## DECLARATION OF ACCEPTANCE OF OFFICE

I, (1)

having been elected to the office of (2)...C..............................................................

of Kirkby La Thorpe Parish Council

declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

Signed


Date
Proper Officer of the Council

(1) Insert the name of the person making the declaration
(2) Insert 'Members' or 'Chairman' as appropriate
(3) Where the declaration is made before another person authorised by Section 83(3) of the Local Govemment Act 1972, state instead the capacity in which that person takes the declaration (a).
(a) Under section 83(3) of the Local Government Act 1972, a declaration for Members or elected Mayors of a county, district or London Borough Council shall be made before two Members of the Council, its elected Mayor, its proper officer, a justice of the peace or magistrate in the United Kingdom, the Channel Isles or the Isle of Man, or a Commissioner appointed to administer oaths in the Supreme Court. A declaration for Members of parish councils shall be made before a Member or the Proper Officer of the Council.

This declaration must be made in accordance with section 83(4) of the 1972 Act:-
(4) A person elected to the office of chairman of a parish council or parish councillor shall-
(a) in the case of the chairman, at the meeting at which he is elected;
(b) in the case of a councillor, before or at the first meeting of the parish or community council after his election; or
(c) in either case if the council at that meeting so permit, before or at a later meeting fixed by the council; make in the presence of a member of the council or of the proper officer of the council and deliver to the council a declaration of acceptance of office in a form prescribed by an order made by the Secretary of State, and if he fails to do so his office shall thereupon become vacant.

# Kirkby La Thorpe Parish Council <br> Minutes for Ordinary Parish Council Meeting heid on 10 March 2022 at 7.00 PM <br> Location: The Queens Head, Kirkby La Thorpe, NG34 9NU 

## MINUTES

(i) Public Comment

- There were no members of the public attending.
(iii) Report from District Councillor Mervyn Head.
-NKDC budgets have been approved for the forthcoming year with a $2,89 \%$ increase; there is a possibility that with goods and service price increases it may cause elements of pressure in delivering services,
-It was stated that Angtian Water have a hardship fund/line should any customers be struggling with payments (information to follow).
(iii) Report from County Councillor Andrew Key.
- Cilr Key was unable to make the meeting.

Present: Clirs Andy Parker (Chair), Richard Bridgen, Alison Flannery; Dermot Daly (Clerk); District Clir Mervyn Head; No members of the public.

Welcome.

- The meeting commenced at 19:16.

034/22 To receive and agree apologies for absence.
-It was RESOLVED to approve the absence of Cllr Michelle Morris, Cllr Carl Denton, and Clir Phill White.
035/22 To receive disclosures of pecuniary and non-pecuniary interests, pursuant to section 31 of the localism Act 2011, and applications for dispensation from Councillors on matters considered at this meeting. - None.

036/22 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 19601 (2) and resolve to exclude public and press for these items.

- None.


## POLICY \& PROCESS

037/22 To review application candidates and agree to fill casual vacancy councillor position.

- There were no applications forthcoming. Item will be deferred to the next meeting.

038/22 To approve new Training and Development Policy and associated Training Plan.

- It was RESOLVED to accept the Training and Development Policy as circulated and to use the Training Plan as a reviewable document. The latest training opportunities through LALC are to be circulated to Councillors.

039/22. To approve the updated Standing Orders as circulated.

- It was RESOLVED to accept the Standing Orders as circulated.

040/22 To approve the new Freedom of Information Policy as circulated.

- It was RESOLVED to accept the Freedom of Information Policy as circulated. The Clerk is to send out a reminder to Councillors about use of a dedicated email account.


## MEETINGS

041/22 To receive the Minutes of the Ordinary Meeting of the Parish Council on 20th January 2022 for approval. - It was RESOLVED to approve the Minutes as circulated.

042/22 To receive the Minutes of the Extraordinary Meeting of the Parish Council on 10th February 2022 for approval.

- It was PESOLVED to approve the Minutes as circulated.


## PLANNING

043/22 To discuss and agree response on planning applications.

- There were no planning applications forthcoming.



## FINANCE

053/22 To review the Action Ust.

- The Action List was reviewed:
- Reminder to Clirs to provide profiles for the website.
- Reminder to Clirs to create email accounts dedicated to parish council business.
- Guidance was that Whatsapp social media platform not suitable for parish council activities.
- To approach Highways regarding a review of 'no through route' signage at the entrance to Mount Lane.


## Close

054/22 To note further agenda items and arrangements for the next (Annual) meeting (12th May 2022).

- High Speed Broadband
- Future financial strategy
- Defib training
- Update on Queens Jubilee celebrations
- Training: booking and approval

Meeting Close: 20:34

## Annual Internal Audit Report 2021/22

Kirkby La Thorpe Parish Council

## kirkby-la-thorpe.parish.lincolnshire.gov.uk

During the financial year ended 31 March 2022, 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 2021/22 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 intemal 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

A. Appropriate accounting records have been properly kept throughout the financial year.
B. This authority compiliod with its financial reguiotionss, payments were supported by invoices, all expenditure was approved and V/AT was appropitately accounted for
C. This authority assessed the significant rake to achieving its objectives and reviewed the arlequacy of arrangements to manage these.
D. The precept or rates requirement restitad from an adequate budgetary process; progress againat the budget was regularly monitored; and reserves were appropriate.
E. Expected Income was fully recelved, based on correct prices, properly racorcied and promptly banked, and VAT was appropriately accounted for.
F. Petty resh payments were property supported by recoipts, all petty cosh expenditure was approved and VAT appropriately accounted for.
G. Salaries to employers and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI I requirements were properly applied.
H. Asset and investments registers were complete and accurate and properly maintained.

1. 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 croditors were property recorded.
K. If the authority certified itself at exempt from a limited assurance review in 2020.21, if met the exemption criteria and correctly declared itself exempt. (IV the authority hod a ilinitod assurance review of its 2020/2 1 AGAR tick "not covered'?
L. The authority publishes information on a free to access webeite/webpage up to dale at the time of the internal audit in accordance with any relevant transparency code requirements
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice pidtiehed on the website andtor authority approved minutes confirming the dates self.
N . The authority hat complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).
O. (For focal councils only)

Trust funds (including charitable) - The council met its responalbitities as a trustee.


For arr other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed). Dates) intemal audit undertaken Name of person who carried out the internal audit

$$
41512022
$$

Signature of person who carried out the internal audit

## Rachel Popplewell (LALC Auditor)

"IF the response is 'no' pleases state the implications and action being taken to address any weakness in control identified (oud separate shoots if needed).
**Note: If the response is 'not covered' please stale when the most recent intemal audit work was done in this area and when il is next planned; or, If coverage is not required, the annual internal aud lt roport must explain why not (add separate sheets if needed).

## Certificate of Exemption - AGAR 2021/22 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 2022, 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 2022 and a completed Certificate of Exemption is submitted no later than 30 June 2022 notifying the extemal auditor.

## Kirkby La Thorpe Parish Council

certifies that during the financial year 2021/22, 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 2021/22: £9,963
Total annual gross expenditure for the authority 2021/22: $£ 14,451$
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 Govemance and Accountabiitity Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of $£ 200+$ VAT will be payable.
By signing this Certificate of Exemption you are confirming that:

- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), 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 zem of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that 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 2022.
By signing this certificate you are also confirming that you are aware of this requirement.


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 2022. Reminder letters incur a charge of £40 +VAT

## Section 1 - Annual Governance Statement 2021/22

We acknowledge as the members of:

## Kirkby La Thorpe 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:

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

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

> 12/05/2022
and recorded as minute reference:
073/22

Signed by the Chairman and Clerk of the meeting where approval was oiven:
 Other information required by the Transparency Code (not part of the Annual Govemance Statement) The authority website/webpage is up to date and the information required by the Transparency Code has been published.

kirkby-la-thorpe.parish.lincolnshire.gov.uk

Section 2 - Accounting Statements 2021/22 for
Kirkby La Thorpe Parish Council

|  | Year entinf |  | Nates ind giadance |
| :---: | :---: | :---: | :---: |
|  | $\begin{aligned} & \text { 31 March } \\ & \frac{2021}{5} \end{aligned}$ | $\begin{gathered} 31 \text { March } \\ 2022 \\ \text { ¢ } \end{gathered}$ | Ploase rownd ail flgures to nearest I1 Do not heave any boxus blank and repart EO or No batarces AN fifures mulst <br>  |
| 1. Balances brought forward | 16,831 | 16,771 | Total batances and reserves at the beginning of the year as recorded in the financlal recordis. Value must agree to Box 7 of provious year. |
| 2. (+) Precept or Rates and Levies | 7,100 | 7,100 | Total amount of procept (or for IDBs rates and levies) received or recelvable in the year. Exclude any grants received. |
| 3. ( + ) Total other receipts | 72 | 1,369 | Total income or receipts as recorded in the cashbook less the precept or rates/levies recoived (line 2). Include any grants received. |
| 4. (-) Staff costs | 3,038 | 3,415 | Total expenditure or payments mado to and on behall of all employees. includo gross solaries and wages. employers Ni contributions, employers pension contributions, gratuitios and severance payments. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expendilure or payments of capital and interest made during the year on the authorily's borrowings (f any). |
| 6. (-) Alll other payments | 4,194 | 9,540 | Total expenditure or payments as recorded in the cashbook loss staff costs (jine 4) and ioan interest/capita! repayments (line 5). |
| 7. (=) Balances carried forward | 16,771 | 12,285 | 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 torm investments | 16,771 | 12,285 | The sum of aff current and doposit bank accounts, cash holdings and short form irvestments held as at 31 March To agree with bank reconcillation. |
| :---: | :---: | :---: | :---: |
| 9. Total foxed assets plus long term investments and assots | 35,691 | 39,881 | The value of aif the property the authonty owns - it is made up of all its fured assets and fong term investments as at 31 March. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all foans from third parties (including PWLEB). |


| 11. (For Local Councils Only) <br> Disclosure note re Trust funds <br> (including charitable) |  | No | N/A | The Councll as a body copporate acts as sole trustee for <br> and is responsible for managing Trust funds or assets. |
| :--- | :--- | :--- | :---: | :---: | :--- |

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 recsipts 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 annroval


Date
12/05/2022
I confirm that these Accounting Statements were approved by this authority on this date:

$$
12 / 05 / 2022
$$

as recorded in minute reference:

## 074/22

Signed क) Chairman of the meeting where the
Accounling Statements were approved

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## Kirkby La Thorpe Parish Council

Income \& Expenditure Account as at 10 May 2022


Opening Balances:
Current Account Deposit Account

Cash Book Movement
Transfer to Deposit
Transfer from Deposit
Interest

Closing Balances:
Current Account (c/f)
Deposit Account (c/f)
Total Cash (c/f)

Balance at Bank

Total (Cash At Bank)
Unpresented Items
Avallable Cash
£6,409.18
£0.00
E0.00
$€ 0.10$

| $£ 7,548.47$ |
| ---: |
| $£ 11,145.71$ |
| $£ 18,694.18$ |


| a Initials |
| :--- |



The data shown on your statement was correct at the time of printing. Please remember, this isn't an afficial bank copy.
Ploase check your statement. If you think that something looks incorrect, please call us on 0345 0725555 Monday to Friday, 7:003m 8:00pm: Saturday, $9: 00 \mathrm{am}=2: 00 \mathrm{pm}(+44$ (0) 1733347338 , from outside the UK). Or Toxtphone 03456016909 .

| Date | Description | Tуре | In( 2 ) | Out (E) | FBalance (c) |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 04 May 22 |  | FPO |  | 330.00 | $7548.47$ |
| 04.3 May 22 |  | FPO |  | 150.00 | 8154.54 |
| 04 May 22 |  | FPO: |  | 284.75 | 8304.54 |
| 01 Apr 22 |  | FPI | 7450.00 |  | 8589.29 |
| 30 Mar 22 |  | FPO |  | 81.29 | 1415.36 |
| 16 Mar 22 |  | FPO |  | 50.00 | 1486.65 |
| 02 Mar 22 |  | BGC | 1495.31 |  | 1546,65 |

BUS BANK INSTANT Statement
Printed: 07 May 2022


The dala shown on your stalement was correct at the time of printing. Please remember, this isml an officiat bank copy,
Please check your statement. If you think that something looks incorrect. please call us on 0345072.5555 Minday to Friday, 7:00am 8:00pm: Saturday, 9:00am - 2:00pm ( +44 (0) 1733 347 338, from cutside the UK). Or Toxtphone 03456016909.

| Date | Description | Type | $\ln (\mathrm{E})$ | Out (f) | Ealance (E) |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 11 Apr 22 | N(ttenest (GROSS) |  | 0.40 |  | 11145.71 |
| 09 Mar 22 | INTEREST (GROSS) |  | 0.09 |  | 11145.61 |
| Of Fot 22 | *NTEREST (GROSS) |  | 0.09 |  | 11145.52 |
| 10 Jan 22 | INTEREST (GROSS) |  | 0.10 |  | 11145.43 |
| On Dec 24 | \|Avterest (GROSS) |  | 0.09 |  | 11145.33 |
| 09 Nov 21 | INTEREST (GROSS) |  | 0.00 |  | 11145.24 |
| 14 Oet 21 | INTEREST (GROSS) |  | 0.10 |  | 11145.15 |
| 13 Sep 21 |  | TFR |  | 2000.00 | 11145.05 |
| 09 Sep 21 | INTEREST (GROSS) |  | 0.11 |  | 13145.05 |
| 00 Aug 21 | INTEREST (GROSS) |  | 0.11 |  | 13144.94 |
| 09 Jul 21 | INTEREST (EROES) |  | 0.12 |  | 13144.83 |
| $25 \tan 21$ |  | TFR |  | 2000,00 | 13144.71 |
| 09 Jun 21 | INTEREST (GROSS) |  | 0.12 |  | 15144.71 |
| 10 May 21 | (NTEREST (GROSS) |  | 0.13 |  | 15144,59 |
| Q9 Apr 21 | MTEREST (GROSS) |  | 0.13 |  | 15144,46 |
| So Mor 21 | INTEREST (GROSS) |  | 0.12 |  | 15144.33 |
| 09 Feb 21 | MTEREST (GROSS) |  | 0.12 |  | 15144.21 |
| $41 \operatorname{Jan} 21$ | INTEREST (GROSS) |  | 0.14 |  | 15144,08 |
| 09 Dec 20 | INTEREST (GROSS) |  | 0.12 |  | 15143.95 |
| an Now 20 | INTEREST (GROSS) |  | 0.13 |  | 15143.83 |

