT
97	04-Mar-24	01-Oct-23	Allotment N3&4 - HENWOOD Oct 22 - Sep 23 (50%)		Allotment Rents		24/RV/09	£20.00		
98	11-Mar-24	21-Feb-24	Vodafone - Talkmobile Contract (E5 pcm)		Subscriptions	DD	24/PV/081		£5.00	
99	18-Mar-24	28-Feb-24	IONOS Internet Inv 203040765754 28/02/24-28/03/24		Admin including website	DD	24/PV/082		£18.00	£3.00
100	20-Mar-24	25-Feb-24	CP Monthly Accountancy Services 25Feb Inv:69741		Payroll Service Fee	SO	24/PV/083		£15.00	£2.58
2	02-Apr-24	20-Dec-23	RODNEY BUTLER 50000001320819936 PPC GREEN DITCHES 309199 10 30MAR24 15:43		Green and other maintenance	FPO	25/PV/001		£375.00	
3	02-Apr-24	07-Feb-24	JEANNETTE YOUNG 600000001320458353 INKEXPENSES 7FEB 208458 10 30MAR24 15:43		Admin including website	FPO	25/PV/002		£29.48	£4.92
4	02-Apr-24	31-Mar-24	POULSHOT VILLAGE H 100000001319611696 PPC INV656 608301 10 02APR24 18:57 7/11/23, 16/1/24, 5/3/24		Expenses incl VH Hire	FPO	25/PV/003		£68.00	
5	02-Apr-24	31-Mar-24	JEANNETTE YOUNG 300000001324150486 MAR24 PAY FEB EXP 208458 10 30MAR24 15:43		Staff Costs	FPO	25/PV/004		£207.00	
6	02-Apr-24	31-Mar-24	JEANNETTE YOUNG 300000001324150486 MAR24 PAY FEB EXP 208458 10 30MAR24 15:43		Admin including website	FPO	25/PV/005		£10.00	
7	09-Apr-24	21-Mar-24	TALKMOBILE 103984662AE53CED		Subscriptions	DD	25/PV/006		£5.00	
8	16-Apr-24	28-Mar-24	1&1 INTERNET LTD. V50520923-69146452		Admin including website	DD	25/PV/007		£18.00	£3.00
9	19-Apr-24	01-Apr-24	WILTSHIRE COUNCIL 80432		Precept	BGC	24/RV/081	£7,400.00		
10	22-Apr-24	25-Mar-24	CHARLTON BAKER LTD	Inv-70534	Payroll Service Fee	SO	25/PV/008		£15.50	£2.58
11	22-Apr-24	01-Apr-24	NON-GBP TRANS FEE 2.75% CD 5912 21APR24		Admin including website	DEB	25/PV/009		£0.78	
12	22-Apr-24	01-Apr-24	Wix.com EUROS 33.48 VISAXR 1.16614 CD 5912 21APR24		Admin including website	DEB	25/PV/010		£28.71	
13	01-May-24	30-Apr-24	JEANNETTE YOUNG 600000001340921261 APR PAY MAR EXP 208458 10 02MAY24 14:20		Admin including website	FPO	25/PV/011		£28.20	
14	02-May-24	30-Apr-24	JEANNETTE YOUNG 600000001340921261 APR PAY MAR EXP 208458 10 02MAY24 14:21		Clerk Salary - Mar 24	FPO	25/PV/012		£237.60	
15	07-May-24	01-Apr-24	NON-GBP TRANS FEE 2.75% CD 5912 05MAY24		Staff Costs	DEB	25/PV/013		£8.84	
16	07-May-24	01-Apr-24	WIX.COM 1114470235 EUROS 374.64 VISAXR 1.16453 CD 5912 05MAY24		Admin including website	DEB	25/PV/014		£321.71	
17	10-May-24	21-Apr-24	TALKMOBILE 103984662AE53CED		Subscriptions	DD	25/PV/015		£5.00	
								£7,420.00	£1,485.32	£16.08
								Monthly Balance	£5,934.68	

Pending Invoices

Ser	Date Bank Statement	Invoice Date	Details	Invoice Number	Category of Spend	Ch/Ref	V No	Receipts	Payments	VAT
			tdVerde - Feb 24, Mar 24 & Invoices (E168 Feb, 201 30 Mar & Apr)	10905494, 10908490	Green and other maintenance				£ 571.80	
		tdc	Green Tree Works - Authorised Work Not Completed		Green and other maintenance				£ 445.00	£ 56.00
		28-Mar-24	IONOS Internet Inv 203041264738 28/03/24-28/04/24	Inv 203041264738	Admin including website	DD			£ 18.00	£ 3.00
		tdc	Election Fees - Wiltshire County Council (ESTIMATE)		Election Fees				£ 350.00	
		25-Apr-24	CHARLTON BAKER LTD	INV-71072	Payroll Service Fee	SO			£ 16.50	£ 2.75
		01-Apr-24	WALC Membership	SUB-24/25-188	Subscriptions				£ 156.07	£ 26.01
		01-Apr-24	AGAR Audit Fees FY2324	INV-0088	Audit Fee				£ 312.00	£ 52.00
		28-Mar-24	IONOS Internet Inv 203041760895 28/04/24-28/05/24	Inv 203041760895					£ 18.00	£ 3.00
								£	£ 1,887.37	£ 142.76

Note.

Anticipated Transactions Before Next Meeting

Ser	Date Bank Statement	Invoice Date	Details	Category of Spend	Ch/Ref	V No	Receipts	Payments
		Monthly	1&1 InternetLid (V50520923-290486224) Inv TBC E18 pcm	Admin including website	DD			£36.00
		Monthly	Charlton Baker Inv - Monthly (E15.50 pcm)	Payroll Service Fee	SO			£31.00
		B-Monthly	Village Hall Invoice	Expenses incl VH Hire	BACS			£30.00
		Monthly	Vodafone - Talkmobile Contract (E5 pcm)	Subscriptions	DD			£10.00
		II Requested	Jubilee Refunds (Tranquil Moments, Townsend Barn Nursery, Lodge Farm)	Jubilee Donations				£190.43
		Annual	Open Spaces Membership - Estimate	Subscriptions				£50.00
		Monthly	Clerk Salary	Staff Costs				£460.00
							£0.00	£797.43

Uncommitted Precept 2024/25	£10,244.61	Treasurer's Ac Balance	minus	Anticipated Spend + Pending Invoices	£797.43
	£9,447.18				



Mrs J Young
Poulshot Parish Council
Poulshot Road
Devizes
Wiltshire
SN10 1RJ

19 April 2024

Dear Jeanette

Re: Poulshot Parish Council
Internal Audit Year Ended 31 March 2024 – Year-End Audit report

Executive summary

Following completion of our year-end internal audit on 19 April 2024 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Poulshot Parish Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Table of contents

		PAGE
A	BOOKS OF ACCOUNT	3
B	FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	3
C	RISK MANAGEMENT AND INSURANCE	5
D	BUDGET, PRECEPT AND RESERVES	5
E	INCOME	6
F	PETTY CASH	6
G	PAYROLL	6
H	ASSETS AND INVESTMENTS	7
I	BANK AND CASH	7
J	YEAR END ACCOUNTS	7
K	LIMITED ASSURANCE REVIEW	10
L	PUBLICATION OF INFORMATION	10
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	11
N	PUBLICATION REQUIREMENTS	11
O	TRUSTEESHIP	11
	ACHIEVEMENT OF CONTROL ASSERTIONS	12
	AUDIT POINTS CARRIED FORWARD	13

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The audit was conducted remotely with the Clerk. The Clerk had prepared the governance information advised in advance of the visit, and the RFO had forwarded the financial documents. Overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website www.poulshotparishcouncil.co.uk

At the time of the internal audit checking, there were documents and links on the website which were not accessible, with a 'Under maintenance' message being displayed. Having spoken with the Clerk, this is a relatively new website, and she is aware of some links not working correctly and is in the process of updating these.

The council uses Excel for the council's finances, which is a suitable method for a council of this size with limited transactions. The RFO has developed the Excel reports to show receipts and payments for the year, the AGAR calculations, budgetary information and bank reconciliations, and these provide sufficient information to keep track of the council's financial position.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The council declared itself exempt from a limited assurance review in 2022/23 and therefore did not receive an External Auditor's Report.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms and the council website provides the councillor's Register of Members' Interests forms.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure is below £25,000, it is a statutory requirement to follow the requirements of the Transparency Code for Smaller Authorities. Testing of this requirement is covered in section L of this report.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2023) contains updated guidance on the matter as below:

The importance of secure email systems and GOV.UK

5.205. All authorities except parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their clerk and other officers.

5.206. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.

5.207. *Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security awareness, so a GOV.UK domain can also help to build trust, and credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.*

5.208. *For the purposes of user management, councils should ensure that the proper officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.*

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has advisory working groups in place which make recommendations to council meetings. Meeting dates are published on the council website.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note that non-confidential supporting papers for meetings are published on the council website in accordance with the requirements of the Information Commissioner's Office.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly annotated as draft.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council in March 2024.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council in March 2024. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by the council. Such authority is to be evidenced by a minute. Contracts may not be disaggregated to avoid controls imposed by these regulations.

FR 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

FR 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

As the internal audit was conducted remotely, a detailed check of invoices was not completed. However, a review of council minutes shows that council authorises payments in accordance with the adopted Financial Regulations.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £9.93 per elector

The council has adopted the General Power of Competence (GPC) and the section 137 threshold does not apply.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return on an annual basis. I reviewed the submission for the period ending 31 March 2024 which showed a refund amount due of £1,839.06 and was fully supported by the required details. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE**Internal audit requirement**

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council has a risk assessment process in place, which was last reviewed and approved by council in May 2023 (minute ref 23/025). I reviewed the risk assessment, which assesses risks by subject, the specific risk identified, assigns a perceived risk level of high/medium/low, lists management controls in place and the ongoing procedures for review of the risk. An updated draft version was also provided at the internal audit, showing suggested changes for adoption by the council.

This is a suitable approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities. As noted in the internal audit report last year, the only recommendation would be the inclusion of a risk matrix to quantify the risk level given to each item.

I confirmed that the council has a valid insurance policy in place with Zurich Insurance which covers the year under review. The policy includes Public Liability and Employers Liability cover of £10 million each and a Fidelity Guarantee level of £1500,000. As highlighted in last year's internal audit report, the Fidelity Guarantee level is currently sufficient, based on the council's balances, but should be kept under review to ensure it covers the maximum balance held at any point during the year.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

"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."

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES**Internal audit requirement**

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £14,100 for 2023/24. With a tax base of 160.1, this equates to a band D equivalent of £88.08 (compared to the average in England of £79.35).

A copy of the budget for 2024/25 was provided for review at the internal audit, and this shows the council followed a robust process in determining changes to the previous year's figures, including consideration of the impact of an increase in the precept for residents.

There is evidence within the minutes of meetings that reviews of financial performance take place during the year, including receiving income and expenditure reports, bank reconciliations and reviews of payments made by the council. This provides councillors with sufficient financial information to make informed decisions.

At the end of the financial year, the council held £119,173 in earmarked reserve for the Community Fund, with remaining balances totalling £17,929 in the general reserve.

The council has an adopted Reserves Policy, which was last updated in July 2023 and is published on the council website. Within the policy, paragraph 4.3 states *'There is no prescribed level of general fund reserves but a level of 30% to 50% of annual operating budget ensures adequate provision in the event of any unforeseen occurrence which would affect cash flow.'*

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states *'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure'* (para 5.33).

The general reserve balance is higher than the recommended range and higher than the council's adopted Reserves Policy and the council should keep this level under careful review.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Other than the precept, the council's only other regular sources of income are from allotment rental, VAT refunds, bank interest and donations.

I was able to confirm the precept figure received to the centrally held precept database, and other income is recorded in the accounts with sufficient narrative detail to identify the source.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council has no petty cash.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The Clerk is the only employee and has a signed contract of employment, based on the NALC template. I was able to verify that the salary is aligned to the NJC scale point range.

The council uses a third party for processing payroll, who calculates the PAYE and pension deductions. I reviewed the payslips provided for the internal audit and the payroll deductions appear correct.

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions. There are no councillor allowances.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a fixed asset register in place which includes details of asset location, date of acquisition, cost or proxy cost, and estimated useful life. This tracks changes each year, and I confirmed that amounts are correctly recorded. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR. There were no additions or deletions during the year under review. Items on the asset register are consistent with those listed individually on the council's insurance policy.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Financial Regulation 2.2 states 'On a regular basis, at least once in each quarter, and at each financial year end, the Chair or Vice Chair shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.'

Bank reconciliations are completed and presented to council for review, with confirmation of this recorded in the minutes. Council is reminded of the requirement to sign both the reconciliation page and bank statement to comply with FR 2.2.

I was able to confirm the year-end balances to the bank statements for 31 March. The completed bank reconciliation proforma incorrectly lists one of the balances as £11,749.56 (the statement shows £11,749.59), but this is inconsequential to the AGAR calculations.

The council holds four separate accounts and at the date of the audit, the balances held with each financial institution are within the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS).

J. YEAR END ACCOUNTS

Internal audit requirement

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.

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
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>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
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>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
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>	YES – the Clerk advises the council in respect of its legal powers.
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>	YES – the requirements and timescales for 2022/23 year-end were followed.
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>	YES – the council has a risk management scheme and appropriate external insurance.
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>	YES – the council has appointed an independent and competent internal auditor.
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>	YES – matters raised in internal and external audit reports have been addressed.
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>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

Section 2 – Accounting Statements

AGAR box number		2022/23	2023/24	Internal Auditor notes
1	Balances brought forward	134,775	134,181	Agrees to 2022/23 carry forward (box 7)
2	Precept or rates and levies	13,450	14,100	Figure confirmed to central precept record
3	Total other receipts	1,959	4,044	Agrees to underlying accounting records
4	Staff costs	2,722	4,854	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	13,281	10,369	Agrees to underlying accounting records
7	Balances carried forward	134,181	137,102	Casts correctly and agrees to balance sheet
8	Total value of cash and short-term investments	134,181	137,102	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long-term investments and assets	10,619	10,619	Matches asset register total and changes from previous year have been traced
10	Total borrowings	0	0	Council has no borrowing
11a	Disclosure note re Trust Funds (including charitable)	NO	NO	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)	N/A	N/A	N/A – the council is not a sole trustee

Audit findings

The year-end accounts have been correctly prepared on a receipts and payments basis with no requirement to complete the box 7 and 8 reconciliation.

The initial submission included entries from the bank account in April 2024. Receipts and Payments accounting includes only items which have gone in, or out, of the bank account within the financial year under review, and inclusion of items outside these timeframes is not permitted. The accounting statement initially submitted did not add up due to these issues and did not tally with the actual year-end bank balances.

The figures have been recalculated to correctly show only entries for the period 1 April 2023 to 31 March 2024 inclusive, and these are now correct as shown above.

The Certificate of Exemption correctly states total annual gross income as £18,144 (boxes 2 and 3 of the accounting statement) and total gross expenditure as £15,223 (boxes 4, 5 and 6 of the accounting statement).

Last year's comparatives match the figures submitted for 2022/23 and published on the council website.

The variance analysis has been completed to explain the variances exceeding 15% where required, and in my opinion, contains sufficient narrative and quantitative information.

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

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”)

Audit findings

The council correctly declared itself exempt in 2022/23 as both its income and expenditure were below £25,000.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

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

Audit findings

For councils with a turnover below £25,000, it is a statutory requirement to follow the Transparency Code for Smaller Authorities and testing of compliance with this requirement is detailed below.

Information to be published	Audit findings
All items of Expenditure above £100	Appended to the minutes of meetings, and these are also published as separate list annually.
End of Year Accounts	Published on ‘Financial Information’ tab of website
Annual Governance Statement	Published on ‘Financial Information’ tab of website
Internal Audit Report	Published on ‘Financial Information’ tab of website
List of councillor responsibilities	Published on ‘About Us’ tab of website
Details of land and building assets	Published on ‘Financial Information’ tab of website
Minutes, agendas and meeting papers	Published on ‘Council Information’ tab of website

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority’s website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that are links to pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor’s Report and Certificate or Exemption Certificate where applicable) of the AGAR on the council website for financial years 2018/19 to 2022/23 inclusive, although as noted in section A of this report, some of these links were not accessible at the time of the internal audit checking.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2023 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2022/23 Actual	2023/24 Proposed
Date AGAR signed by council	9 May 2023	14 May 2024
Date inspection notice issued	2 June 2023	31 May 2024
Inspection period begins	3 June 2023	3 June 2024
Inspection period ends	14 July 2023	12 July 2024
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

I was able to confirm that the proposed dates for 2023/24 meet the statutory requirements.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority has complied with the publication requirements for 2022/23. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2023 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2022/23, approved and signed, page 4*
- *Section 2 - Accounting Statements 2022/23, approved and signed, page 5*

Not later than 30 September 2023 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the publication requirements for 2022/23 have been met.

O. TRUSTEESHIP**Internal audit requirement**

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts.

Achievement of control assertions at year-end audit date

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

	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 Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>	✓		
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	The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams

Mulberry Local Authority Services Ltd

Year-End Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
<p>D. BUDGET, PRECEPT AND RESERVES</p>	<p>The general reserve balance is higher than the recommended range and higher than the council’s adopted Reserves Policy and the council should keep this level under careful review.</p>	
<p>J. YEAR END ACCOUNTS</p>	<p>The initial submission included entries from the bank account in April 2024. Receipts and Payments accounting includes only items which have gone in, or out, of the bank account within the financial year under review, and inclusion of items outside these timeframes is not permitted. The accounting statement initially submitted did not add up due to these issues and did not tally with the actual year-end bank balances.</p>	

Annual Internal Audit Report 2023/24

POULSHOT PARISH COUNCIL

<https://www.poulshotparishcouncil.co.uk> (TABLE WEBSITE/WEBPAGE ADDRESS)

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.			✓
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).	✓		

NO PETTY CASH

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

19/04/2024 DD/MM/YYYY DD/MM/YYYY

A. Beams, Mulberry LAS Ltd LAUDITOR

Signature of person who carried out the internal audit



Date

19/04/2024

*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).

Annual Governance and Accountability Return 2023/24 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2024**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - c) **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - d) **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - e) **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.

NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.
3. The authority **must** approve Section 1 Annual Governance Statement **before** approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2023/24**, page 4
- **Section 1 – Annual Governance Statement 2023/24**, page 5
- **Section 2 – Accounting Statements 2023/24**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2023/24 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2023/24, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2024. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2024**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available for publication?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)		

* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 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.

ENTER NAME OF AUTHORITY

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:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2023/24:

ENTER 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

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

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

*Published web address

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2024. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2023/24

POULSHOT PARISH COUNCIL

<https://www.poulshotparishcouncil.co.uk> (TABLE WEBSITE/WEBPAGE ADDRESS)

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.			✓
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).	✓		

NO PETTY CASH

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

19/04/2024 DD/MM/YYYY DD/MM/YYYY

A. Beams, Mulberry LAS Ltd LAUDITOR

Signature of person who carried out the internal audit

A. Beams SIGNATURE REQUIRED

Date 19/04/2024

*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).

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

Section 2 – Accounting Statements 2023/24 for

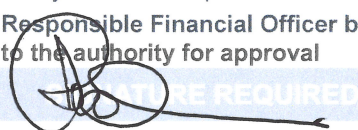
POULSHOT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	134,775	134,181	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	13,450	14,100	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,959	4,044	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	2,722	4,854	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	13,281	10,369	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	134,181	137,102	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	134,181	137,102	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	10,619	10,619	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

05/05/2024

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

14/05/2024

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

AGAR Figures Taken from Other Sheets

	Treasurer's Account	Savings Account	Lloyds Community Fund Account	Community Fund Account (Cambridge & Counties)	Totals
Closing Balances from - 31 Mar 23	£2,075.37	£9,385.74	£40,219.88	£82,500.00	£134,180.99
Opening Bank Balances - 1 Apr 23	£2,075.37	£9,385.74	£40,219.88	£82,500.00	£134,180.99
Outstanding Cheques	£0.00	£0.00	£0.00	£0.00	£0.00
Council Finances Opening Balances - 1 Apr 23	£2,075.37	£9,385.74	£40,219.88	£82,500.00	£134,180.99
Total annual gross income for the authority 2023/24	£ 21,571.06	£ 2,363.85	£ 383.82	£ 1,620.01	£25,938.74
Total annual gross expenditure for the authority 2023/24	£ 18,247.11	£ -	£ 5,550.00	£ -	£23,797.11
Totals <i>(Calculated)</i>	£5,399.32	£11,749.59	£35,053.70	£84,120.01	£136,322.62
Outstanding Cheques not on Bank Statements	£ -	£0.00			£0.00
Closing Balances from Bank Statements - 31 Mar 24 (taken 2 Apr due to Easter Bank Holiday)	£ 5,399.32	£11,749.59	£35,053.70	£ 84,120.01	£136,322.62
Closing Balances including Creditors & Debtors - 31 Mar 24	£ 5,399.32	£11,749.59	£35,053.70	£ 84,120.01	£136,322.62

	31-March-2023	31/03/2023 Calculated	31-March-2024	31/03/2024 Calculated	AGAR Rounded Figures
1 Balances Brought Forward	£134,774.72	£134,774.72	£134,180.99	£134,180.99	134181
2 Precept	£ 13,450.00	£148,224.72	£14,100.00	£148,280.99	14100
3 Total Other Receipts	£ 1,958.65	£150,183.37	£4,044.14	£152,325.13	4044
4 Staff Costs	£ 2,721.85	£147,461.52	£ 5,150.58	£147,174.55	5151
5 Loan Interest / Capital Repayments	£ -	£147,461.52	£ -	£147,174.55	0
6 All Other Payments	£13,280.53	£134,180.99	£ 10,851.93	£136,322.62	10852
7 Balances Carried Forward	£ 134,180.99	£134,180.99	£136,322.62	£136,322.62	136322
8 Total Value of cash and short term investments	£ 134,180.99		£ 136,322.62		
9 Total fixed assets plus long term investments and assets	£ 10,619.00		£ 10,619.00		
10 Total Borrowings	£ -		£ -		

Front Page	Total Income	£15,408.65	£18,144.14
	Total Expenditure	£ 16,002.38	£ 16,002.51
	Precept Income	£ 13,450.00	£14,100.00
	CIL Income	£ -	£ -
	Other Income	£ 7,782.55	£ 4,044.14
	Transfers from Treasures Account	£ 82,568.84	£ -
	Income to Savings from Treasurers Account (Contingency)	£ 2,238.44	£ 2,244.60
	Income to Savings from Community Funds Account	£ 1,824.50	£ -
	Income to Lloyds Communiy from Treasurers Ac	£ 44,094.21	£ -
	Expenditure from Lloyds Communiy toTreasurers Ac	£ 1,824.50	£ 5,550.00
	Income to Cambridge and Counties Communiy from Treasurers Ac	£ 36,235.59	£ -
	Expenditure from Cambridge and Counties Communiy to Treasurers Ac	£ -	£ -
			Taking account of internal transfers



Mr D. Scott

Last logged on 11 May 24 at 05:34 AM

Settings

Log off

TREASURERS ACCOUNT 30-92-63 00241076 View IBAN and BIC
POULSHOT PARISH COUNCIL

£ 12,131.98 Current balance

£12,131.98 Available funds

[Try our free accounting software](#)

Direct Debits and standing orders

Direct Debits

[Standing Orders](#)

Recipient ^ Last paid ^ FrequencyAmount(£) ^

1&1 INTERNET LTD. 16 Apr 2024 Monthly £18.00
V50520923-69146452

ICO 18 Jan 2024 £35.00
ZA095424

TALKMOBILE 10 May 2024 Monthly £5.00
103984662AE53CED

WATER2BUSINESS 02 Jan 2024 Half Yearly £46.13
1038012101

Take customer card payments easily and securely

Lloyds Bank Cardnet® enables you to take card payments in person, online and over the phone, via a range of payment methods including Apple Pay and Google Pay.

[View your options](#)



Business Savings Account

Open an account in minutes with as little as £1

Open in minutes