SPRINGFIELD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON
19TH JUNE 2023 AT 7.00 p.m.
SPRINGFIELD PARISH CENTRE CM1 6GX

PRESENT

Chairman: Cllr R. Carson
Vice Chairman: Cllr I. Fuller

Cllrs: G. Brazendale, S. Byrne-Lagrue, B. Chadwick, A. Chong, N. Dudley, D. Havell, J. Pioli

In attendance: Clerk to the Council
RFO & Deputy Clerk

19 APOLOGIES FOR ABSENCE – were received and accepted from Cllr R. Lee and S. Sullivan.

20 DECLARATIONS OF INTEREST AND DISPENSATIONS - Cllr S. Byrne-Lagrue and A. Chong declared an interest as members of Village Council of Chelmer.

21 CHAIRMAN'S ANNOUNCEMENTS

One of the Service Supervisors had left to seek new employment. Members wished him well.

22 PUBLIC QUESTION TIME – there were none.

23 MINUTES OF THE ANNUAL COUNCIL MEETING held on 15th May 2023

RESOLVED: that the minutes of the meeting held on 15th May 2023 be approved and signed as a correct record.

24 MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING held on 5th June 2023

RESOLVED: that the minutes of the meeting be approved as a correct record.

25 END OF YEAR ACCOUNTS & ANNUAL RETURN (AGAR) YEAR END MARCH 2023

25.1 **Internal Control and Financial Risk Assessment**

Members received the Council's internal financial risk control. Members were made aware that this referred to the financial year end 31st March 2023.

RESOLVED: that the information was noted.

25.2 **End of Year Accounts**

RESOLVED: that

(a) the end of year accounts as attached at appendix A be approved and adopted;
(b) the end of year bank reconciliation attached at appendix B be approved and adopted.

R. C.

25.3 **Annual Governance & Accountability Return 2022/2023 (AGAR)**

RESOLVED: that

(a) AGAR 2022/2023 be received and noted;

(b) the completion of the internal Audit or Report be noted;

(c) following the Chairman reading out section 1 statements contained in the AGAR (page 4) 2022/2023, members approved the Chairman sign the statement;

(d) the Accounting Statement 2022/2023 Section 2 (page 5) members received approved and agreed the Chairman sign the statement attached as appendix C.

(e) the AGAR attached at appendix C be approved and forwarded to the external auditor PKF.

(f) it be noted that the Notice of Public Rights would be issued to commence on 21st June 2023.

Meeting closed 7.32 p.m.
Cllr R. Carson
Chairman

Signed ......

Date 3/7/2023

Appendix A

SPRINGFIELD PARISH COUNCIL

for the year ended 31 March 2023

SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	2023	2022
INCOME		£	£
Precept		430,483.00	410,540.00
Interest on Investments		6,345.16	241.31
Refunds/Misc income		6,100.00	5,500.00
Allotment Rents		411.52	408.17
Premises Committee		119,408.41	94,914.67
Council Chamber		4,276.15	2,404.59
Library services/recharge		14,777.03	11,009.46
Grants		-	21,943.83
Total Income		581,801.27	546,962.03
EXPENDITURE			
Finance and Policy Committee		230,369.75	232,496.24
Environment and Leisure Committee		18,101.00	13,168.19
Premises Committee		287,940.11	237,865.66
Loan repayments - Capital	3	51,918.38	51,918.38
Loan repayments - Interest	3	9,136.50	11,649.32
Allotments		214.25	240.77
Beaulieu Grant		-	15,000.00
Events & Projects Functions		-	2,726.30
Total Expenditure		597,679.99	565,064.86
GENERAL FUND			
Balance at 1 April 2022		366,893.93	356,439.23
Total Income		581,801.27	546,962.03
		948,695.20	903,401.26
Deduct: Total Expenditure		597,679.99	565,064.86
		351,015.21	338,336.40
Transfer (to)/from Other Reserves:			
Handymen's Mower Fund	5	(100.00)	700.00
Handymen's Vehicle Fund	5	(5,000.00)	-
Handymen's Unit Fund	5	-	-
Beaulieu Community Trust	5	1,000.00	15,000.00
Photocopier Fund	5	(200.00)	-
Parish Centre Maintenace Fund	5	5,893.22	11,879.00
Community Infrastructure Levy Fund	5	24,100.34	(61.47)
Pantomime	5	260.00	1,040.00
Balance at 31 March 2023		376,968.77	366,893.93

The notes on pages 3 to 4 form part of these accounts.

RC

SPRINGFIELD PARISH COUNCIL

BALANCE SHEET

as at 31 March 2023

	Notes	2023 £	2023 £	2022 £
Current Assets				
Debtors (net of provision for doubtful debts)	4	4,188.30		4,041.90
Payments in Advance		-		-
Cash at bank and in hand		154,232.54		172,359.09
Total Current Assets		158,420.84		176,400.99
Current Liabilities				
Creditors and Accrued Expenses		(7,528.79)		(3,754.50)
Net Current (liabilities)/asset		150,892.05		172,646.49
Non-Current Assets				
Investments, advances and long-term receivables		318,527.33		312,651.61
			469,419.38	485,298.10
Total Assets less Current Liabilities			469,419.38	485,298.10
Represented by:				
General Fund Balance			376,968.77	366,893.93
Earmarked Reserves				
Handymen's Mower Fund	5		100.00	-
Handymen's Vehicle Fund	5		12,000.00	7,000.00
Handymen's Unit Fund	5		4,500.00	4,500.00
Beaulieu Community Trust	5		35,029.00	36,029.00
Photocopier Fund	5		600.00	400.00
Parish Centre Maintenace Fund	5		692.78	6,586.00
Community Infrastructure Levy Fund	5		39,528.83	63,629.17
Pantomime	5		-	260.00
			469,419.38	485,298.10

The above statement represents fairly the financial position of the authority as at 31 March 2023 and reflects its income and expenditure during the year

Signed ...S. Collier...

RFO

Date ...19 June 2023...

RC

The notes on pages 3 to 4 form part of these accounts.

1 COMMITTEE RESPONSIBILITIES

Finance and Policy
General Administration.
Handymen.

Environment & Leisure
Chelmer Village Green, bus shelters, hanging baskets, seats, village sign.
Parish Council playschemes, allotments and newsletter.

Premises Committee
All matters relating to the running of Springfield Parish Centre.
Refer to notes 3 and 4.

Planning Committee
Planning applications, appeals, enforcements, local plans. The Parish Council is a member of a Consortium of Parish Councils.

Events & Projects
Responsible for all events & projects organised by the Parish Council.

2 LEASES

At 31 March 2023 the following leases were in operation:-

Lessor	Purpose	Annual Rent Payable (£)	Year of Expiry
Anglian Water Authority	Allotments	58.00	12 mths notice required

3 BORROWINGS

As at close of business on 31 March 2023 the following loans to the Council were outstanding:-

Lender	Loan Period	Remaining (years)	Amount (£)
Public Works Loan Board	05/10/98 - 10/2023	1	7,958.88
Public Works Loan Board	30/07/12 - 06/2037	15	232,000.00

4 DEBTS OUTSTANDING

As at 31 March 2023 debts of £4,188.30 were outstanding and due to the Council. The ages of these debts were:

	Value (£)
Less than 3 months old	4,188.30
Between 4 and 6 months old	-
Between 7 and 12 months old	-
Over 12 months old	-
TOTAL	4,188.30

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5 EARMARKED RESERVES

	Balance at 1-Apr-22	Contribution to reserve	Contribution from reserve	Balance at 31-Mar-23
Handymen's Mower Fund	-	100.00	-	100.00
Handymen's Vehicle Fund	7,000.00	5,000.00	-	12,000.00
Handymen's Unit Fund	4,500.00	-	-	4,500.00
Beaulieu Community Trust	36,029.00	14,000.00	(15,000.00)	35,029.00
Photocopier Fund	400.00	400.00	(200.00)	600.00
Parish Centre Maintenance Fund	6,586.00	20,000.00	(25,893.22)	692.78
CIL Tax	63,629.17	-	(24,100.34)	39,528.83
Pantomime	260.00	-	(260.00)	-
	118,404.17	39,500.00	(65,453.56)	92,450.61

Earmarked reserves represent the amount of money within the Council's fund balance that has been set aside for specific purposes.

6 AGENCY WORK

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

7 ADVERTISING AND PUBLICITY

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2023 £	2022 £
Other Advertising		
Publicity	116.15	113.65
	116.15	113.65

RC

Appendix B.

	SPRINGFIELD PARISH COUNCIL	
	ESSEX	
	BANK RECONCILIATION - 31 MARCH 2023	
1	Business Premium Account (13696332)	£104,296.15
2	Current Account (40719404)	£50,000.00
		£154,296.15
	cash in hand: +	
3	Clerk	£36.39
	Sub Total	**£154,332.54**
4	Unreconciled receipts (plus)	£0.00
5	Unreconciled payments (less)	£100.00
		£154,232.54
	Grand Total (AGAR box 8)	
6	Debtors (customers) plus	0.00
7	Creditors (suppliers) less	0.00
	Grand Total (AGAR box 7)	**£154,232.54**

tal CCLA Investment	**(to be included within AGAR box**	**£318,527.33**

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Appendix C

Section 2 – Accounting Statements 2022/23 for

SPRINGFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	*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.*
1. Balances brought forward	190,967	172,647	*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	410,540	430,483	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	136,204	151,318	*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	337,340	328,482	*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	63,567	61,054	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	164,157	208,143	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	172,647	156,769	*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	172,359	154,232	*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	5723734	5868517	*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	291,877	239,958	*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

S. Allen

Date 19.6.23

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

19 June 2023

as recorded in minute reference:

25.3(d)

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

T Cetson

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11(c)(i)

Annual Internal Audit Report 2022/23

SPRINGFIELD PARISH COUNCIL

www.springfield-pc.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.	✓		
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).*	✓		

	Yes	No	Not applicable
O. (For local councils only) 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: 22/05/2023 03/10/2022

Name of person who carried out the internal audit: H. HEELIS (HEELIS & LODGE)

Signature of person who carried out the internal audit: [signature]

Date: 22/05/2023

***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).

RC

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

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

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

19 JUNE 2023

and recorded as minute reference:

25.3 (c)

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

Chairman T Cason

Clerk B Laler

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RC