



# STANSFIELD PARISH COUNCIL

David Lines – Clerk & RFO  
e: [clerk@stansfield-pc.gov.uk](mailto:clerk@stansfield-pc.gov.uk)  
p: 07485 151248

Dear Councillors,

You are duly summoned to the Extraordinary Meeting of the Parish Council at 7.00pm on Monday 19<sup>th</sup> June in the Village Hall where the undermentioned business will be conducted.

Yours sincerely,

Locum Clerk and RFO

12<sup>th</sup> June 2023

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Members of the Public are welcome to attend the meeting and use the opportunity to speak in the Public Forum.

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## AGENDA

1. **Welcome by the Chairman and formal notice about recording of the meeting (if applicable).**
2. **To RECEIVE apologies for absence and declarations of interest, and  
To RECEIVE delegated Declarations of Interest Dispensation decisions or APPROVE such dispensation requests where required.**

*Members are reminded that if it becomes clear that they have a Disclosable Pecuniary, Other Pecuniary or Registrable Non-Pecuniary Interest when considering any of the matters covered by this Agenda, they must declare it.*
3. **Minutes of the last meeting**

To APPROVE the Minutes of the Annual Meeting of the Council held on 17<sup>th</sup> May 2023 (previously circulated) as a true and accurate record.
4. **To RECEIVE nominations for the election of the Vice Chair to the Parish Council.**
5. **Public Forum**

The Chair to invite members of the public to indicate if they wish to speak at this meeting, either on an item on the Agenda or on a general matter. Public questions are permitted for a maximum of 15 minutes and are generally limited to around three minutes per person, at the discretion of the Chairman.

*The public may ask questions relating to the work and services of the Council. Questions may not always be answered at the meeting, but they will be dealt with appropriately. If a question is to be discussed by councillors, it will be added to the agenda for the next Council meeting.*
6. **End of Year Financial Reports**

To RECEIVE the Annual Financial Reports, including the Bank Reconciliation of 31<sup>st</sup> March 2023.
7. **Annual Governance and Accountability Return (AGAR)**
  - a) To CONSIDER and APPROVE the Internal Audit Report for 2022/2023.
  - b) To CONSIDER and APPROVE the Annual Governance Report for 2022/2023.
  - c) To CONSIDER and APPROVE the Accounting Statements for 2022/2023.
8. **Planning and Development**

To CONSIDER any planning applications received by the Council for comment, including those received after the publication of this agenda.
9. **RFO Report**
  - a. To RECEIVE and APPROVE a list of payments – to be tabled.
  - b. To RESOLVE to open a bank account with Unity Trust Bank and confirm the signatories to the account.
10. **To CONFIRM the date of the next meeting as Monday 17<sup>th</sup> July 2023 at 7.00 pm in the Village Hall.**

\*\*\*\*\*



23.5.1

(Instead of 230)

**Minutes of the Parish Council Annual General Meeting  
held on Wednesday 17<sup>th</sup> May at 7.00 pm**

Present Cllrs Johnson Houghton (Retiring Chair), Barnes P, Barnes R and Slater, SCC Cllr. Bennett,  
David Lines (minute-taker) and eight members of the public

**1. Election of the Chair of the new Parish Council**

*On opening the meeting, there was a question about the legitimacy of the meeting (particularly surrounding LGA 1972 s16 and The Representation of the People Act 1985 s 50). After lengthy discussion, the outgoing Chair, Cllr. Johnson Houghton, resolved to proceed with the meeting. She spoke about the events of the preceding civic year, the outgoing Council's achievements, and then expressed her thanks to the outgoing Parish Councillors and to the County and District Councillors respectively. Cllr. Houghton Johnson then called for nominations to the post of Chair of the Parish Council. Cllr. Rex Barnes was nominated and seconded - there being no further nomination, it was:*

**RESOLVED** that Cllr. Rex Barnes shall be the Chairman of Stansfield Parish Council.

**2. Declaration of acceptance of office by the new Chair.**

*Cllr Barnes gave his own welcome to the meeting, thanking Cllr Houghton Johnson and all the other Councillors for their service to Stansfield. A bouquet of flowers was presented to Cllr Houghton Johnson as a token of appreciation.*

The new Chairman made his Declaration of Acceptance of Office, signing his form, and then gave formal notice about the recording of the meeting.

**3. Co-option of new councillors (Representation of the People Act 1985 - Chapter 50)**

There were four signed applications for the three vacancies on the Parish Council. The three applicants present spoke in support of their application and then each was voted upon in turn, in order of application.

Applicant	Votes for (maximum three)	Co-opted?
Ann Corlett 4/5/23	3	Yes
Andrew Pallet 9/5/23	3	Yes
Justin Ball 10/5/23	3	Yes
Marcus Hopkins 17/5/23	0	No

**4. Declaration of acceptance of office by the new Councillors – DEFERRED until the end of the meeting.**

**5. RESOLVED** – to accept apologies for absence from Cllr. Spillett (holiday). WSC Cllr Pugh also sent her apologies.  
**Declarations of interest (and delegated Declarations of Interest Dispensation decisions) - NONE**

**6. Minutes of the last meeting**

*Following amendments to the draft minutes of the meeting of the Council held on 20<sup>th</sup> March 2023 (both versions were circulated to the new councillors prior to the meeting), it was:*

**RESOLVED (by those councillors present at the March meeting) -** to approve the amended minutes as a true and accurate record. The minutes were then signed by the Chairman.

**7. RESOLVED -** to appoint David Lines as Locum Clerk & Responsible Financial Officer - LGA 1972 s112 (1) & (2)  
*Appointment for 5 – 7 hours a week for a maximum period of 13 weeks at a rate of £20 an hour, plus travel expenses at 40p a mile. Subject to one week's notice of contract termination on either side.*

**8. Public Forum.** *The public may ask questions relating to the work and services of the Council. Questions may not always be answered at the meeting, but they will be dealt with appropriately. If a question is to be discussed by councillors, it will be added to the agenda for the next Council meeting.*

Questions were raised about:

- **The veracity of the March minutes – confirmed as in 6 (above)**
- **The cost of and budget for the appointment of the Locum Clerk – advised that budgets may be amended at any time by the Council with virements from other budget headings or reserves. As financial reports were incomplete, this would require formal acceptance once they were received.**



**Minutes of the Parish Council Annual General Meeting (continued)**

**23.5.2**

- **A potential complaint** – *advice was offered that it would be unwise to indulge in discussion if a formal complaint and potential investigation was pending.*

**9. End of Year Financial Reports**

To **RECEIVE** the Annual Financial Reports, including the Bank Reconciliation of 31<sup>st</sup> March 2023 - **DEFERRED**

**10. Annual Governance and Accountability Return (AGAR)**

a) To **CONSIDER** and **APPROVE** the Internal Audit Report for 2022/2023 - **DEFERRED**

b) To **CONSIDER** and **APPROVE** the Annual Governance Statement for 2022/2023 - **DEFERRED**

c) To **CONSIDER** and **APPROVE** the Accounting Statement for 2022/2023 - **DEFERRED**

**11. Recruitment of a permanent Parish Clerk and Responsible Financial Officer to the Council**

**RESOLVED** - to **APPROVE** the terms and conditions relating to the advertisement for and recruitment of the Proper Officer to the Council (as attached). An Interview Panel of Cllrs. R. Barnes (Chairman), Corlett and Pallett was appointed.

**12. Planning and Development**

To **CONSIDER** any planning applications received by the Council for comment, including those received after the publication of this agenda - **NONE**.

**NOTED** – the following planning decisions, delegated decisions or other correspondence received.

**DCON(B)/22/1266** | Application to discharge conditions 17 (soft landscaping) and 18 (boundary treatment) of **DC/22/1266/FUL** | **Flax Farm Barn Stansfield Road.**

**DCON(B)/22/0536** Application to part discharge conditions 4, 5a, 5b, 5d and 5e of application **DC/22/0536/LB** **The Old Rectory Plough Hill**

**13. Community Matters**

Emergency Planning Policy – requires updating – **DEFERRED** to July meeting

Noticeboards repairs - two quotations already sought. **DEFERRED** to next meeting

**Working Groups**

**RESOLVED** – to **NOMINATE** Cllr. P Barnes to lead the two working Groups for the purposes of managing the Defibrillator and related matters (**VETS leaflets/ First Aid Training**) and to create the Terms of Reference for and the development of a **Community Engagement Group**. Mrs Jan Pallett will lead on the defibrillator inspections.

**14. Clerk's Report**

a. To **REVIEW** and **RESOLVE** on any action points from previous meetings - **NONE**

b. To **NOTE** any urgent decisions made since the last meeting - **NONE**

c. **RESOLVED** - to **CONFIRM** the regular meeting dates for the coming year as 17<sup>th</sup> July, 18<sup>th</sup> September and 20<sup>th</sup> November.

d. To **APPOINT** representatives to outside bodies – to be discussed in July meeting

e. To **DISCUSS** the new website and dedicated Council email addresses for all members and staff – **DEFERRED** pending a review by the Locum Clerk.

f. **RESOLVED** - to **APPROVE** the Parish Council's Standing Orders now and undertake a more detailed review later in the civic calendar.

**15. RFO Report**

a. **RESOLVED** - to **APPROVE** the following payments – Aubergine (new website) - **£1,018.80** and West Suffolk Council (Dog bins collection service) - **£91.52**.



**Minutes of the Parish Council Annual General Meeting (continued)**

23.5.3

**RESOLVED** – to **NOTE** the submitted Bank Reconciliation and to **DEFER** the Statement of Accounts pending finalisation of the March 31<sup>st</sup> Year End accounts

b. To **APPROVE** any virements across Cost Codes and from Reserves to regularise the budget - **DEFERRED**

c. **CONFIRMED** - the appointment of David Lines as the Responsible Financial Officer of the Parish Council (1972 LGA s151)

d. **RESOLVED** - to **APPROVE** the Parish Council's Financial Regulations now and undertake a more detailed review later in the civic calendar)

e. **NOTED** - the extant Insurance Policy with Royal and Sun Alliance PLC, due for review and renewal in September 2023.

f. **RESOLVED** - to **REVIEW** the Parish Council's banking arrangements and consider opening an account with Unity Trust

**RESOLVED** – to appoint Cllrs P Barnes, R Barnes, Corlett and Slater as signatories to the Parish Council's bank account(s)

g. **NOTED** - the Asset Register of the Parish Council.

h. To **APPROVE** the list of Standing Orders and Direct Debits for the coming financial year - **DEFERRED**

i. To **CONSIDER** the appointment of the Suffolk Association of Local Councils as the Parish Council's Internal Auditor for the coming year - **DEFERRED**

**16. Correspondence**

To **NOTE** any correspondence since the last meeting (not already circulated) - **NONE**.

**17. Agenda Items for the July meeting** - Good Neighbour Scheme grant / Noticeboard repairs

**18. RESOLVED** - to **CONFIRM** the date of the extraordinary meeting as **Monday 19<sup>th</sup> June 2023** at 7.00 pm in the Village Hall.

**The Chairman closed the meeting at 9.00 pm.**

**Stansfield Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

14 June 2023 (2022-2023)

**Admin costs**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Clerk's expenses				150.00	33.96	116.04	116.04 (77%)
6	Subscriptions				270.00	259.20	10.80	10.80 (4%)
7	Internal audit fees				70.00	161.00	-91.00	-91.00 (-130%)
8	Insurance				200.00	198.97	1.03	1.03 (0%)
9	Village hall hire				180.00	160.00	20.00	20.00 (11%)
10	GDPR				35.00	35.00		(0%)
11	Website				50.00	50.00		(0%)
12	Stationery				20.00		20.00	20.00 (100%)
19	Phone costs				23.00	52.44	-29.44	-29.44 (-128%)
23	Training - clerk and councillors				200.00		200.00	200.00 (100%)
34	Other							(N/A)
<b>SUB TOTAL</b>					<b>1,198.00</b>	<b>960.67</b>	<b>247.43</b>	<b>247.43 (20%)</b>

**Election costs**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
25	Election costs				350.00	2,313.88	-1,963.88	-1,963.88 (-561%)
<b>SUB TOTAL</b>					<b>350.00</b>	<b>2,313.88</b>	<b>-1,963.88</b>	<b>-1,963.88 (-561%)</b>

**Grants**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Locality grant West Suffolk Coun							(N/A)
15	Locality grant Suffolk County Cou		500.00	500.00				500.00 (N/A)
16	Other grants							(N/A)
<b>SUB TOTAL</b>			<b>500.00</b>	<b>500.00</b>				<b>500.00 (N/A)</b>

**Maintenance costs**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13	Verge cutting							(N/A)
24	Hedge cutting							(N/A)
27	Chapel ground maintenance - st							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>

**Other payments**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Other payments				100.00	114.00	-14.00	-14.00 (-14%)
28	Donations to charitable causes				50.00		50.00	50.00 (100%)

**Stansfield Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

14 June 2023 (2022-2023)

29 Stansfield Village Hall	600.00	600.00	600.00 (100%)
30 Stansfield Village Hall Broadband	168.00	168.00	168.00 (100%)
31 Village project	100.00	100.00	(0%)
32 Emptying of dog bins	85.00	83.20	1.80 (2%)
35 Wildlife project			(N/A)
37 Locum Fees		294.50	-294.50 (N/A)
<b>SUB TOTAL</b>	<b>1,103.00</b>	<b>681.70</b>	<b>611.30 (48%)</b>

**Other receipts**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18 Other receipts		2,523.65	2,523.65				2,523.65 (N/A)
26 Bank Interest		6.57	6.57				6.57 (N/A)
<b>SUB TOTAL</b>		<b>2,630.22</b>	<b>2,630.22</b>				<b>2,630.22 (N/A)</b>

**Phone costs**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36 EE Mobile subscription							(N/A)
<b>SUB TOTAL</b>							<b>(N/A)</b>

**Precept**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20 Precept	5,788.00	5,788.00					(0%)
<b>SUB TOTAL</b>	<b>5,788.00</b>	<b>5,788.00</b>					<b>(0%)</b>

**Reserves**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33 General reserves				200.00		200.00	200.00 (100%)
<b>SUB TOTAL</b>				<b>200.00</b>		<b>200.00</b>	<b>200.00 (100%)</b>

**Staff costs**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salaries				2,900.00	1,181.44	1,718.56	1,718.56 (59%)
2 PAYE				10.00		10.00	10.00 (100%)
3 Pension costs				120.00		120.00	120.00 (100%)

**Stansfield Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes


14 June 2023 (2022-2023)

<b>SUB TOTAL</b>					<b>3,030.00</b>	<b>1,181.44</b>	<b>1,848.56</b>	<b>1,848.56 (81%)</b>
<b>VAT Refund</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	VAT refund				480.00		480.00	480.00 (100%)
<b>SUB TOTAL</b>					<b>480.00</b>		<b>480.00</b>	<b>480.00 (100%)</b>
<b>Summary</b>								
<b>NET TOTAL</b>		<b>6,788.00</b>	<b>8,788.22</b>	<b>3,030.22</b>	<b>8,381.00</b>	<b>6,037.69</b>	<b>1,323.41</b>	<b>4,363.63 (36%)</b>
<b>V.A.T.</b>			<b>969.63</b>			<b>99.50</b>		
<b>GROSS TOTAL</b>			<b>9,787.86</b>			<b>6,138.09</b>		

**Stansfield Parish Council**

Prepared by: DAVID LINDS LOWMAN RAO Date: 14/6/23  
Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

<b>Bank Reconciliation at 31/03/2023</b>			
	Cash in Hand 01/04/2022		3,734.78
	<b>ADD</b> Receipts 01/04/2022 - 31/03/2023		9,767.85
			13,502.63
	<b>SUBTRACT</b> Payments 01/04/2022 - 31/03/2023		5,136.09
<b>A</b>	<b>Cash in Hand 31/03/2023</b> (per Cash Book)		<b>8,366.54</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2023	0.00	
	Barclays reserve account 31/03/2023	3,011.43	
	Barclays current account 31/03/2023	5,355.11	
			<b>8,366.54</b>
	Less unrepresented payments		
			8,366.54
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>8,366.54</b>
	<b>A = B Checks out OK</b>		 14/6/23

## Annual Internal Audit Report 2022/23

### STANSFIELD PARISH COUNCIL

<http://stansfield.onesuffolk.net/> (CLY AVAILABLE WEBSITE/WEBPAGE ADDRESS)

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.			✓
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')	✓		
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) 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

04/05/2023

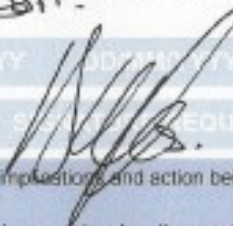
DD/MM/YYYY

DD/MM/YYYY

Name of person who carried out the internal audit

V Waples (on behalf of SALC) AUDITOR

Signature of person who carried out the internal audit



REQUIRED

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:

Stansfield Parish Council  
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, 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
			✓

\*For any statement to which the response is 'no', an explanation must be published

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

19/06/2023

and recorded as minute reference:

23.6. .7b MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

### Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
		✓

www.stansfield.onesuffolk.net PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2022/23 for

Stansfield Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	5,796	3,735	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	5,597	5,768	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	125	4,000	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	3,313	1,181	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	4,470	3,955	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	3,735	8,367	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	3,735	8,367	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	6,611	6,611	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			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

SIGNATURE REQUIRED

DD/MM/YYYY

Date

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

19/06/2023

as recorded in minute reference:

23.6. .7c MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, provided that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than 30 June 2023 notifying the external auditor.

Stansfield Parish Council  
ENTER NAME OF AUTHORITY

certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000

Total annual gross income for the authority 2022/23: £9,768 ER AMOUNT €00,000

Total annual gross expenditure for the authority 2022/23: £5,136 ER AMOUNT €00,000

There are certain circumstances in which an authority will be unable to certify itself as exempt, so that a limited assurance review will still be required. If an authority is unable to confirm the statements below then it cannot certify itself as exempt and it must submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of £210 +VAT will be payable.

By signing this Certificate of Exemption you are confirming that:

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor has not:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor either by email or by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2023.

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

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	
SIGNATURE REQUIRED	19/06/2023		19/06/2023
Signed by Chairman	Date	as recorded in minute reference:	
SIGNATURE REQUIRED	19/06/2023	23.06. 7d	MINUTE REFERENCE

Generic email address of Authority	Telephone number
clerk@stansfield-pc.gov.uk OWNED GENERIC EMAIL ADDRESS	07485151248 E NUMBER

\*Published web address  
www.stansfield.onesuffolk.net PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.**

Item 9—RFO Report - Next four pages

15 June 2023 (2023-2024)

**Stansfield Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
27 Website	15/06/2023		Barclays current accou		Website (new)	Aubergine	S	849.00	169.80	1,018.80
28 Emptying of dog bins	15/06/2023		Barclays current accou		Emptying of dog bins	West Suffolk Council	E	91.52		91.52
29 Internal audit fees	15/06/2023		Barclays current accou		Internal audit fee	Suffolk Association of Local C	S	169.00	33.80	202.80
32 Locum Fees	15/06/2023		Barclays current accou		Locum Fees	Town and Parish Advisory Se	X	596.00		596.00
30 Email monthly fees	15/06/2023		Barclays current accou		Email - Microsoft Exchange Ple	Force36 IT Consultants	S	25.20	5.04	30.24
31 Email monthly fees	15/06/2023		Barclays current accou		Email - Microsoft Exchange Ple	Force36 IT Consultants	S	28.80	5.76	34.56
34 EE Mobile subscription	15/06/2023		Barclays current accou		Phone costs	EE mobile	S	19.99	4.00	23.99
35 EE Mobile subscription	15/06/2023		Barclays current accou		Phone costs	EE mobile	S	19.99	4.00	23.99
33 EE Mobile subscription	15/06/2023		Barclays current accou		Phone costs	EE mobile	S	17.48	3.50	20.98
<b>Total</b>								<b>1,816.98</b>	<b>225.90</b>	<b>2,042.88</b>

} 64.80  
} 68.96

R  
15/6/23

19/6/23

**Stansfield Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

15 June 2023 (2023-2024)

**A. Income**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Locality grant WSC						(N/A)	
15	Locality grant SCC						(N/A)	
18	Other receipts						(N/A)	
20	Precept	8,182.00	8,182.00				(0%)	
26	Bank interest	20.00		-20.00			-20.00 (-100%)	
<b>SUB TOTAL</b>		<b>8,202.00</b>	<b>8,182.00</b>	<b>-20.00</b>			<b>-20.00 (-0%)</b>	

**B. Administration - Staff**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries				3,000.00	952.70	2,047.30	2,047.30 (68%)
2	PAYE & NI						(N/A)	
3	Pension costs						(N/A)	
<b>SUB TOTAL</b>					<b>3,000.00</b>	<b>952.70</b>	<b>2,047.30</b>	<b>2,047.30 (68%)</b>

**C. Administration - Office**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Clerk's expenses				150.00		150.00	150.00 (100%)
8	Insurance				200.00		200.00	200.00 (100%)
9	Village hall hire				180.00		180.00	180.00 (100%)
11	Website				50.00	949.00	-899.00	-899.00 (-1798%)
12	Stationery				20.00	64.32	-44.32	-44.32 (-221%)
19	Phone costs				23.00		23.00	23.00 (100%)
23	Training - clerk and councillors				200.00	30.00	170.00	170.00 (85%)
34	Other						(N/A)	
36	EE Mobile subscription					213.30	-213.30	-213.30 (N/A)
38	Mileage					32.40	-32.40	-32.40 (N/A)
39	Email monthly fees					79.20	-79.20	-79.20 (N/A)
<b>SUB TOTAL</b>					<b>823.00</b>	<b>1,388.22</b>	<b>-565.22</b>	<b>-565.22 (-68%)</b>

**D. Admin - Audit and Accounti**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Internal audit fees				170.00	169.00	1.00	1.00 (0%)
<b>SUB TOTAL</b>					<b>170.00</b>	<b>169.00</b>	<b>1.00</b>	<b>1.00 (0%)</b>

**Stansfield Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

15 June 2023 (2023-2024)

**E. Administration - Other**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Subscriptions				270.00	44.25	225.75	225.75 (83%)
10	GDPR				35.00		35.00	35.00 (100%)
25	Election costs				350.00		350.00	350.00 (100%)
37	Locum Fees				2,000.00	596.00	1,404.00	1,404.00 (70%)
<b>SUB TOTAL</b>					<b>2,855.00</b>	<b>840.25</b>	<b>2,014.75</b>	<b>2,014.75 (76%)</b>

**F. Grants**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Other grants					835.00	-835.00	-835.00 (N/A)
28	Donations to charitable causes				50.00		50.00	50.00 (100%)
<b>SUB TOTAL</b>					<b>50.00</b>	<b>835.00</b>	<b>-785.00</b>	<b>-785.00 (-1670%)</b>

**G. Community Services**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13	Verge cutting							(N/A)
17	Other payments				100.00		100.00	100.00 (100%)
24	Hedge cutting							(N/A)
27	Chapel ground maintenance - sb							(N/A)
29	Stansfield village Hall				600.00		600.00	600.00 (100%)
30	Stansfield village Hall Broadband				168.00		168.00	168.00 (100%)
31	Village project				100.00		100.00	100.00 (100%)
32	Emptying of dog bins				85.00	91.52	-6.52	-6.52 (-7%)
35	Wildlife project							(N/A)
<b>SUB TOTAL</b>					<b>1,063.00</b>	<b>91.52</b>	<b>961.48</b>	<b>961.48 (91%)</b>

**Summary**

<b>NET TOTAL</b>	<b>8,202.00</b>	<b>8,182.00</b>	<b>-20.00</b>	<b>7,761.00</b>	<b>4,068.88</b>	<b>3,894.31</b>	<b>3,874.31 (23%)</b>
<b>V.A.T.</b>					<b>295.00</b>		
<b>GROSS TOTAL</b>		<b>8,182.00</b>			<b>4,361.88</b>		

## Stansfield Parish Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

	<b>Bank Reconciliation at 15/06/2023</b>		
	Cash in Hand 01/04/2023		8,366.54
	<b>ADD</b> Receipts 01/04/2023 - 15/06/2023		8,182.00
			16,548.54
	<b>SUBTRACT</b> Payments 01/04/2023 - 15/06/2023		4,351.69
<b>A</b>	Cash in Hand 15/06/2023 (per Cash Book)		12,196.85
	Cash in hand per Bank Statements		
	Petty Cash 01/04/2023	0.00	
	Barclays reserve account 17/04/2023	3,011.43	
	Barclays current account 27/04/2023	11,521.43	
			14,532.86
	Less unrepresented payments		2,336.01
			12,196.85
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		12,196.85
	<b>A = B Checks out OK</b>		