



## GREAT CORNARD PARISH COUNCIL

Minutes of the Meeting of **GREAT CORNARD PARISH COUNCIL**  
held at The Stevenson Centre at 7:00pm on Monday 13<sup>th</sup> June 2022

<b>PRESENT</b> Councillors	Mr T J Keane	<b>Chairman</b>
	Mrs C J Baker	Mrs M Bark
	Mr K Graham	Mr M D Newman
	Mr S M Sheridan	Mrs T E A Welsh
	Mr T M Welsh	Mrs P White
	Mr C G Wright	Mr D Young
Council Manager	Mrs N Tamlyn	
Council Administrator	Miss S Kent	

### 1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mrs J Wilson and A C Bavington.

### 2. CHAIRMAN'S ADDRESS

The Chairman attended the Queens Platinum Jubilee Beacon lighting in Sudbury on behalf of the Parish Council. This was well attended.

The Chairman thanked Councillors for their work organising and running the Jubilee Fete, it was nice to everyone working together.

Councillor Keane had also attended the virtual Babergh Area forum meeting which was very informative. He will be attending a Chairperson Leadership Training course from 23<sup>rd</sup> June 2022 and has been invited to attend the graduation at Thomas Gainsborough School on behalf of the Parish Council.

### 3. TO CONSIDER DECLARATIONS OF INTERESTS AND COUNCILLOR REQUESTS FOR DISPENSATIONS RELATING TO ITEMS ON THE AGENDA

Councillor Young declared a non-pecuniary interest in any item relating to Thomas Gainsborough School as he and a family member are employed by the Trust.

### 4. DECLARATIONS OF GIFTS AND HOSPITALITY

NONE.

### 5. TO CONFIRM THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON MONDAY 23<sup>RD</sup> MAY 2022

**AGREED** that the Minutes of the Council meeting held on Monday 23<sup>rd</sup> May 2022 are confirmed and signed as a correct record subject to the following change:

i) Page H09. Item 23 ART, SPORTS & LEISURE COMMITTEE

ii) Page 3, Item 7 Paragraph 3 TO RECEIVE A VERBAL UPDATE ON THE RESTORATION OF THE GREAT CORNARD CRICKET SQUARE

**FROM**

As Chairman of the Policy and Resources Committee, Councillor Bavington stated that the Council had previously set aside a sum of £300 for cricket square maintenance and that it should be used for that purpose. Any expenditure above that should be brought back to the Committee.

**TO**

As Chairman of the Policy and Resources Committee, Councillor Bavington stated that the Council had previously set aside a sum of £300 for cricket square maintenance and that it should be used for that purpose.

**6. POLICE MATTERS**

No Police Report has been received but the Council Manager advised Members that trees at Shawlands Woods and picnic tables at the Country Park have been vandalised with graffiti. The Community Wardens have since cleaned and removed the paint from the picnic tables.

**7. TO RECEIVE DISTRICT & COUNTY COUNCILLORS REPORT**

Councillor Newman had nothing to report.

Mr Beer explained that Babergh District Council had asked that Councils to consider completing a CIL Funding Enquiry Form listing any future projects which would benefit from CIL funding. Babergh District Council currently have £10m in unspent CIL funds.

Mr Beer highlighted the Council's plans to create an overflow car park at The Stevenson Centre and the possibility of installing electric car charging points which would meet the criteria for funding.

County Councillor Beer has recently attended a meeting at Sudbury Town Hall with neighbouring County Councillors to discuss the use of ANPR cameras to help combat crime by tracking vehicles. These cameras also pick up untaxed and uninsured vehicles. The plan is to install 6 – 8 cameras in the Sudbury, Great Cornard and Long Melford area. County Councillors are currently appealing to the Police and Crime Commissioner for funding.

The Parish Councillors were thanked for their work organising the Jubilee Fete.

A Member asked whether CIL funding would be available to erect a beacon on the Recreation Ground in Great Cornard. County Councillor Beer explained that CIL funding was not for this type of project but that the Parish Council could apply for a grant from his Locality Budget.



District Councillor Simon Barrett advised Members that the Babergh District Council Cabinet had met to discuss and agree their 5 Point Action Plan for the "Cost of Living Crisis". This will help support residents to respond to the cost of living issues and enable individual and collective wellbeing through a suite of preventative and personalised measures.

BDC Cabinet also discussed the former HQ site in Hadleigh which is currently empty and approved the increase in peak funding threshold for Babergh Growth Ltd to £7m for use to deliver the redevelopment of the site.

District Councillor Barrett confirmed that the Vision for Sudbury has been delayed but open evenings would be happening in the near future.

The Joint Local Plan is currently being reworked.

**8. TO CONSIDER ITEMS BROUGHT FORWARD – FOR NOTING**

The Items Brought Forward list was **NOTED**.

**9. FIFTEEN MINUTES FOR THE PUBLIC TO ASK QUESTIONS**

At 7:31pm the Council invited electors of Great Cornard Parish Council to put questions to the Council.

At 7:31pm the business of the meeting resumed.

**10. NOTICE OF CASUAL VACANCY**

Members viewed the Notice of a Casual Vacancy and that a request for an election to fill the Vacancy would need to be submitted by 27<sup>th</sup> June 2022. **NOTED**.

**11. CORRESPONDENCE**

**a) Babergh District Council: New Model Code of Conduct**

Members reviewed and **NOTED** correspondence from the Babergh Monitoring Officer which drew Members attention to the new categories of registrable and non-registrable interests in the new model Code of Conduct, and asked all Councillors to review their current register of interests and assess whether or not they need to register any further interests under the category 'other registrable interests'. The Monitoring Officer had attached a pro-forma letter which can be used by Members to notify them of any additional interest.

The Council Manager will send the link to the Register to all Members as a reminder to update their Register of Interests.



**12. TO RECEIVE THE BUILDING REGULATION COMPLETION CERTIFICATE FOR WORKS TO THE BLACKHOUSE LANE PAVILION AND APPROVE THE PAYMENT OF THE RETENTION SUM**

The Council Manager advised that Mr Harcourt-Powell had carried out a final inspection of the Pavilion and confirmed that the Retention Sum of £803.55 can now be safely paid. Members also **NOTED** the inclusion of the Certificate of Completion Building Regulation Reference: BC/21/13803/BN, which confirmed that the replacement fire exit door and windows to the external toilet and the improvement to the existing disabled ramp complied with Building Regulations.

Members **NOTED** that the works were complete and **AGREED** to pay the Retention Sum of £803.55 from the General Building Earmarked Fund.

**13. TO RECEIVE A VERBAL REPORT FROM THE QUEEN'S PLATINUM JUBILEE WORKING PARTY ON THE SUCCESS OF THE JUBILEE CELEBRATION HELD ON SATURDAY 4<sup>TH</sup> JUNE 2022**

Councillor Newman said the Jubilee Celebrations had been very successful with lots of local families attending. He thanked all the Parish Councillors involved together with Great Cornard Community Association (GCCA), County Councillor Peter Beer, Mrs Tamlyn and the staff, volunteers and their families, Fenn Wright for the advertising, The Brook Pub for the bar, St Andrews Church for the BBQ, Cornard Ladies Association for the refreshments, 2470 Sudbury Squadron Air Cadets for the flight simulator and everyone who attended.

Councillor Young spoke for the GCCA and added their thanks.

Photographs from the day will be available shortly and an article will be submitted to Cornard News in due course.

**14. DEVELOPMENT AND PLANNING COMMITTEE**

**i) Confirmation and adoption of the Minutes of the meeting held on 23<sup>rd</sup> May 2022**

**AGREED** that the Minutes of the Development and Planning meeting held on Monday 23<sup>rd</sup> May 2022 are confirmed and signed as a correct record.

**ii) Questions to Committee Chairman**

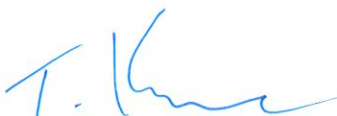
**NONE**

**15. FINANCIAL MATTERS**

The Chairman handed the meeting over to Councillor Welsh as Vice Chairman of the Policy and Resources Committee.

**i) To approve and adopt FY2021/2022 Accounts**

The Accounts were prepared by the Council Manager and approved by the Council's Accountants, Lambert Chapman LLP **NOTED. (See Appendix A)**



Councillor Welsh reviewed the Accounts and outlined some of the figures.

Councillor Welsh, as Internal Audit Member, advised that he had reviewed the Accounts with the Council Manager and confirmed the Accounts were in order.

**AGREED** that the FY2021/2022 as circulated be approved and adopted and that the Chairman and Responsible Finance Officer sign them on behalf of the Parish Council.

**ii) To review the Reserve Accounts and Movements FY2021/2022**

Members reviewed and **NOTED** the Reserve Accounts and Movements. (See Appendix B)

**iii) To approve the Fixed Assets Register**

Members reviewed and **AGREED** the Fixed Assets Register FY2021/2022.

**iv) To receive the Annual Internal Audit Report FY2021/2022**

Members reviewed and **AGREED** to approve the Annual Internal Audit Report FY2021/2022 (See Appendix C)

**v) To consider and approve the Annual Governance and Accountability Return FY2021/2022 Part 3: Section 1 Annual Governance Statement 2021/2022**

**AGREED** that Section 1 – Annual Governance Statement 2021/2022 has been completed with the answer 'yes' in all categories and **APPROVED** by the Council. (See Appendix D)

**vi) To consider and approve the Annual Governance and Accountability Return FY2021/2022 Part 3: Section 2 Annual Statements 2021/2022**

**AGREED** that Section 2 Annual Statements 2021/2022 has been completed with the correct year end figures for FY2021/2022 and answered yes to category 11 and that it be **APPROVED** by the Council. (See Appendix E)

**vii) To approve the period of exercise of Public Rights**

Members reviewed and **APPROVED** the period of exercise of Public Rights. (See Appendix F)

**viii) To receive a verbal update from the Council Manager on transferring the Council's accounts software to QuickBooks Online**

The Council Manager advised Members that as QuickBooks were discontinuing desktop accounts it had been necessary to migrate the Parish Councils accounts to QuickBooks Online. This has now been completed and the Council Manager is currently inputting all the payments for the first quarter and should be able to present a Financial Management Report to the Council by the end of July.

**ix) To approve the latest list of payments (See Appendix G)**

Members reviewed the latest list of payments. **NOTED**.



The Council Manager confirmed that the telephone line to the Parish Council Office has now been repaired. British Telecom had made an offer of compensation which she refused, the matter is now being escalated within BT.

**Meeting closed at 8:03pm**

Signed \_\_\_\_\_



**Chairman**

**Cllr T J Keane**



## APPENDIX A

**GREAT CORNARD PARISH COUNCIL  
SUMMARY INCOME & EXPENDITURE ACCOUNT. YEAR ENDING  
31.03.22**

Income	Notes	2021/22	2020/21
Precept		234,592.00	235,262.00
Interest on Investments		29.91	174.83
Allotment income		2,935.00	2,827.00
Cemetery income		4,555.00	3,210.00
Recreation Ground		250.00	0.00
Blackhouse Lane		4,699.94	3,200.00
Wayleaves		124.85	124.85
Grants		23,656.00	18,000.00
CIL Funds		19,034.28	0.00
Recycling		985.20	835.10
<b>Total Income</b>		<b>290,862.18</b>	<b>263,633.78</b>
<b>Expenditure</b>			
Administration		12,949.26	8,109.33
Agency Services bought		9,920.00	9,873.92
Community Warden		6,457.65	5,536.05
Litter/Dog Bins		2,387.83	1,811.62
Grants to outside bodies	10	9,500.00	6,650.00
Capital/Earmarked Expenditure	11	42,489.91	11,193.00
COVID-19 Grant Fund		0.00	1,969.13
Loan repayments & Interest		17,602.75	17,881.75
CIL Fund		3,440.00	0.00
Defibrillator Fund		0.00	892.00
Blackhouse Lane Fund		12,000.00	0.00
Stevenson Approach Fund		10,150.00	0.00
Stevenson Centre Grant	12	140.00	271.09
Village Hall Expenses		1,313.00	106.30
Allotment Expenses		2,606.01	2,048.07
Cemetery Expenses		8,855.59	4,000.17
Blackhouse Lane Expenses		1,621.92	1,292.30
Recreation Grounds Expenses		15,403.89	9,604.11
Shawlands LNR Management		2,040.00	2,040.00
Salaries, Wages & Superannuation		84,101.35	77,443.68
Street Light Expenses		18,038.83	19,369.93
Bank Service Charge		0.00	0.00
Insurance		3,211.65	4,379.53
Professional Fees		1,250.00	1,995.00
Election Expenses		0.00	0.00
<b>Total Expense</b>		<b>265,479.64</b>	<b>186,466.98</b>
<b>Cumulative Fund Balance</b>			
Balance brought forward		88,951.79	51,562.56
Add: Total income		290,862.18	263,633.78
		379,813.97	315,196.34
Less: Total Expenses		265,479.64	186,466.98
Transfer to (from) Reserves		51,206.26	39,777.56
<b>Balance carried forward</b>		<b>63,128.07</b>	<b>88,951.79</b>

*T. K...*

**BALANCE SHEET. YEAR ENDING 31.03.22**

	Notes	2021/22	2020/21
<b>CURRENT ASSETS</b>			
VAT		6,078.69	5,058.06
Debtors		1,426.29	1,100.00
Cash in Hand		235,782.37	210,855.40
<b>TOTAL ASSETS</b>		<b>243,287.35</b>	<b>217,013.46</b>
<b>CURRENT LIABILITIES</b>			
Creditors		1,946.85	1,055.50
<b>NET ASSETS</b>		<b><u>241,340.50</u></b>	<b><u>215,957.96</u></b>
<b>Represented by</b>			
Earmarked Funds	11	154,998.92	116,674.94
Twinning Group		862.55	862.55
CIL Fund		19,062.96	3,468.68
Stevenson Approach Fund		3,288.00	6,000.00
Accumulated Fund		63,128.07	88,951.79
		<b><u>241,340.50</u></b>	<b><u>215,957.96</u></b>

The above statement represents fairly the financial position of the authority as at 31<sup>st</sup> March 2022 and reflects its income and expenditure during the year

*T. K. Hume*



**1 Assets**

Movements in the year 2021/22

During the year the following assets were purchased:

SID Unit, CCTV Cameras, Village Gateway Sign, Benches	9,275.00
	<u>9,275.00</u>

At 31 March, 2022 the following assets were held:

COMMUNITY ASSETS - Cemetery	nil
Land	96,000.00
Buildings	153,573.00
Other Assets	164,557.00
	<u>414,130.00</u>

**Bases of valuation of the above assets are:-**

Proxy cost fixed at 31st March 2012

**2 Borrowings**

At 31 March 2022 the following loans to the Council were outstanding:

Public Works Loans Board	<u>265,000.00</u>
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**3 Leases**

At 31 March 2022 the following leases were in operation:

Ricoh Capital plc - Photocopier Lease	
Annual rent paid	<u>788.48</u>

**4 Debts outstanding**

The following debts were outstanding and due to the Council

Current	0.00
1 - 30 days	326.29
30 to 60 days	1,100.00
60 to 90 days	0.00
Over 90 days	0.00
	<u>1,426.29</u>

**5 Tenancies**

There were no tenancies as at 31 March 2022

**6 Agency Work**

The council undertook no agency work

**7 Advertising & Publicity**

The following costs were incurred during the year

Staff advertising	0.00
Public Notices	79.50
Publicity	3,170.00
	<u>3,249.50</u>

**8 Contingent Liabilities**

The council had no contingent liabilities as at 31st March 2022

**9 Pensions**

For the year of account the Council's contributions equal 23% of employee's pensionable pay.

**10 Grants to Outside Bodies**

The limit for spending under s137(4)(a) of the Local Government Act 1972 for this council in the year of account was £58,970.92

**Grants Under Section 137 LGA1972**

Suffolk Accident Rescue Service	500.00
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**Grants Under Section 142(2A) LGA1972**

Sudbury & District CAB	1,200.00
Kernos Centre	1,000.00

**Grants Under Section 14(27) LGA1972**

Cornard Dynamos YFC	1,000.00
Great Cornard Swimming Pool	2,500.00

**Grants Under Section 27 LGA 1997**

Rotary Club	300.00
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**Grants Under Section 234 PHA 1936**

Great Cornard Scouts	500.00
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**Grants Under Section Section 19 LG1976**

Cornard United FC	2,500.00
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Total	9,500.00
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**11 Earmarked Funds**

Brought forward	118,674.94
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Plus:

Budgeted Funds 2021/2022	21,062.00
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Additional Vired Funds	59,751.89
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197,488.83

Less:

Expenditure:

Village Gateway Fund	1,578.23
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General Improvement Fund	30,345.95
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Cornard United Floodlight Fund	5,000.00
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Allotment Fund	2,574.00
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Queen's Platinum Jubilee Fund	300.25
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Village Flagpole Fund	2,891.48
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42,489.91

Carried forward

154,998.92

**12 Charities to which Great Cornard Parish Council is the Sole Trustee**

**Cramphorns Playing Field, Charity Number 304887**  
(Bowls Club land only)

**Oliver Sports Ground, Charity Number 304888**  
(The Recreation Ground only)

**The Village Hall, Charity Number 304889**

The village Hall has been leased to the local Scout Troop on a twenty-one year lease which has now expired. The Scouts continue to Lease the Village Hall on the same Lease Terms and on the basis the Lease will be renewed. The Trustees are responsible for the external upkeep of the premises and the lessees for the internal upkeep.

**The Stevenson Centre, Charity Number 1067925**  
(The Community Centre)

*T. Kane*

## APPENDIX B

Great Cornard Parish Council					
Reserve accounts and movements 2022					
	B/fwd	Income	Expenses	C/fwd	
Earmark	116,674.94	80,813.89	- 42,489.91	154,998.92	Ok
				-	
CIL	3,468.68	19,034.28	- 3,440.00	19,062.96	Ok
				-	
Acc	88,951.79	171,576.01	- 197,399.73	63,128.07	
				-	
Twinn	862.55	-	-	862.55	Ok
Stevenson Approach Fund	6,000.00	7,438.00	- 10,150.00	3,288.00	
Toilets		6,000.00	- 6,000.00	-	All Expenditure under Backhouse lane fund
CCTV		6,000.00	- 6,000.00	-	All Expenditure under Backhouse lane fund
	<b>215,957.96</b>	<b>290,862.18</b>	<b>- 265,479.64</b>	<b>241,340.50</b>	
	<b>21/22</b>	<b>20/21</b>			
Balance b/fwd	88,951.82	51,562.56			
Income for the year	290,862.18	263,633.80			
Expenses	- 265,479.64	- 186,466.98			
Transfer from Reserves	- 51,206.26	- 39,777.56			
	<b>63,128.10</b>	<b>88,951.82</b>			

T. K



APPENDIX C



**GREAT CORNARD PARISH COUNCIL**  
Internal Audit Report  
Year ending: 31<sup>st</sup> March 2022

Name of Council:	Great Cornard Parish Council
Income:	£55,270.18 (excluding Precept)
Expenditure:	£265,479.24
Precept Figure:	£234,592.00
General Reserve:	£30,000.00
Earmarked Reserves:	£1,549,998.92

T.K.

### Internal Audit Objectives and Responsibilities

The primary objective of Internal Audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council, and to achieve this will adopt a predominantly systems-based approach to audit.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with reference to:

- The effectiveness of operations
- The economic and efficient use of resources
- Compliance with applicable policies, procedures, laws and regulations
- The safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption
- The integrity and reliability of information, accounts and data

Accordingly, in the conduct of planned audits Internal Audit may:

- Carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year to be able to complete the Annual Internal Audit Report 2021/22 of the Annual Governance and Accountability Return (AGAR)
- Review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- Review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- Appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- Review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have a significant impact on operations, and determine whether the council complies
- Review the operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

T. House

Subject	Requirements	Comments/Recommendations
1. Proper Book-keeping	Type of cash book or ledger used Cash book kept up to date and regularly verified against bank statement Correct arithmetic and balancing	Quickbooks computerised accounting system used for Gr. Council Parish Council accounts. Yes - banking book reconciling signed off by relevant control monthly quarterly. Yes accounting balance.
2. Financial Regulations & Standing Orders	Evidence that standing orders have been adopted and reviewed regularly Evidence that Financial Regulations have been adopted and reviewed regularly Evidence that a Responsible Financial Officer has been appointed with specific duties Evidence that Financial Regulations have been tailored to the Council	Standing orders have been reviewed and are currently being reviewed. This process may take a year to complete. Financial Standing Orders under review having been updated. Next will be discussed at a meeting on 10th Aug. 2021. R.F.O approved at the 10th Aug. 2021. Standing Orders - next due 10th August 2021. Financial Regulations have been reviewed as above and will be notified of a meeting on 10th August 2021. Financial Standing Orders reviewed as part of the 10th August 2021 meeting.
3. Payment controls	Supporting paperwork for payments, and appropriate authorisation Internet Banking transactions properly recorded/approved VAT correctly identified and reclaimed within time limits Has Council adopted the General Power of Competence and is it being correctly applied? S137 separately recorded, minuted and within statutory limits Payments of interest and principal sums in respect of loans, are paid in accordance with agreements Is there evidence of risk assessment documentation?	Yes records and authorisation in place, and checked. VAT being filed and reclaimed quarterly. No Grants to outside bodies recorded in the accounts and duly minuted. Public works loans board being paid in accordance with agreement. Yes, verified
4. Risk Management		

\* 6th December, 2021 Approved.



30/05/22.

T. K...



	Evidence that risks are being identified and managed.	Yes, verified
	Appropriate insurance cover in place for employment, public liability and fidelity guarantee.	Costs are disclosed: All appropriate cover in place as described
	Evidence that insurance is adequate and has been reviewed on an annual basis	Reviewed and verified at the Annual Council Meeting.
	Evidence that internal controls are documented and regularly reviewed	Yes, verified.
	Evidence that a review of the effectiveness of internal audit has been carried out during the year	Yes, carrying out internal audit as required.
5. Budgetary controls	Verifying that the budget has been properly prepared, and agreed	Yes, budget properly prepared and agreed for the Counciling to follow.
	Verifying that the Precept amount has been agreed in full Council and clearly minuted	Precept amount agreed by Council on 11th January, 2021 and shown clearly in the minutes.
	Regular reporting of expenditure and variances from budget	Budget Report produced every two months showing expenditure to date.
	Reserves held	£50,000 held in bank for emergency 10% emergency fund carried forward in the accounts and noted in the accounts.
6. Income controls	General and Earmarked. Is income properly recorded and promptly banked?	Yes. Income precept checked through to the bank statements, all correct.
	Verifying that the Precept recorded agrees to the Council Tax Authority's notification	Precept and Council Tax Authority's notification agree.
7. Petty Cash	Is a petty cash in operation?	Yes.

*T. Lane*

	If so is there an adequate control system in place.	Yes, verified. New Raging Cairn system to be installed in summer 2022.
8. Payroll controls	Do all employees have contracts of employment?	Yes, verified
	Do salary payments include deductions for PAYE/NIC?	Yes, verified
	Is PAYE/NIC paid promptly to HMRC	Yes, verified
	Is there evidence that the Council is aware of its pension responsibilities	Yes, verified
	Are other payments to employees reasonable and approved by the Council?	Yes, checked and reasonable, approved by the Council.
9. Asset control	Verifying the Council maintains an Asset Register in accordance with proper practises	Yes, verified.
	Verifying that the Asset Register is reviewed annually	Reviewed annually as is Council Policy
	Cross checking of insurance cover	Re-valuation of all assets being carried out at the moment for insurance purposes.
10. Bank reconciliation	Regularly completed, reconciled with cash book	Yes, verified.
	Confirm bank balances agree with bank statements	Yes, verified
	Regular reporting of bank balances at council meetings?	Balances reported as and when required.
11. Year-end procedures	Appropriate accounting procedures used	Yes, verified
	Financial trail from records to presented accounts	Yes, verified.



	Has the appropriate end of year AGAR documents been completed	Yes, verified
	Verifying that the previous internal audit reports have been considered by the Council	No recommendations made
12. Recommendations from previous internal audit for the year ending 31 March 2021	Verifying that appropriate action has been taken regarding recommendations raised in reports from Internal Audit	As above
	Appointment of Internal Auditor	Approved at Annual Council Meeting.
13. Recommendations from previous external audit for the year ending 31 March 2021	Verifying that the external audit report has been considered by the Council	No recommendations made.
	Verifying that appropriate action has been taken regarding recommendations raised in reports from External Audit	As above.
14. Additional Comments	Annual meeting	Held on 23rd May 2022.
	Any trustee responsibilities	The Sturminster Channel account verified by Robert Chapman LLP, all other trusts will verify.
	Verifying that the Transparency Code for Smaller Authorities has been correctly applied	Not applicable.
	Verifying that the council is registered with the ICO	Yes, certificate viewed on web.
	Verifying that the Council is making progress towards meeting the General Data Protection Regulation requirements.	All processes in place for GDPR.

Signed..... 19th August, 2021. (First visit)

Date of Internal Audit Visit: 20th May 2022

Date of Internal Audit Report: 20th May 2022

Both May 2022. (Second visit)

T. Hume



## APPENDIX D

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Great Cornard Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, 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:

13/06/2022

and recorded as minute reference:

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

Chairman

Clerk

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## APPENDIX E

## Section 2 – Accounting Statements 2021/22 for

Great Cornard Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	138,791	215,957	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	235,262	234,592	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	28,372	56,270	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	77,444	84,101	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	17,882	17,602	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	91,142	163,776	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	215,957	241,340	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	210,855	235,782	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	404,855	414,130	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	275,000	265,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	✓			

I certify that for the year ended 31 March 2022 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

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

as recorded in minute reference:

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





## APPENDIX F

Smaller authority name: GREAT CORNARD PARISH COUNCIL

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

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**

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>28<sup>TH</sup> June 2022</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 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) Mrs N C Tamlyn, Responsible Finance Officer Great Cornard Parish Council, The Stevenson Centre, Stevenson Approach, Great Cornard, CO10 0WD Email: councilmanager@greatcornardpc.co.uk</p> <p>commencing on (c) <u>Monday 29 June 2022</u></p> <p>and ending on (d) <u>Friday 9 August 2022</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> <li>The opportunity to question the appointed auditor about the accounting records; and</li> <li>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.</li> </ul> <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>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) Mrs N C Tamlyn – RFO</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 at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must 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>





## APPENDIX G

Great Cornard Parish Council BACS Payments up to 13<sup>th</sup> June 2022

INCOME UP TO			
	Source	Amount	Details
	TOTAL	£0.00	
EXPENDITURE			
Direct Debits	Company	Amount	Details
31.05.22	Talk Talk	£34.25	Internet Provision
31.05.22	Intuit	£31.20	Accounts Support package
BACS	Company		Details
31.05.22	JDS Acoustic Band	£150.00	Entertainment at QPJ Celebration
	KBL Event Hire	£562.50	Hire of bouncy castles for QPJ Celebration
13.06.22	Sudbury Office Supplies	£57.07	Stationery
	Sudbury Office Supplies	£31.57	Stationery
	Sudbury Office Supplies	£25.23	Stationery
	3IT	£219.70	IT Support
	Ernest Doe and Sons Ltd	£49.99	Equipment for Drain Clearance
	FACETS First Aid	£100.00	Jubilee Celebration - First Aid
	S & K News	£17.10	Suffolk Free Press
	Babergh District Council	£3,230.71	Yearly Dog/Litter Bin Emptying Charge
	Sudbury Garden Services	£450.00	Grounds Maint. Contract - Churchyard
	Sudbury Garden Services	£760.00	Grounds Maint. Contract - Cemetery
	Iliffe Media	£102.60	Public Notice for APM
	TOTAL	<u>£5,821.92</u>	
		-	

*T. Kune*

