



## Goostrey Parish Council

The Village Hall

Goostrey

Cheshire

CW4 8PE

01477 535825

E-Mail: [clerk@goostreyparishcouncil.gov.uk](mailto:clerk@goostreyparishcouncil.gov.uk)

17<sup>th</sup> May 2023

### DOCUMENT PACK FOR THE ANNUAL MEETING OF GOOSTREY PARISH COUNCIL ON TUESDAY 23<sup>RD</sup> MAY 2023

#### AGENDA

- 1. Election of Chairman:** To elect a Chairman and receive their declaration of acceptance of office.
- 2. Election of Vice Chairman:** To elect a Vice Chairman and receive their declaration of acceptance of office.
- 3. Declarations of Interest:** To receive and minute any declarations of interests.
- 4. Apologies for Absence:** To receive apologies for unavoidable absence.
- 5. Minutes:** To accept the minutes from the Parish Council meeting on 25<sup>th</sup> April 2023 and all the decisions therein. View minutes here [Draft Minutes Goostrey Parish Council Meeting 25<sup>th</sup> April 2023](#).

**Motion:** The Parish Council resolves to accept the minutes of the Parish Council meeting held on 25<sup>th</sup> April 2023.

- 6. To note that there are three seats vacant on the council following the election and that the council may co-opt new members:** To receive any applications for co-option and approve the co-option of candidates. **See page 4.** Any declaration of acceptance of office to be signed.
- 7. Declarations of Acceptance of Office:** To consider when any declarations of acceptance of office and undertakings to abide by the Council's Code of Conduct, which have not been received as provided by law, shall be received.
- 8. To appoint representatives to outside bodies, liaison roles, committees and working groups.** See page 6.
- 9. To appoint Bank Signatories.** See page 8.
- 10. Standing Orders:** To review and approve Standing Orders. [View Standing Orders](#)  
**Motion:** The council resolves to approve Standing Orders.  
**Financial Regulations:** To review and approve Financial Regulations. [View Financial Regulations](#).

**Motion:** The council resolves to approve Financial Regulations.

- 11. General Power of Competence:** To confirm that the Council continues to meet the requirements to exercise the General Power of Competence.  
**Motion:** The council resolves that in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 that Goostrey Parish Council meets the conditions set out to exercise the General Power of Competence.
- 12. Suspension of Standing Order 5. Ordinary Meetings Items K vi, xiii, xv, xvi, xvii, xviii, xix:** To meet statutory requirements the only items of business that must be conducted at the Annual

Meeting if the Parish Council is the election of a Chairman. It is therefore proposed that Standing Order 5. Ordinary Meetings Items K vi, xiii, xv, xvi, xvii, xviii, xix are deferred to the next full council meeting.

**Motion:** The Council resolves to defer items K vi, xiii, xv, xvi, xvii, xviii, xix until the next council meeting.

**13. Cheshire East Council Matters:** To receive a report on Cheshire East Council Matters. To deal with any questions by Members relating to the report and any questions by Members notified in advance to the Chairman and the CE Councillor.

**14. Committee Matters:** To receive reports from the Parish Council Committees:

- a) Planning Committee Minutes 25<sup>th</sup> April 2023. [Draft Planning Committee Minutes 25th April 2023.](#)

**Motion:** The Parish Council resolves to accept the minutes of the Planning Committee meeting of 25<sup>th</sup> April 2023 and all the decisions therein.

**15. Planning Matters:** To receive and consider the following planning applications:

[23/1751T](#) 10, MILL STREAM CLOSE, GOOSTREY, CW4 8JG. Single mature Beech Tree in rear garden - Proposed work is removal of deadwood throughout canopy and a general thin by 20% to the crown to allow more light through and reduce the rate at which deadwood is forming. This work will maintain the existing size of the crown, it is purely a thin to improve safety for the homeowners. Work will be carried out to BS3998 with any pruning done to lateral branches and correct finishing cuts above branch collars. Target decision date 3<sup>rd</sup> July 2023.

[23/1210C](#) 10, NEW PLATT LANE, GOOSTREY, CW4 8NJ. Rear ground and first floor extension. Side render to match existing. Comments deadline 6th June 2023.

**To receive an update on the following planning matters:**

- a) Enforcement Request 23/00154E Holly Bank Farm
- b) Complaint Reference 19541281 61 A Main Road

**16. Financial Payments:** To approve payments in Schedule 05/23. **Includes:** Salaries & expenses. See page 9.

**Motion:** The Parish Council approves the payments listed on Schedule 05/23.

**17. Clerk's Report:** Including actions from the Last Meeting and Correspondence. See page 10.

**18. Highways & Speedwatch:**

- a) **Speedwatch Report** – To receive the Speedwatch Report. See page 11.
  - **SDU at Shearbrook, Main Road - Summary Report.** See page 12.
- b) **To receive an update on the Council's request for a formal review of the highways safety issue relating to the tree on Main Road.**

**19. Police Matters:** To consider any matters related to local policing.

**20. Annual Governance and Accountability Return for the year 2022/23:** See page 14.

- a) **Annual Governance Statement:** To consider and approve the Annual Governance Statement. See page 16.

**Motion:** The Parish Council resolves to approve the Annual Governance Statement 2022/23.

- b) **Accounting Statements:** To consider and approve the Accounting Statements for 2022/23. See page 17.

**Motion:** The Parish Council resolves to approve the Accounting Statements 2022/23.

**21. Public Inspection Period (Notice of Public Rights):** The Clerk/RFO confirms the Public Inspection Period (Notice of Public Rights).

**22. Minor items and items for the next agenda.**

**23. Date of Next Meeting – 27<sup>th</sup> June 2023**

**Close meeting**

# ENCLOSURES

## Item 6 Co-option of Candidates



### Goostrey Parish Council Parish Councillor Eligibility Declaration Form

I ..... PADDY FASAN ..... [Please insert full name]

Understand that legislation sets out the criteria for a person holding office as a Parish Councillor.

I confirm that I am

- 18 years old or over ..... [Please insert date of birth]
- A British, Commonwealth, or Irish Citizen, or a citizen of another Member State of the European Union ..... BRITISH ..... [Please insert nationality]

AND at least one of the following [Please select all that apply]:

- A local government elector (i.e. on the electoral roll for Goostrey).
- During the whole of the last 12 months I have occupied as owner or tenant any land or premises in Goostrey.
- During the last 12 months, I have had my principal or only place of work in Goostrey.
- During the whole of the last 12 months I have lived in, or within 3 miles of Goostrey.

I confirm that I do not have any reason to believe that I might be disqualified from holding office as a Parish Councillor.

A person would be disqualified from holding office as a Parish Councillor if any of the following apply:

- You work or hold paid office for Goostrey Parish Council
- You are the subject of a bankruptcy restrictions order or interim order
- Have been sentenced to a term of imprisonment of 3 months or more in the last 5 years
- Have been disqualified under any enactment relating to corrupt or illegal practices.

Signed ... [REDACTED] .....

Date ..... 14.4.23 .....

## Reasons for wanting to become a Goostrey Parish Councillor

I have lived with my wife and family in Goostrey for almost 24 years. During this time, I have participated in many village activities, including:-

Serving on parent committees at Goostrey Primary School.

Serving on the Rose Day Committee for a number of years.

A member of the Speedwatch team for about 15 years.

A member of Friends of Goostrey Station.

A member of Probus.

A founder and Committee member of Goostrey Community Shed.

I owned and ran my own business until 2019 and since retiring, I have more time to give to local issues. During my time living in the village, I have built a good knowledge of the issues and also have a good network of friends and acquaintances in the area. I care deeply for the welfare of Goostrey.

## Item 8

### **Goostrey Parish Council Committees 2023 - 2024**

The Chairman and Vice Chairman of each committee will be elected at the first meeting of that committee following the Annual Parish Council Meeting.

#### **Amenities Committee**

Terence Rathbone – Chairman

Paul Morgan – Vice Chairman

Neil Beckham

Arthur Freeman

David Craggs

Vacancy

#### **Finance Committee**

Ken Morris – Chairman

Terence Rathbone

Arthur Freeman

Ian O'Donoghue

Vacancy

Vacancy

#### **Planning Committee**

Ken Morris - Chairman

Terence Rathbone – Vice Chairman

Neil Beckham

David Craggs

Vacancy

Vacancy

Vacancy

#### **Staff Committee**

Ian O'Donoghue - Chairman

Paul Morgan

Ken Morris

Terence Rathbone

#### **Village Hall Management Committee (VHMC)**

Neil Beckham - Chairman

Arthur Freeman

Vacancy

Sally Ball – VHPFF

Martin Leake – VHPFF

Edna Brandreth – VHPFF

Lyndsey Atkins – School

Jacqui Schurer-Lewis – School

Yvonne Lawson – School

## **Boothbed Lane Play Area Working Group**

Paul Morgan

## **External Appointments and Liaison Roles**

Ken Morris – Jodrell Bank UNESCO Steering Group, Rudheath Quarry Liaison Group

Terence Rathbone – Police Liaison, Speedwatch Liaison

Neil Beckham – VHPFF Liaison

Terence Rathbone – Highways Liaison

Vacancy – Manchester Airport Liaison, FOGS Liaison

## **Item 9 Bank Signatories**

The current signatories are as follows:

Nat West – Cllr. O’Donoghue, Cllr. Morgan, Cllr. Arthur Freeman, Clerk

NS&I – Cllr. Morgan, Cllr. Ross, Clerk as main contact

Santander – Cllr. O’Donoghue, Cllr. Morgan, Cllr. Ross, Clerk as main contact

As Cllr. Ross has retired, replacement signatories are required on the NS&I and Santander accounts.  
The council must formally resolve to appoint any new signatories



## ITEM 16 FINANCIAL PAYMENTS

### Payment Schedule 05/23 April 2023

Payment Date	Payee	Money Out	Description	
05/05/2023	1 Staff Salaries	£2,004.93	Staff Salaries	Paid
05/05/2023	2 HMRC	£376.06	Tax and NI	Paid
09/05/2023	3 Nest	£183.04	Pension Payment	Paid by DD
12/05/2023	4 East Cheshire Hospice	£544.80	Grant Payment Goostrey Open Gardens	Paid by DD
15/05/2023	5 Natwest	£24.05	Bankline Charges	Paid
15/05/2023	6 Vodafone	£19.20	Mobile Phone Contract	Paid by DD
19/05/2023	7 Plusnet	£39.20	Telephone and Broadband	Paid by DD
26/05/2023	8 Netwise UK	£72.00	.gov.uk Domain Name	
26/05/2023	9 CVS Cheshire East	£50.00	Annual Membership Fee	
26/05/2023	10 JDH Business Services	£450.00	Internal Audit 2022/23	
26/05/2023	11 Northwich Town Council	£720.00	Grass Cutting	
		<b>£4,483.28</b>	<b>inc VAT</b>	

### Receipts at 16th May 2023

Village Hall income	£1,879.50
<b>Total Receipts</b>	<b>£1,879.50</b>

### Account Balances at 16th May 2023

Current Account	£63,100.40
Santander Capital Account	£78,875.96
NS&I General	£71,824.83
<b>TOTAL</b>	<b>£213,801.19</b>

### Caxton Card Report 16th May 2023

Transaction Date	Payee	Amount	Description
	Balance brought forward	£193.54	
26/04/2023	1 Sainsbury's	£13.09	Refreshments for Annual Parish Meeting
26/04/2023	2 Kofax	£141.48	PDF Software
	<b>Total Spend</b>	<b>£154.57</b>	
	<b>Total Fees</b>	<b>£1.50</b>	
	<b>Total Spend inc Fees</b>	<b>£156.07</b>	
	<b>Card Load</b>	<b>£500.00</b>	
	<b>Card Balance at 16th May 2023</b>	<b>£537.47</b>	

## Item 17 Clerk's Report

### Actions

- a) Request for Average Speed Cameras on A535 - ongoing
- b) Council response to rewilding group sent.
- c) All approved grant funding paid and responses sent.

### Correspondence

- a) Goosfest Re: Goosfest pre festival Art and exhibitions weekend Tue 16/05
- b) CTS Systems Re: Oak Bollards Mon 15/05
- c) GOODIER, Julie Planning Lists Week 2319 Mon 15/05
- d) BEDFORD, Karen RE: Parish Council Contact Details 2023 Fri 12/05
- e) Resident RE: Goostrey Village Hall Hire Fri 12/05
- f) FOGS News from Friends of Goostrey Station Fri 12/05
- g) Resident Parish Council Vacancy Thu 11/05
- h) Nicola Cole Sibelco - Rudheath Community Liaison Meeting Minutes Thu 11/05
- i) Resident Re: Co-option Wed 10/05
- j) Residents - Discover the Bluedot
- k) BARNARD, Julie Community Resilience Goostrey Plan Wed 10/05
- l) Shirley Collins Coronation Wed 10/05**
- m) Sheila Wood Jodrell Side W.I. invoice. 05/05/2023
- n) Goostrey Primary Head RE: Coronation Assembly 05/05/2023**
- o) Resident Re: Grant Application 05/05/2023
- p) READING, Steve RE: Goostrey Parish Council Village Hall Recharge 05/05/2023**
- q) Goostrey Gardens Parish Council Grant Payment 04/05/2023
- r) John Henry RE: Internal Audit 2022/23 04/05/2023
- s) David Crawford Ceasing my deliveries 28/04/2023**
- t) Resident Re: FW: School Crossing Ramp - Suggested Finishing Touches...
- u) Resident Bus Service 26/04/2023
- v) Lynne Nixon FW: School Crossing Ramp - Suggested Finishing Touches... 26/04/2023
- w) Complaints Team Complaint (ref: 19541281) 26/04/2023 8 KB**
- x) Emma Bellars RE: BBC Great British Railway Journeys with Michael Portillo
- y) Resident Re: Village shops parking 24/04/2023
- z) Stephanie Astbury RE: Bogbean Bench 24/04/2023
- aa) Goostrey Community Shed Re: Oak Bollards, Church Bank 21/04/2023
- bb) Resident - Road Closure - Station Road
- cc) Nikki Roberts RE: Cheshire East Highways Meeting Questions 21/04/2023
- dd) Resident Road Closure - Station Road 19/04/2023

## Item 18 Highways and Speedwatch

### GOOSTREY PARISH COUNCIL SPEEDWATCH REPORT -May 2023 Meeting

Essential training of the new team of volunteers team by the PCSO is currently being planned. Lack of availability of PCSO is causing delay. PCSO availability is being hindered by changes in police personnel as reported to March PC meeting.

#### Current Position

DATE & TIME	LOCATION	LOW SPEED MPH	TOP SPEED MPH	NUMBER OF VEHICLES LOGGED	TOTAL NUMBER OF VEHICLES PASSING
Lack of Trained Volunteer resources has resulted in no further sessions since last reported session on 05/01/2022					

#### Speedwatch Activity Summary GPC Current Year To-date

No Speedwatch sessions have been held in the current year due to lack of volunteers.

For the previous year, Speedwatch sessions resumed on 26<sup>th</sup> July 2021 having been suspended on 4<sup>th</sup> November 2020 due Covid 19 issues. Thirty sessions were held. A total of 6505 vehicles were monitored with 162 vehicles logged at 35mph and above. The maximum speed monitored was 43 mph.

SID data continues to demonstrate that speeding is on the increase and it is increasingly important to obtain more PCSO Trucam sessions and to continue to promote the possibility of installation of Average Speed Cameras.

TR 01/05/2023

## Main Road Shearbrook SID Summary Data

Month	Total Number of Vehicles	% Travelling at over 35MPH	Highest Speed and time	Comments
April 2022	34,902	25.0	65.8 mph 08.00	
May 2022	36,845	24.6	67.3 mph 18.00	
June 2022	36,257	24.1	65.4 mph 05.00	
July 2022	35,813	25.0	61.7 mph 1800	
August 2022	27,321	22.0	59.6 mph 18.00	
September 2022	33,858	22.5	70.9 mph 22.00	
October 2022	35,113	21.8	63.4 mph 09.00	
November 2022	34,708	19.5	62.3 mph 09.00	
December 2022	32,614	16.0	68.0 mph 10.00	
January 2023 (1-23 only)	23,700 (equates to 32,000 for whole month)	16.1	63.3mph 18.00	
February 2023	32,131	19.0	63.5 mph 12.00	
March 2023	35,558	22.1	56.1 mph 13.00	
April 2023	34,406	22.0	63.2 mph 12.00	Highest previous Speed 88.3mph 02.00 January 2021

Note for April 2023 data – Total number of vehicles is about average at 34,406 vehicles. Approximately 7,600 were travelling at 35 mph and above in the month which gives an average of 253 vehicles per day. Peak hourly rates for vehicles travelling at over 35mph occurred at 07.00 and 19.00 with 22 vehicles and 25 vehicles respectively.

TR 01/05/2023



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- 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 2023.
- 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 Chairman, 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

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 <b>the dates set for the period for the exercise of public rights</b> , 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 Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2023</b> 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? <b>NB:</b> do not send trust accounting statements unless requested.		N/A

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Governance and Accountability Return 2022/23 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 2022/23

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 2023**.
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 2023**. 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 2023
  - 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 2022/23

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 2023 authorities **must** publish:

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

Not later than 30 September 2023 authorities **must** publish:

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

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

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.*



# Annual Internal Audit Report 2022/23

Goosey Parish Council

www.gooseyparishcouncil.gov.uk

During the financial year ended 31 March 2023, 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 2022/23 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.	N/A	no petty cash held	
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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	N/A		✓
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 2022-23 AGAR period, were public rights in relation to the 2021-22 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 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

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

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

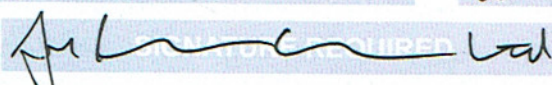
DD/MM/YYYY

04/05/2023

DD/MM/YYYY

JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit



Date

04/05/2023

\*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 2022/23

We acknowledge as the members of:

Goostrey 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 2023, that:

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

**\*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:

and recorded as minute reference:

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

Chairman

Clerk

[www.goostreyparishcouncil.gov.uk](http://www.goostreyparishcouncil.gov.uk)



Section 2 – Accounting Statements 2022/23 for

Goostrey Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	176,654	181,256	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.  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	44,337	48,142	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11,888	30,310	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	25,261	27,299	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	26,363	39,095	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	181,256	193,313	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	181,256	193,313	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	58,779	60,766	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

*EJ Bambrick*

Date

15/05/2023

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



## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Goostrey Parish Council

### 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 2023; 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 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 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 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