

Clerk's Report for

Monday 11th March to Wednesday 24th April 2024

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Item 10 – Training

The budget for training this year is £250 this year. Training is often through GAPTC though councillors may want to have other training for example related to biodiversity or other subjects. The following GAPTC training is available:

Being a Better Councillor (a follow on from the New Councillor’s Toolkit)

Part 1, evening online 15 May

Part 2, evening online 22 May

Saturday, in person 11 May

Part 1, evening online 12 June

Part 2, evening online 19 June

Saturday, in person 15 June

In the Hot Seat: Being an Effective Chairperson

Evening, online 11 April

Saturday, in person 27 April

Evening, online 21 May

Saturday, in person 25 May

Evening, online 18 June

Saturday, in person 22 June

New Councillor Toolkit

Introduction, online 17 April

Feedback, online 22 May

Introduction, online 15 May

Feedback, online 18 June

Planning in Plain English

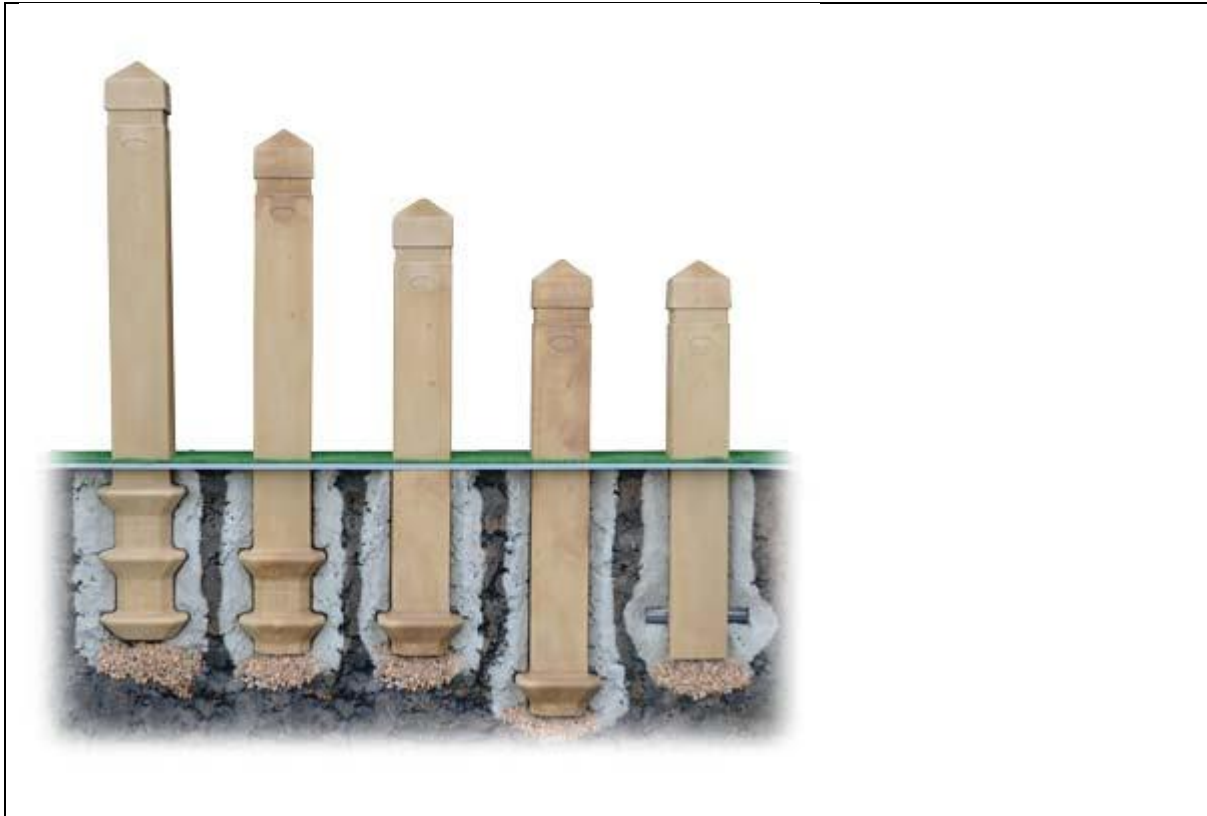
Evening, online 14 May

Evening, online 13 June

Item 11. Bollards at Hambro House, Barton. All products supplied by Glasdon as recommended by GCC Highways.

<p>Glenwood 150 Glenwood™ 150 Post - Glasdon UK Manufactured from Everwood, this wood effect post is ideal for access control, verge protection or marking cycle routes in rural schemes. This post looks as good as wood with none of the maintenance.</p>	<p>'Everwood' low maintenance material. Retroreflective band 37mm</p>	<p>500, 800, 1000 above ground</p>	<p>450 to 650 below</p>	<p>Excavation needed</p>	<p>£139.09 + VAT</p>
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<p>Hazardmaster Hazardmaster™ Marker Post - Glasdon UK</p>	<p>Impactopol – heavy duty. For highest risk areas. Compliant to Passive Safety Standard: BS EN 12767:2019</p>	<p>910 above.</p>	<p>300 below.</p>		<p>£160.84 + VAT</p>
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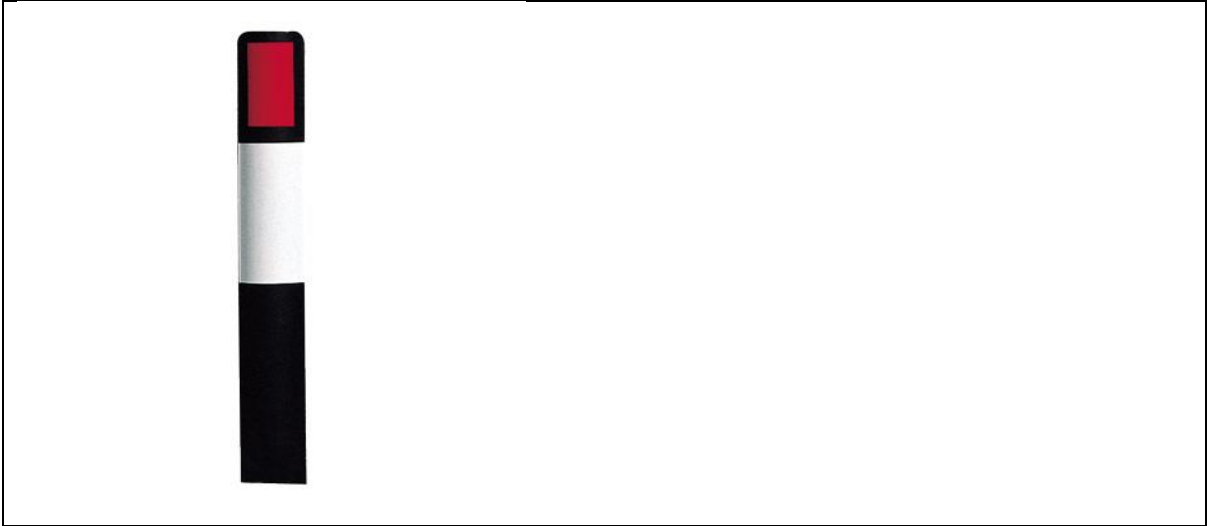


<p>Vergemaster Vergemaster RX™ Flexible Marker Post Vergemaster Hazard Marker Post is ideal for providing clear delineation on rural roads or to create a physical barrier within segregated lane schemes. This passively safe marker post highlights bends in roads to TSRGD 561 standard. Wide-angle reflectors provide high visibility by day and night.</p>	<p>Reflexapol is a polymer engineered for long service life in exposed locations. Rebound ('pop-up') with extended base. Compliant to Passive Safety Standard: BS EN 12767:2019</p>	<p>920 above.</p>	<p>350 extended base or 523 with stake below.</p>	<p>Extended base needed for rebound. Treated timber fixing stake.</p>	<p>£32.43 + VAT 48 hr dispatch</p>
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<p>Flexmaster Flexmaster® Marker Post Perfect for rural routes, our cost-effective blade verge markers offer a fast installation to improve the delineation of bends to TSRGD 561 standard.</p>	<p>Ultraflex is a polymer with enhanced flexibility and extensibility properties offering good recovery performance after vehicle impact.</p>	<p>905, 600,500 or 480 above ground</p>	<p>405 mm below</p>	<p>Can be installed into soft ground with the installation tool provided. Hole size is 200 x 450.</p>	<p>£32.43 + VAT 48 hr dispatch</p>
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Item 12. Noticeboard for Ford.

Parish noticeboards

Criteria to be considered:

1. Size – appx 1m wide and 800 cm tall?
2. Material – choice of wood, aluminium or recycled plastic
3. Fixing – magnetic or pinboard (and type of pinboard material)?
4. Locking or not – with key or other?
6. Colour/finish?
7. Number of doors?

The Parish Noticeboard company The Parish Notice Board Company - Parish Noticeboards 0800 781 0644/ 01606 871188					
Aluminium	A0 (1100 x 850) 'poster case'	+ header (£78)	1 door, includes posts	Magnetic (pinboard option)	£744 inc VAT
Aluminium	A1 'Classic' noticeboard (no A0 available)	Header	2 doors Includes posts	Magnetic	£1320 + VAT
Oak	A1 (no A0 available).	+ header	2 doors, includes posts	Magnetic	£2340 + VAT
Fitzpatrick Woolmer 01634 766677 6 week lead time Notice Boards External Notice Boards Wooden Notice Board (fwdp.co.uk) 1 year guarantee					
Recycled plastic	A0 noticeboard	+ header	Vents, struts, locks	Magnetic (pinboard option)	£2090 2 doors, £1950 single door
Fusilier Stainless steel	A0 noticeboard	+ header	Vents, struts, locks	Magnetic (pinboard option)	£2400 1 door., £2603 2 doors.
Oak	A0 noticeboard	+ header	Vents, struts locks	Magnetic (pinboard option)	£2413 1 door, £2478 2 doors
Noticeboard Company, 7 day lead time , External Notice Boards UK From Only £49.50 Weatherproof Vandal Resistant Buy Outdoor Notice Boards Online Lockable with Printed Header (noticeboardcompany.com) 02476 010076					

TEMPLE GUITING PARISH COUNCIL

Zinc electroplated steel 'Tradition 30'	8 x A4	+ header	2 doors, locks	Magnetic	£737 + VAT
Wooden - Iroko	8 x A4	+ header	One door, includes posts	Choice	£2129 + VAT
Greenbarnes 01280 701093 5 year warranty A Guide to specifying, costing and buying external noticeboards (greenbarnes.co.uk)					
Oak	8x A4 lockable oak notice board, 1270mm wide x 868mm high https://www.greenbarnes.co.uk/shop/external-noticeboards/oak-noticeboards/2-bay-4-x-a4-oak-noticeboard-ref-dn-o/	+ header (£121)	Locks included (can be removed) 2 doors	Pinboard	£1363 + VAT
Aluminium (can be painted for £25)	16 x A4 AF58 aluminium 1000mm wide x 1350mm high. https://www.greenbarnes.co.uk/wp-content/uploads/AF58-16A4.jpg	+ header (£76)	One door, includes posts, includes lock.	Magnetic (pinboard £112 extra)	£668.26 + VAT
Aluminium (can be painted for £25)	8 X A4, AF58, aluminium 980mm wide x 830mm high.	+ header (£76)	One door, includes posts, includes lock	Magnetic (pinboard £112 extra)	£544 + VAT
Recycled plastic	9 x A4 980mm wide x 830mm high.	Inc header	2 doors,	Choice. PLUS posts.	£1046 + VAT
	New backboard material for TG village green noticeboard??				£137.09 + VAT for 1m square

Item 14 Governance – Policies and Procedures

Policies and procedures for 2024/5 approval

- a) [Standing Orders](#)
- b) [Asset Register](#) – updated to remove Ford noticeboard until replaced.
- c) [Financial Regulations](#)
- d) [Risk Management policy/checklist](#)

Item 17 AGAR - Certificate of Exemption from external audit (AGAR 2023/4 Form 2).

Certificate of Exemption – AGAR 2023/24 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 2024, 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 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

Temple Guiting Parish Council

certifies that during the financial year 2023/24, 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 2023/24: **£13,771 R AMOUNT £00,000**

Total annual gross expenditure for the authority 2023/24: **£18,315 R 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 2020
- In relation to the preceding financial year (2022/23), 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 2024.

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	01/05/2024		01/05/2024
Signed by Chair	Date	as recorded in minute reference:	
SIGNATURE REQUIRED	01/05/2024	MINUTE REFERENCE	
Generic email address of Authority	Telephone number		
templeguitingparishcouncil@yahoo.co.uk	07736706805	EMAIL ADDRESS	NUMBER
*Published web address			
www.templeguitingparishcouncil.co.uk		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 2024. Reminder letters for late submission will incur a charge of £40 + VAT.

Item 18 AGAR - Governance and Accountability Return 2022/23

- a) **Annual accounts: Section 1 Annual Governance Statement 2023/24.** Councillors to review and approve.

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Temple Guiting 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 2024, that:

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

*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:

01/05/2024

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

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.templeguitingparishcouncil.co.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

- b) **Annual accounts: Section 2 Accounting Statements 2023/24** Councillors to review and approve.

Section 2 – Accounting Statements 2023/24 for

Temple Guiting Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	15,107	16,476	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	5,108	5,108	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	8,341	8,069	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	2,210	2,321	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	9,870	15,994	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	16,476	11,338	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	16,476	11,338	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	8,834	8,834	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 exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED
 Date 01/05/2024

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

01/05/2024
 as recorded in minute reference:
 MINUTE REFERENCE
 Signed by Chair of the meeting where the Accounting Statements were approved
 SIGNATURE REQUIRED

- c) **Annual Accounts: Notice of commencement of Public Rights.** Councillors to note dates – 3rd June to 12 July 2024.

Smaller authority name: **Temple Guiting Parish Council**

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

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

NOTICE	NOTES
<p>1. Date of announcement <u>(after AGAR is published)</u> a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</p> <p>(b) templeguitingparishcouncil@yahoo.co.uk Maxi Freeman, Clerk, Charlwood, Kineton GL545UG 07736706805</p> <p>commencing on (c) <u>Monday 3 June 2024</u></p> <p>and ending on (d) <u>Friday 12 July 2024</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) Maxi Freeman, Clerk and RFO, Temple Guiting Parish Council.</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Item 19 (b) Finances - Reconciliation

Period 1 April 2024 to 23 May 2024

Current account 02503759

Balance at 23 May 2024	13813.05	
Deposit account 07859616		
Balance at 23 May 2024	5337.61	
Less outstanding cheques		0
Reconciled balance	19150.66	

Cashbook summary

Opening balance 1 April 2024	11338.35	
Add receipts to date	7812.31	
Less payments to date		0
Cashbook balance	19150.66	

Signed

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Chairman

1st May 2024

2. Matters arising from the last meeting

* Contacted Area Highways Manager Rhodri Grey re:

- list of requests

- bollards

- GCC Highways funding

- potholes in Temple Guiting (also re-reported these, dealt with resident complaint).

The Manager has not responded despite emails and a voice mail message.

* Posted planning comments re: Ford Hill Farm – demolition of 5 barns and replacement with 1 new barn

* Researched noticeboards for Ford

* Contacted GAPTC re appointment of auditor for 2023 24

3. Other activities between meetings

* Annual AGAR returns completed

* VAT return completed

* Allotment invoices issued

* Annual CIL return completed

* Researched bollards for Barton.

* Arranged site meeting and planning meeting for application 24/00701/PLP. Drafted minutes.

Annual Community Infrastructure Levy Report

Temple Guiting Parish Council

1st April 2023 – 31st March 2024

This report is published on 1.5.24 by Temple Guiting Parish Council in accordance with the CIL Regulations 2010 (as amended) and we have formally notified our local CIL Charging Authority Cotswold District Council.

Produced by: Maxi Freeman (Clerk & RFO)

Neighbourhood CIL Figures	Amount
Unspent CIL Receipts prior to April 2023	£ (-12.08)
CIL Receipts for 2023/24	£ 1476.86
Total CIL Receipts held	£ 1464.78
Total Expenditure 2023/24	£1226.40
Total Retained 2023/24 (receipts minus expenditure) <i>(to be carried over to 2024/25)</i>	£ 238.34

*Neighbourhood CIL receipts must be spent within 5 years. Otherwise they must be returned to Cotswold District Council and added to the strategic CIL fund.

Further information on the Community Infrastructure Levy in Cotswold District, please visit www.cotswold.gov.uk/CIL.

Detail of CIL expenditure
Project name and location: Car park signs £1226.40
Brief description of works undertaken: Signs erected directing visitors to the village hall car park as none had existed previously.

Detail of CIL expenditure	
Total Project Costs	£1226.40
Match Funding Secured	£0
Amount of CIL expenditure committed	£1226.40

[Please copy and paste this table for each individual project you wish to report]

Budget for reference – training budget, maintenance budget etc:

Temple Guiting Parish Council Budget 2024/25	
	Approved for 24/25
Council expenses	£400.00
Parish Maintenance	£300.00
Allotment Mgt	£200.00
TG Rec Soc Grant - VH mtce	£1,500.00
TG School donation	£650.00
St Mary's Burial grds dtn	£650.00
TG Rec Soc rent	£70.00
GAPTC Subs	£120.00
Clerk's salary (inc Tax)	£2,700.00
Audit (inc Xs)	£200.00
Insurance	£300.00
Praedium Property	£100.00
Training	£250.00
Other Local Donations e.g. QWP, food bank and Cots Wardens	£750.00
Legal Fees	£1,000.00
Road safety	£0.00
Total budgetted expenditure	£9,190.00
Total requirement	£11,487.50
Income	
Precept	£7,500.00
Other income (interest, alltmts)	£150.00
CIL (£1577 in 2023/24)	£0.00
VAT	£500.00
Grants and donations to TGPC	£0.00
Total income (ex CIL)	£8,150.00
BALANCE (to be funded by reserves)	-£3,337.50

- 2. Matters arising from the last meeting** (items numbered as in the minutes of the last meeting)