


Rich Dixon
Moore
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ

By email only: warks.sa@mooreuk.global

* Updated
30/07/2024 *

Hampton in Arden Parish Council publish the following: -

- a) Annual Internal Audit.
- b) Annual Governance Statement.
- c) Accounting Statements.
- d) Confirmation that the attached accounts are, yet, unaudited by our external auditor (details above) and have only been reviewed by our internal auditor.
- e) Confirmation of the dates of the period for the exercise of public rights (forms attached), commencing on Monday 3 June 2024 to Friday 12 July 2024.
- f) The Internal Auditor will note that the Parish Council has listed item K as "not covered" on the AGAR document as requested by the External Auditor in their letter dated 21 September 2023.
- g) Furthermore, the Parish Council have noted No.4 on page 4 of the AGAR documentation as "no" as requested by the External Auditor in their letter dated 21 September 2023. The Parish council did however display full documentation online for the required period but note that stated in the letter relates to the 2021/22 review. A copy of the 21 September 2023 letter is attached to this paperwork for ease of reference.
- h) External auditor details are listed above.
- i) Signed by Responsible Financial Officer, Julie Barnes: 

2000

Additional information to be submitted with Part 3 AGAR

Basic and Intermediate levels

Item required.	
1. State the basis of accounts – Income and Expenditure (I&E) <u>or</u> Receipts and Payments (R&P).	✓
2. Bank reconciliation (N.B. a <u>pro-forma</u> document is available online). <i>Where you have income or expenditure of £2m or above then we will also require copy bank statements supporting the reconciliations.</i>	✓
3. Explanations of significant variances – <u>with numerical support</u> : For boxes 2 – 10 in the Accounting Statements, where the 2024 figure is 15% greater than, or 15% less than, the 2023 figure unless the variance is less than £500. Please also provide an explanation if the variance is greater than £100,000 regardless of whether this is less than 15%. (N.B. a <u>pro-forma</u> document is available online).	✓
4. <i>Where you have income or expenditure of £2m or above then we will also require a copy of the full independent report of your internal auditor(IA). Supporting evidence of the council's assessment that the IA is:</i> a. <i>independent of the council.</i> b. <i>competent to undertake the role.</i> c. <i>has a current and appropriate letter of engagement</i> d. <i>the authority has considered and agreed the IA programme of work against its identified risks.</i> e. <i>Copies of the minutes of the meetings considering the IA's findings together with evidence that any recommendations have been addressed.</i>	X
5. A reconciliation between boxes 7 and 8 – this must be quantified (N.B. a <u>pro-forma</u> document is available online).	✓
6. An explanation of any 'No' answers in Section 1 (Annual Governance Statement).	✓
7. An explanation of any 'No' answers in the Annual Internal Audit Report.	✓
8. A breakdown of the types of reserves held between general reserves, earmarked reserves and restricted (ring-fenced) reserves (N.B. a <u>pro-forma</u> document is available online).	✓
9. Where any investments are included as part of the Box 9 figure, please provide a summary of these amounts.	✓
10. Whether you use the general power of competence.	✓
11. The dates for the period for the exercise of public rights (N.B. a <u>pro-forma</u> document is available online).	✓
12. Explanation for any delay between approval of Section 2 (accounts) and the commencement of the period for the exercise of public rights, other than to satisfy Regulation 12 of The Accounts and Audit Regulations 2015.	✓
13. This sheet must be completed and a copy provided with your AGAR submission.	✓

full analysis attached.



Audit 2023

Our ref: 979/1393565

21 September 2023

Mrs J Barnes
Hampton In Arden Parish Council
The Meetings Rooms
Marsh Lane
Hampton in Arden
B92 0AH

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby
NN18 9EZ
T 01536 461900

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ
T 01733 397300

www.moore.co.uk

Dear Mrs Barnes

Annual Governance and Accountability Return for the Year ended 31 March 2023

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2023.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

We draw your attention to the following point:

Please note that all figures entered on Section 2 of the annual return should be shown in round numbers, and in such a way that boxes 1 to 6 still sum to box 7. Please could you ensure this is corrected on any future returns.

A Notice of Conclusion of Audit form is available, if required, on our website using the link here <https://www.moore.co.uk/sectors/public-sector/smaller-authorities>.

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

Moore

Encs.



Section 3 - External Auditor Report and Certificate 2022/23

In respect of **Hampton In Arden Parish Council**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2022/23

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Council has answered 'Yes' to Assertion 4 of Section 1 of the Annual Governance and Accountability Return which relates to how the Notice of Public Rights was advertised within the financial year 2022-23. Therefore, it relates to the Notice announcing the public right to review the 2021-22 return which was published during 2022-23. As noted in the Auditor Report last year, this notice was not correctly advertised therefore this assertion should have been answered 'No'.

Other matters not affecting our opinion which we draw to the attention of the authority:

Section 2 of the AGAR was initially submitted without the Trust Fund disclosure in Box 11a completed. This was later resubmitted with a 'No' answer which was in line with our expectations and so there are no further concerns in this area.

Additional variance information needed to be requested. The parish council should in future ensure that all the necessary supporting information is provided with their initial annual submission.

The Internal Auditor ticked 'Yes' to control Objective K on the Annual Internal Audit Report which relates to whether a Council correctly certified itself exempt in the prior year. We expected this control objective to be answered 'Not covered' as last year the Council did not claim exemption from review and submitted an AGAR 3 for review.

3 External auditor certificate 2022/23

We certify/~~do not certify~~^{*} that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

^{*}We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

19/09/2023



Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
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**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 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 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 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.

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 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 and the subsequent work by the external auditor.
- 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- 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.
- **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.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that 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 have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
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', has an explanation been published?	✓	
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?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

* *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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 and the subsequent work by the external auditor.
- 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- 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.
- 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.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that 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 have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
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', has an explanation been published?	✓	
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?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**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



Annual Internal Audit Report 2023/24

HAMPTON IN ARDEN PARISH CUONCIL

<https://hamptoninarden.org.uk/>

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

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

Date(s) internal audit undertaken

8/5/2024

Name of person who carried out the internal audit

STEPHEN RAY ACA

Signature of person who carried out the internal audit

SD Ray

Date

8/5/2024

***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:

HAMPTON IN ARDEN PARISH CUONCIL

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	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
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

08/05/2024

and recorded as minute reference:

25/24

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

Chair

* T. Barker

Clerk



<https://hamptoninarden.org.uk> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

HAMPTON IN ARDEN PARISH CUONCIL

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

08/05/2024

and recorded as minute reference:

25/24

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

Chair

* T. Baskin

Clerk



<https://hamptoninarden.org.uk/>

Section 2 – Accounting Statements 2023/24 for

HAMPTON IN ARDEN PARISH CUONCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	220,794.51	176,104.02	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	43,834.00	46,481.00	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	15,129.19	15,456.30	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	17,200.00	22,344.22	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	86,453.68	55,964.18	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	176,104.02	159,732.92	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	176,104.02	159,732.92	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	33,718.00	33,718.00	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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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



Date

08/05/2024

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

08/05/2024

as recorded in minute reference:

24/25

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

* T. Rooster

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

HAMPTON IN ARDEN PARISH CUONCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DDMMYY

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

HAMPTON IN ARDEN PARISH CUONCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

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(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

ANALYSIS OF RECEIPTS AND PAYMENTS
FOR 12 MONTHS ENDING 31 MARCH 2024
Opening bank and cash balances at 1 April 2023

	Account number	£
Fixed term high interest		40,534.09
Investment account	7420002	135,487.75
Current account	932717	82.18
Total		176,104.02

RECEIPTS for 12 months ending 31 March 2024

	Budget 2023/24	Actual 2023/24
Precept	46481	46,481.00
SMBC Support Grant	0	0.00
Rental income:	0	0
Sports Club	3380	3,380.00
Scouts and Guides Supporters Association	100	100.00
Allotments	990	1025.00
Recreation Trust	670	670.00
Bank interest	150	2,595.46
Other Income:		
Football Training	0	390.00
Additional Cricket Cuts	300	756.00
Height Restricting Barrier Recharge	0.00	250.00
Poppy Wreath *recharge Church	0.00	25.00
Poppy Wreath *recharge Probus	0.00	25.00
Poppy Wreath *recharge Hampton Society	0.00	25.00
Poppy Wreath *recharge GF Trust	0.00	25.00
Wayleave Agreement	0.00	3.55
Hampton Society Contribution to Tree Tags	0.00	290.00
50% Hedge Costs (Eastcote Allotments)	0.00	40.00
VAT refund from Customs and Excise	0.00	5856.29
TOTAL INCOME	52,071.00	61,937.30

PAYMENTS for 12 months ending 31 March 2024

	Budget 2023/24	Actual 2023/24
Section 137	0.00	0.00
Cricket Pitch **recharge**	0.00	756.00
Scout and Guide Barrier Open **recharge**	0.00	120.00
Grass Cutting Hampton in Arden Parish	4,801.00	3,731.50
Grass Cutting Catherine de Barnes Common	1,740.00	636.00
Grass Cutting Hampton Church	1,400.00	1,324.10
Remembrance Sunday & Christmas Light Switch	1,440.00	1,215.00
Tree Works	1,000.00	5,900.00
Parish Maintenance Works	8,185.00	8,028.46
Clerk's Salary/Tax/NI and Pension	19,650.00	22,344.22
WALC and NALC Subs	790.00	721.00
Office Expenses (inc. Email/Phone and Broadband)	1,470.00	1,290.47
Website	350.00	160.00
Insurance	1,600.00	1,484.29
Sundries and Parish Online	500.00	411.29
Audit and Legal Fees	400.00	420.00
Office Rental from the George Fentham Trust	1,800.00	1,304.85
Additional Printing Costs	100.00	100.00



Parish Newsletter		2,500.00	2,266.57
Training Expenses		200.00	35.00
GDPR fee		45.00	35.00
Neighbourhood Plan Amendments		2,500.00	0.00
Allotments (Maintenance Costs and Lease fee)		600.00	672.39
Election year expenses		1,000.00	0.00
VAT		0.00	7675.26
Unalloacted Expenditure	Repairs to Play Area	0.00	3897
	Resurfacing Entrance	0.00	2900
	Tree Tags & TPO Sprac	0	580
Expenditure Less CIL			68,008.40
CIL EXPENDITURE	G Fentham School	0.00	2500
	Rubber Bonded Mulch to Play Area	0.00	7800
Transfer to allocated reserves		0.00	0.00
TOTAL EXPENDITURE		52,071.00	78,308.40
		<u>0.00</u>	<u>0.00</u>
TOTAL		52,071.00	78,308.40

Cash Book Reconciliation

Opening Balance			176,104.02
Add receipts for 12 months to 31 March 2024			61,937.30
Less payments for 12 months to 31 March 2024			78,308.40
Total			<u>159,732.92</u>

Bank Account Reconciliation

Balance due from fixed term high interest a/c at 31 March 2024			41,703.98
Balance due from deposit a/c per bank statement at 31 March 2024			115,779.86
Balance due from current a/c per bank statement at 31 March 2024			2249.08

159,732.92

REMAINING CIL MONIES HELD:

Reserves			<u>88,642.22</u>
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<u>Payee</u>	<u>Amount</u>	<u>Details</u>	<u>Date</u>
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Payment Entries out through Bank Account since 1 March 2024

CHEQUE payments

Royal British Legion	£125	Poppy Wreath Bulk Order	15/03/2024
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BACS payments

Trevor Honeysett	130.00	Bin Emptying	01/03/2024
EON	14.62	Feeder Pillar Electricity	05/03/2024
Water Plus	24.31	Eastcote Lane Allotments Water Supply	18/03/2024
Real Point	£120.00	Website Domain	18/03/2024
West Midlands Pension Fund	327.74	Pension Contributions	18/03/2024
HMRC	£249.74	Tax and NI	20/03/2024



J Barnes	1,339.81	Clerk's March Salary	20/03/2024
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Payments received since 1 March 2024

Scout and Guide Hut	130.00	Height Barrier Recharge	04/03/2024
Hampton Society	£290	Contribution to Tree Tagging Scheme	07/03/2024
Lloyds Bank	131.61	Interest	12/03/2024
S Newman (Plot 14 Eastcote Lane)	£20.00	Allotment Fees	26/03/2024
Little Stars Football	30.00	Rent	27/03/2024

Bank reconciliation template

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 on Section 2 of the AGAR and will also agree to Box 7 where the account is prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that outstanding payments should be entered as negative figures.

	£	£
Balance per bank statements at 31 March 2024:		
Account 1	41,703.98	
Account 2	115,779.86	
Account 3	2,249.08	
Account 4		
Account 5		
		159,732.92
Petty cash (if applicable)		
Add: outstanding receipts (enter these as positive numbers)		
	-	
	-	
	-	
		-
Less: outstanding payments (enter these as negative numbers)		
	-	
	-	
	-	
		-
Balance per cashbook at 31 March 2024 (should agree to Box 8 on Section 2)		<u>159,732.92</u>

Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2024 but which appear on the bank statement after 31 March 2024.

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2024 but which appear on the bank statement after 31 March 2024.

Explanation of variances 2023/24 – pro forma

Name of smaller authority:

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £500);
- variances of more than £100,000 must be explained even where this constitutes less than 15%.

Please ensure variance explanations are quantified to reduce the variance excluding stated items below the 15% / £500 / £100,000 threshold

	2024 £	2023 £	Variance £	Variance %	Explanation Required? Is > 15% Is > £100,000	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
1 Balances Brought Forward	176,104.02	220,794.51					
2 Precept or Rates and Levies	46,481	43,834	2,647	6.04%	NO		
3 Total Other Receipts	15,456.30	15,129.19	327	2.16%	NO		
4 Staff Costs	22,344.22	17,200.00	5,144	29.91%	YES		The Parish Council joined the West Midlands Pension Fund (Pension Scheme) during the last financial year. As a result, costs have increased accordingly.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	55,984.18	85,453.68	-30,480	35.27%	YES		During the 2023 financial year, the Parish Council awarded a number of larger sums in CIL funds. In addition, it was also necessary to spend money on a number of unbudgeted items. This was not necessary in 2024. The Parish Council did award two payments totalling £10,300 in CIL funds and a number of smaller items were unbudgeted totalling £7377 but largely all other items fell within the Parish Council budget.
7 Balances Carried Forward	156,732.92	176,104	-19,371	9.30%	NO		
8 Total Cash and Short Term Investments	156,732.92	176,102.02	-19,369	9.30%	NO		
9 Total Fixed Assets plus Other Long Term Investments and Assets	33,718	33,718	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Explanation for 'high' reserves

(Please complete or update the highlighted boxes when the total in Box 7 is greater than 2 times the value of Box 2 because the authority held the following breakdown of reserve)

	£	£	£
Earmarked reserves*:			
Reserve 1	CIL		71090.7
Reserve 2	Carpark Resurfacing		40000
Reserve 3	Under 7s Play Area Updates		10000
Reserve 4	School Play Area Updates		10000
Reserve 5	Maintenance and Emergery Tree Works		10000
			<u>0</u>
			0
General reserve	PC Reserves		<u>18642.22</u>
Total reserves (must agree to Box 7)			<u><u>159732.92</u></u>
Box 7 per Annual Return			159,732.92
Difference			<u><u>0</u></u>

Column B - Reserves should be renamed to show the specific purpose / name given by this authority.

Column D - Earmarked items - a value for the amount earmarked for each specific reserve should be entered. The number can be reduced or extended as appropriate.

Column D - General reserves - this should relate to normal operating funds and should be the difference between Box 7 on Section 2 of the AGAR.

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Hampton in Arden Parish Council

County area (local councils and parish meetings only):

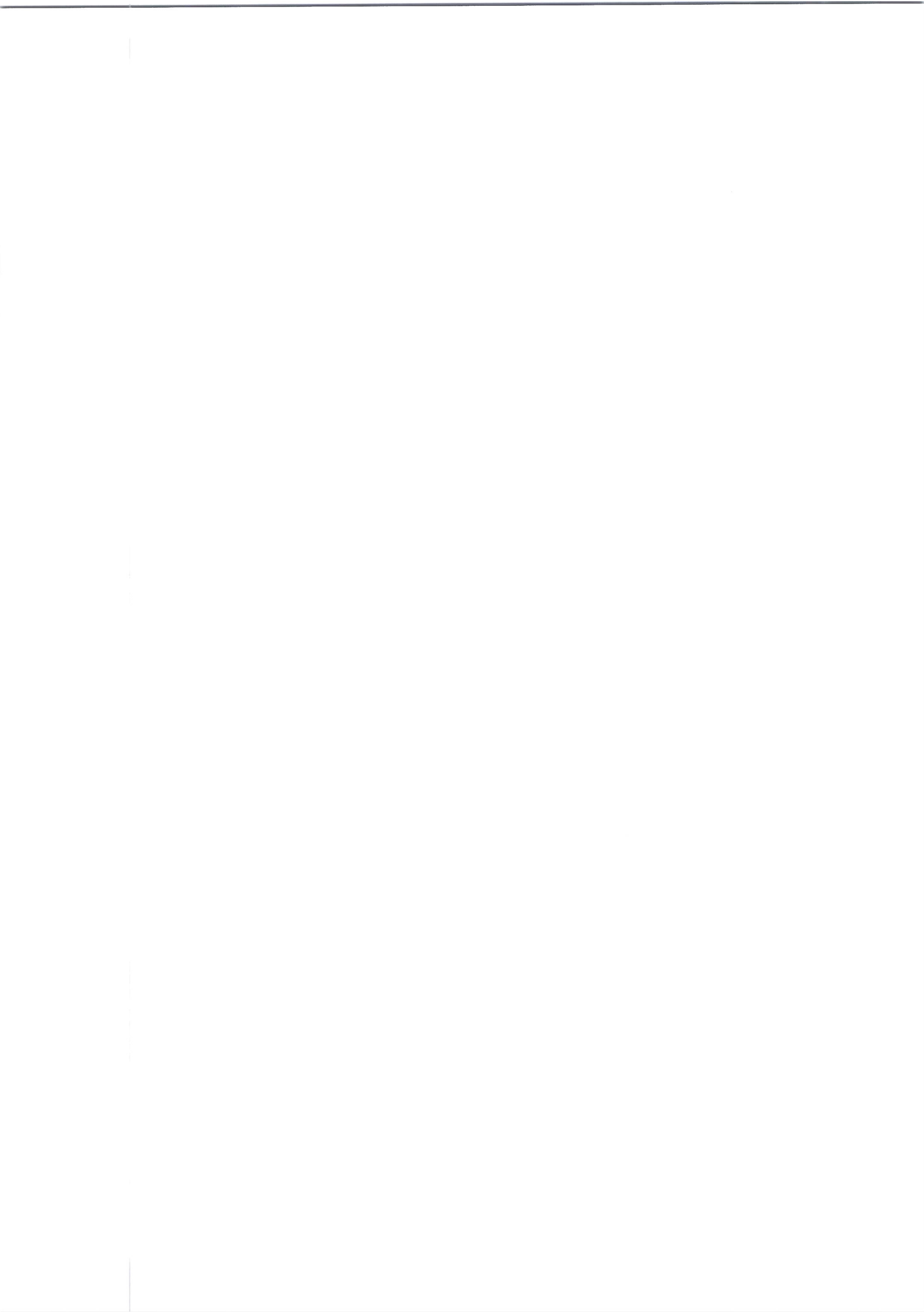
Hampton in Arden

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

		£	£
Box 7: Balances carried forward			159,732.92
Deduct: Debtors (enter these as negative numbers)			
	1	0.00	
	2	0.00	
	3	0.00	
		-	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)			
	1	0.00	
	2	0.00	
		-	
Total deductions		-	-
Add:			
Creditors (must not include community infrastructure levy (CIL) receipts)			
	1	-	
	2	-	
		-	
Add:			
Receipts in advance (must not include deferred grants/loans received)			
	1		
	2		
		-	
Total additions		-	-
Box 8: Total cash and short term investments			<u>159,732.92</u>

Item 9

A list of assets held with an estimated value of £33,718 as indicated in item 9 of the AGAR.



Appointments to other bodies:

Footpaths and Right of Way Representative	Roger Waring
Airport Consultative Committee	David Sandells
Solihull Area Meeting	Dave Cuthbert

The Parish Council also appoints trustees to:

The Charity of George Fentham	Mr M Abbott <small>resigned on 13 March 2023 (VACANT POSITION)</small>
	Mrs S White
	Councillor T Beresford
The Hampton in Arden Recreational Trust	Mr G Hollway

Meetings:

The Parish Council held 6 meetings from 1 April 2023 to 31 March 2024. Attendance was as follows:

Councillors	Attendance
Mike Blomer	
Tim Beresford	
David Sandells	
Cat Sellars	
Ken Blanch	
Peter Green	
Roger Waring	
Alexander Clayson	
Giles Cook	
John Eccleston	
Dave Cuthbert	
Piers Reid	

Asset Register**Community Assets**

The Common, Catherine de Barnes
 War Memorial and surrounding wall, Hampton in Arden
 Village Green, Hampton in Arden
 The Recreation Ground
 Recreation Ground Car Park
 The Spinney

Other Assets

Chairman's Insignia and Chain of Office
 Recreation Ground Notice Boards X 2
 Recreation Ground Outdoor Gym Equipment
 Recreation Ground Table Tennis x 2
 Recreation Ground Children's Play Area Equipment
 Parish Noticeboard X 3
 Bus Shelter X 3
 Recreation Ground Dog Bins X 5
 Recreation Ground Dog Waste Dispensers X 3
 Catney Common Dog Bins x 1

Catney Common Dog Waste Dispensers x 1
 Oak Bench – Recreation Ground
 Telephone Box & Shelving
 Parish Office Computer
 Parish Office Photocopier
 Allotments (Fentham Road and Eastcote Lane Community Allotments).
 School Children’s Play Area Equipment
 Benches – School Play Area
 Goal Posts – School Playing Field.

Flower Planter Tubs:

Station

- Six planters on the walls - two on the Coventry bound platform and four on the Birmingham bound platform.

Village

- Two planters at the bus stop by Belle Vue Terrace
- Two planters at the war memorial
- One large planter by the railway bridge by the path from the sports ground
- One planter at Diddington Lane/Meriden Road
- One large planter by the Catherine de Barnes Roundabout
- One large planter on Hampton Lane.
- Two large planters on Meriden Road.

The Parish Council is responsible for maintenance costs of these assets.

**Hampton-in-Arden Parish Council - Expenditure over £100
 1st April 2023 to 31 March 2024**

DATE	PAYEE	£	DETAILS
19/04/2023	WALC & NALC	£831.00	Subscription fees
19/04/2023	JRB Enterprise	£287.52	Dog Fouling Bags
19/04/2023	Dawsons Groundcare	£574.92	Grass Cutting & Tree Maintenance
20/04/2023	J Barnes	£1,343.32	Clerk’s April Salary
24/04/2023	HMRC	£238.59	Tax and NI.
03/05/2023	Paul Howard Design	£170.00	Newsletter Designer
20/05/2023	J Barnes	£1,343.12	Clerk’s May Salary
24/05/2023	HMRC	£238.79	Tax and NI.
26/05/2023	Village Stores	£107.94	Annual Meeting Sundries
13/06/2023	Family Care Trust	£254.40	Catney Common Cut
13/06/2023	M Power & Sons	£2,703.60	War Memorial Clean
13/06/2023	Realpoint	£345.60	IT Support Package
13/06/2023	Inktree	£391.01	February Newsletter Print
13/06/2023	Dawsons Groundcare	£1,184.40	Grass Cutting and Tree Maintenance
13/06/2023	George Fentham Trust	£100.60	Fentham Hall Complex Hire
20/06/2023	J Barnes	£1,343.12	Clerk’s June Salary
20/06/2023	HMRC	£238.79	Tax and NI
21/06/2023	HAGS	£4,676.40	School Play Area Repairs
10/07/2023	Dawsons Groundcare	£1,106.40	Grass Cutting all areas x2
10/07/2023	Family Care Trust	£254.40	Catney Common Cut
14/07/2023	JRB Enterprise	£287.52	Dog Fouling Bags



14/07/2023	Dawsons Groundcare	£180.00	Fence repair.
20/07/2023	J Barnes	£1,343.32	Clerk's July Salary
20/07/2023	HMRC	£238.59	Tax and NI
19/07/2023	Online Playgrounds	£113.88	Connectors and Parts.
19/07/2023	P Howard Design	£170.00	Newsletter Design
26/07/2023	Amazon	£112.14	Hoze and Lock for Allotments
07/08/2023	Inktree	£391.00	Newsletter Print
07/08/2023	Dawsons Groundcare	£1,434.60	Grass Cutting and Maintenance Works
07/08/2023	Midlands Forestry	£2,112.00	Tree Inspection/Full Report.
20/08/2023	J Barnes	£1,274.59	Clerk's August Salary
20/08/2023	HMRC	£221.59	Tax and NI
12/09/2023	T Honeysett	£160.00	Bin Emptying x 2 months.
12/09/2023	Dawsons Groundcare	£1,794.00	Tree Works/Grass Cutting/Maintenance
12/09/2023	Dawsons Groundcare	£9,360.00	CIL Payment Play Area Works.
12/09/2023	Family Care Trust	£254.40	Catney Common Cut
20/09/2023	J Barnes	£1,274.36	Clerk's September Salary
20/09/2023	HMRC	£221.59	Tax and NI
25/09/2023	JRB Enterprise	£221.59	Dog Fouling Bags
25/09/2023	Moor UK Limited	£504.00	External Auditor Fee
25/09/2023	Surfco Limited	£3,480.00	Resurfacing Works Recreational Ground.
03/10/2023	Parish Online	£129.60	Subscription Fee
11/10/2023	Dawsons Groundcare	£951.60	Grass Cutting and Maintenance
27/10/2023	P Howard Design	£170.00	Newsletter Design
20/10/2023	J Barnes	£1,274.36	Clerk's October Salary
20/10/2023	HMRC	£221.59	Tax and NI
27/10/2023	Robannas	£288.00	PA Sound Hire for Remembrance Sunday.
15/11/2023	Dawsons Groundcare	£927.60	Grass and Hedge Cutting
15/11/2023	Inktree	£396.01	Newsletter Printing
15/11/2023	Playsafety Limited	£295.20	Play Area Inspection Reports
20/11/2023	J Barnes	£1,713.70	Clerk's November Salary and Backpay.
20/11/2023	HMRC	£531.07	Tax and NI
01/12/2023	West Midlands Pension	£1,383.91	Initial payment of 4 months to scheme.
04/12/2023	Dawsons Groundcare	£410.40	Leaf clearing and church maintenance
11/12/2023	M Abbott	£323.43	Equipment for the Conservation Group
14/12/2023	Ebner Consultants	£780.00	Christmas Tree Lights and Event Works
14/12/2023	T Honeysett	£120.00	Bin Emptying on Private Land.
20/12/2023	J Barnes	£1,329.40	Clerk's December Salary
20/12/2023	HMRC	£260.15	Tax and NI
20/12/2023	WMPF	£327.86	Pension Contributions
20/12/2023	G Fentham School	£2,500	CIL Payment
08/01/2024	JRB Enterprise	£287.52	Dog Fouling Bags
19/01/2024	J Barnes	£1,339.61	Clerk's January Salary
19/01/2024	WMPF	£327.86	Pension Contributions
19/01/2024	HMRC	£249.94	Tax and NI
22/01/2024	D M Payroll	£140.00	Payroll Provider Fees
24/01/2024	P Howard Design	£170.00	Newsletter Design Fees
20/02/2024	EON	£162.12	First Feeder Pillar Electricity Fees
20/02/2024	J Barnes	£1,339.81	Clerk's February Salary
20/02/2024	WMPF	£327.86	Pension Contributions
20/02/2024	HMRC	£260.15	Tax and Insurance
20/02/2024	Dawsons Groundcare	£468.00	New Posts and Pathway Edging



20/02/2024	Dawsons Groundcare	£696.00	Tree Tag Preservation.
20/02/2024	Dawsons Groundcare	£4,000	Tree Works
20/02/2024	Zurich Municipal	£1,662.41	Insurance
20/02/2024	Inktree	£408.74	Newsletter Print Run
20/02/2024	G Fentham Trust	£1,904.09	Office Rental/Broadband and Phone
20/02/2024	Water Plus Account	£166.62	Water Supply Eastcote Lane (backdated)
01/03/2024	T Honeysett	£130.00	Dog Fouling Bin Emptying
18/03/2024	Real Point	£120.00	Domain Hosting Fees
18/03/2024	WMPF	£327.86	Pension Contributions
20/03/2024	HMRC	£249.74	Tax and NI
20/03/2024	J Barnes	£1,339.81	Clerk's March Salary

COMMUNITY INFRASTRUCTURE LEVY INCOME TO DATE YEAR ENDING 31 MARCH 2024

HAMPTON IN ARDEN PARISH COUNCIL- NEIGHBOURHOOD COMMUNITY INFRASTRUCTURE LEVY - INCOME TO DATE

DATE	PAYMENT	TOTAL	Fund Expiry
April 2017	£2,308.00	£2,308.00	April 2022
October 2017	£5,356.50	£5,356.50	October 2022
April 2018	£5,692.50	£5,692.50	April 2023
April 2020	£61,471.17	£61,471.17	April 2025
October 2020	£30,735.59	£30,735.59	October 2025
April 2021	£30,725.59	£30,725.59	April 2026
December 2022	£2,925.34	£139,214.69	December 2027
TOTAL		£139,214.69	

PAYMENTS MADE FROM CIL FUNDS

DATE	PAYMENT	TOTAL
02/10/2019	Church Clock Repair Contribution	£163.99
14/01/2021	Catney Residents Associations – Defibrillator	£1,532.00
20/02/2021	George Fentham Endowed School – Dining Tables	£7,650.00
31/03/2021	Catherine de Barnes Village Hall – Double Glazing	£7,278.00
28/06/2022	Festival Committee – New Marquee	£2,200.00
09/09/2022	Catherine de Barnes Village Hall Trust – Play Area	£36,000
16/01/2023	George Fentham Endowed School – Play Equipment	3,000.00
12/09/2023	Hampton in Arden Parish Council (Play Area Updates – Bonded Rubber Mulch)	7,800.00
20/12/2023	George Fentham Endowed School – Sensory Equipment.	£2,500.00
TOTAL		£65,623.99

Remaining CIL total:

£71,090.70

Smaller authority name: **HAMPTON IN ARDEN PARISH COUNCIL**

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

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

NOTICE	NOTES
<p>1. Date of announcement <u>Sunday 2 June 2024</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>Julie Barnes, Clerk and Responsible Financial Officer located at The Parish Council Office, The Meeting Rooms, Marsh Lane, Hampton in Arden, B92 0AH.</u></p> <p>commencing on (c) <u>Monday 3 June 2024</u></p> <p>and ending on (d) <u>Friday 12 July 2024</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>Moore (Ref AP/HD) Rutland House Minerva Business Park Lynch Wood Peterborough PE2 6PZ</p> <p>5. This announcement is made by (e) <u>Julie Barnes, Clerk and Responsible Financial Officer</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must also include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

