

Present: Cllrs Bell, Chambers (8.08 pm), Clare, Goldie, Hawes, Rogers

In the Chair: Cllr Plater

Clerk: Michelle Curtis

Also Present: District Councillor Stephens
1 member of the public

1. Apologies for Absence

There were apologies for absence from Cllrs Lowther and St Joseph.

There were also apologies for absence from County Councillor Durham.

2. Declarations of Interest

There were no declarations of interest disclosed.

3. Public Forum

There were no comments from the member of the public.

4. MP, County Councillors and District Councillors

4.1 MP

The report from Priti Patel MP was received and noted.

4.2 County Councillor

There was no report received from Cllr Durham

4.3 District Councillors

The report from Cllr Stephens was received and noted (Appendix A).

Cllr Stephens also reported:

- Has the Parish Council considered flying a Ukrainian Flag as there were families from Ukraine in the locality.
Councillors would be happy for a Ukrainian flag to be put on the flagpole at the Recreation Ground, but this is only until the end of May when the flag will be replaced for the Jubilee celebrations.
Cllr Stephens agreed to purchase the flag.
- A meeting with some local volunteers had been held with the Citizens Advice Bureau regarding a potential food bank in the village. An article will be included in Parish Magazine.
- She had received an email from Georgina Button, Maldon District Councils (MDC) Strategy, Policy, and Communications Manager, advising that MDC is interviewing for a new Climate Action Lead Officer and offering further support for Tollesbury's climate-related initiatives. Georgina advises of an event on 8th June, where portfolio leads will be taken on a tour of the challenges and opportunities across the district. She advises that MDC would like to take the ECC portfolio

lead for Climate Action to Tollesbury to show the work the Tollesbury Climate Partnership (TCP) is doing.

Councillors welcomed a visit from MDC and asked Cllr Stephens to find out more information.

- She had received an email from Cllr Mark Durham, who suggests that the parish invites Prof. Jules Pretty, Chairman of The Essex Climate Commission, to a Parish Council Meeting. Mark says the professor is “one of the most knowledgeable academics regarding climate change in Europe.”

Action: Parish Council to discuss with the TCP at the informal meeting arranged for 24th May 2022.

5. Minutes of the Meetings held on the 3rd May 2022

Resolved: the Minutes of the Parish Council Meeting held on 3rd May 2022 be approved as a true and accurate record of the meeting. Proposed Cllr Goldie, seconded Cllr Bell. Unanimously agreed.

The Chairman signed the Minutes.

6. Accounts 2021/22

6.1 Accounts 2021/22

Resolved: Unanimously agreed to approve the 2021/22 accounts (Appendix B).

The Chairman and Responsible Financial Officer signed the accounts 2021/22.

6.2 Annual Governance and Accountability Return

The Annual Government and Accountability Return (Appendix C) was completed as follows:

Section 1 – Annual Governance Statement

Section 1 was completed.

This was signed by the Chairman and the Clerk.

Section 2 – Account Statement

Section 2 was completed and signed by the Chairman and the Clerk who is the Responsible Financial Officer.

7. Finance

7.1 Payments

The items for payment totalling £9,902.29 were presented for approval (Appendix D).

The Clerk reported that Npower is supplying the electricity for the streetlights. Npower has put the Parish Council on a no-contract price, significantly increasing the amount paid.

Action: Clerk to seek quotations from alternative suppliers.

Resolved: Unanimously agreed to approve payments and make online payments.

Cllr Chambers arrived at the meeting.

8. Recreation Ground

8.1 Verbal Update from the Recreation Ground Committee

The Clerk reported she had met with John Hill from Tollesbury FC to discuss their proposed application to the FA for improvement works to the Pavilion. The proposals include a complete refit of the kitchen, and a copy of the proposed layout will be submitted to the Council for approval. Other works include redecoration throughout, new aluminium guttering, new commercial fans in the changing rooms, the building of a cupboard in the main hall, repointing of some of the brickwork and new windows.

8.2 Monthly Inspection Report

The Monthly Inspection Report dated 30/04/2022 was received. It was reported that there was graffiti on the playship.

The Clerk advised that she had removed the graffiti.

9. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlights, Dog/Litter Bins, Highways, Footpaths)

9.1 Draft Minutes from the Environment and Amenity Committee Meeting

The Draft Minutes of the Environment and Amenity Committee held on 19th April 2022 were received and noted.

The Chairman reported that he was still waiting for a quotation for the war memorial.

Action: Chairman to chase the Contractor.

The Clerk advised she had arranged the Allotment Inspection meeting had been arranged for 29th June 2022 at 7.00pm.

Action: Clerk to invite a representative from the Allotment to attend.

10. Woodrolfe Hard

10.1 Verbal Update from the Woodrolfe Hard Committee

There was no new information to report.

11. Woodup Pool

11.1 Draft Minutes of the Woodup Pool Committee Meeting

The Draft Minutes of the Woodup Pool Committee meeting held on 12th April 2022 were received and noted.

The Clerk advised that the Woodup Pool Working Party had been arranged for Sunday 22nd May 2022 at 10.00 am to prepare the pool for the new season.

Action: Clerk to ask residents via social media if they would like to assist.

11.2 Signage Project

Resolved: Unanimously agreed to accept the proposal from the Woodup Pool Committee to complete the signage upgrade project in phases. Councillors agreed to proceed with Phase 1 – for the purchase and installation of 3 large information boards costing:

Noticeboards – Phelan Barker - £2,983 + VAT

Installation – Bonz - £350

Action: Clerk to circulate a copy of the artwork for the signs to Councillors for final approval.

Resolved: Unanimously agreed to transfer funds from the Woodrolfe Hard Earmarked Fund into the Woodup Pool Earmarked fund to cover the shortfall. £2,000 had been set aside in the budget 2022/23 for the signage project.

11.3 Works – Sleeper and Sand Top-Up

To be deferred to the meeting on 17th May 2022.

12. Neighbourhood Plan

A quotation on the re-run of the Housing Needs Survey plus an additional A4 page for climate change had been received from the RCCE. The cost is as follows:

20% response - £1,838.46 plus VAT
25% response - £2,007.45 plus VAT
30% response - £2,176.44 plus VAT
50% response - £2,852.40 plus VAT
100% response - £4,542.31 plus VAT

Resolved: Unanimously agreed, in principle, to the expenditure for the re-run of the Housing Needs Survey plus a page on climate change. It is expected that the response rate will be between 30%-50%. This will be discussed further by the NP Steering Group.

13. Queen's Jubilee Celebrations (2nd-5th June 2022)

13.1 Request for Grant

Resolved: Unanimously agreed to pay for the toilets for the village picnic on 5th June 2022 for the jubilee celebration. The cost would be £250 plus VAT—the Clerk to order and pay for the toilets direct.

13.2 Risk Assessment - Recreation Ground on 2nd June 2022

Councillors received the Risk Assessment (Appendix E) for the Jubilee event on 2nd June 2022. Councillors were happy to proceed.

14. Local Highways Panel

Councillors reviewed the applications for the Local Highways Panel, which Cllr Stephens had prepared following the meeting held in March 2022:

01 – West Street - Speeding
02 – West Street, High Street and East Street - 20's Plenty
03 – West Street – Parking
04 – High Street – Kings Head and Bakery
05 – East Street – Dove Cottage
06 – Woodrolfe Road – Parking Flood Barrier
07 – Tollesbury School – School crossing patrol

Action: Clerk to submit all applications to Cllr Durham with a covering letter.

Councillors expressed thanks to Cllr Stephens for her hard work in preparing the applications.

15. Television

Resolved: Unanimously agreed to accept the proposal from the Clerk to purchase a 55" TV for the Pavilion, which could be used to display documents at the Parish Council meetings and other users of the Pavilion including The Hangout. The TV cost from Curry is £399 and a stand from Amazon for £80.

The late Cllr Rogers Lankester's son has agreed to donate £300 towards the television.

16. Police/Community Protection Officers (CPOs)

16.1 Police

The Police Reports (confidential) was received and noted.

16.2 CPO Report for March 2022

The report for March 2022 was received. It was noted that there were 3 Parking Penalty Charge Notices (PCNs) issued and 2 Vehicle Move-ons (VMOs) during the March patrols.

The Clerk reported that she would be attending a meeting on 8th June 2022 at the Maldon District Council Officer with the CPO Team.

17. Administration

Tollesbury Climate Partnership – The Clerk reported that the informal meeting had been arranged for Tuesday 24th May 2022, at 7.00 pm in the Pavilion.

Personnel Committee – The Clerk reported that a meeting had been scheduled for Wednesday 25th May 2022 at 7.30 pm in the Pavilion.

Environment Agency – The Clerk reported that a meeting had been scheduled with David Kemp from the Environment Agency on Monday 27th June 2022 at 7.00 pm at the flood barrier.

Parish Councillor Vacancies – The Clerk reported that she had advertised the vacancies, and there had been two residents who had expressed an interest in joining the Parish Council.

Clerk to notify residents that the closing date for applications is 31st May 2022. New members will be co-opted at the meeting on 7th June 2022.

Footpath 18 – The Clerk reported she had received a telephone and emails from a visitor to the village regarding Footpath 18, which runs from Woodrolfe Green down to the seawall via the sewage access road. The visitor advised that he was disabled and because the gate was locked, he could not access the footpath.

As footpaths are the responsibility of Essex County Council, the Clerk forwarded the email to the Public Rights of Ways department for their attention.

Roy Reid at ECC advised that the track and gates are all owned by Anglian Water (AW). Roy has been chasing AW for several weeks to try and get the kissing gate removed.

Roy has managed to find the name of the local engineer responsible for the site, and he is hoping to have a site meeting with him very soon and will keep us updated on the progress.

Roy had also replied directly to the visitor who had made contact.

18. Community Concerns

Cllr Chambers reported:

- She was concerned regarding the service being provided by the Tollesbury Fire Station. Cllr Chambers explained that the Tollesbury Fire Engine is not on the run, mainly due to a shortage of fire crew. Cllr Chambers reported there was a recent incident in the village and the fire crew had to come from Colchester. Councillors agreed that the Tollesbury Fire Service is an asset to the village. They would be happy to encourage recruitment, help promote safety fire days and provide any other support.

Action: Clerk to follow up September letter and write again to the Fire Service to obtain further information and see how the Parish Council can assist.

Councillors had a general discussion regarding the seawall and sea-level rise.

19. Dates of the Next Meetings

Tuesday 17th May 2022 – Full Council Meeting – PLANNING ONLY – 7.30 pm - Pavilion

Wednesday 25th May 2022 – Personnel Committee – 7.30 pm - Pavilion

Tuesday 4th June 2022 – Full Council Meeting – 7.30 pm – Pavilion

Tuesday 14th June 2022 – Recreation Ground Committee – 7.30 pm – Pavilion

Wednesday 15th June 2022 – Woodup Pool Committee – 7.30 pm – Location TBC

Tuesday 21st June 2022 – Full Council Meeting – PLANNING ONLY –
7.30 pm - Pavilion

The Chairman closed the meeting at 9.46 pm.

Signed.....

Date

**Report for Tollesbury Parish Council meeting
on 1st February 2022** (report written 30Jan22)

**From Councillor Emma Stephens
Maldon District Councillor for Tollesbury (Independent)**



Cllr.Emma.Stephens@Maldon.gov.uk
01621 869415 / 079 069 44443

**MALDON DISTRICT
COUNCIL**

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



1. PLANNING

Next planning meetings:

- 2Feb22 North Western; 3Mar22 District

Land north of 48 Woodrolfe Road 21/00702/FUL (Lewis & Scott) – 29 retirement homes

- Developer has submitted a revision, so determination likely to be delayed again from 4Feb22

2. LOCAL DEVELOPMENT PLAN

Housing and Economic Land Availability Assessment (HELAA) – call for sites

- The HELAA (formerly Strategic Housing and Economic Land Availability Assessment, or SHLAA) is now complete
- This looks at sites put forward during the call for land, to see which are likely to be suitable, available and achievable for development – and when (within the next 20 years)
- The HELAA does not allocate land: that will come in the LDP, and some sites may yet fail to be allocated
- The HELAA does not give planning permission: all developments must go through that too
- Each site was considered for the constraints below, and rated as “suitable” or “unsuitable”:
 - Environmental
 - General physical considerations
 - Location & sustainability
 - National planning policy
 - Accessibility
- The full HELAA report is at:
www.maldon.gov.uk/download/downloads/id/18818/housing_and_economic_land_availability_assessment_january_2022.pdf
- Most Tollesbury sites put forward have been rated as “suitable”
- Maps are at
www.maldondc.maps.arcgis.com/apps/webappviewer/index.html?id=fd6b2d64087d4d79a352656e4b8b65d0, plus extracts overleaf.

LDP Public Consultation is now open until 14Mar22

- Seven options are proposed – each has its pros & cons:
 1. Retain the existing LDP approach - focus on Maldon/Heybridge and Burnham on Crouch
 2. Strong focus on the towns and larger sustainable villages*
 3. General focus on Maldon, Heybridge, Burnham on Crouch and all the large villages

4. Pepper pot growth across all sustainable settlements*
5. New settlement bolted onto an existing town or larger village - or next to the MD boundary
6. Focus on the north, to link to facilities in Tiptree, Witham, Maldon and Heybridge*
7. Focus along the Althorne, North Fambridge and Southminster railway line

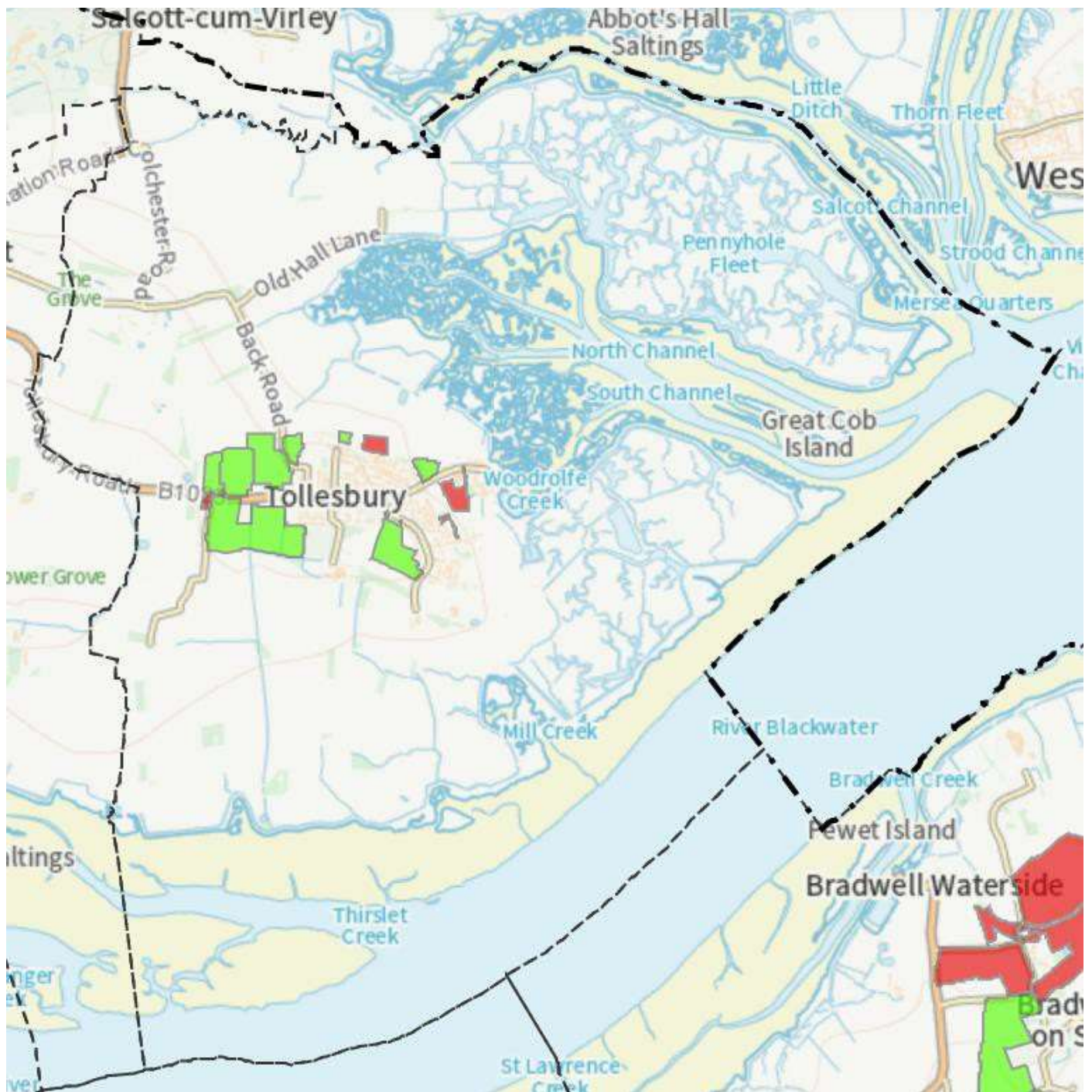
* These options are likely to, or may, focus on Tollesbury

- The land allocated could be based on one of these options – or a hybrid of several
- For full details, and to submit comments, please register at:
www.maldon.gov.uk/info/7050/planning_policy/9897/local_development_plan_review_2021.
- MDC Planning Department is willing to participate remotely in a Tollesbury Public Meeting if the Parish Council would like to organise one

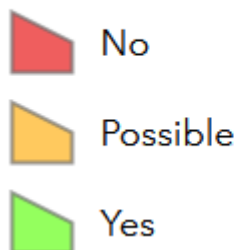
Housing and Economic Land Availability Assessment (HELAA) results: District



Housing and Economic Land Availability Assessment (HELAA) results: Tollesbury area

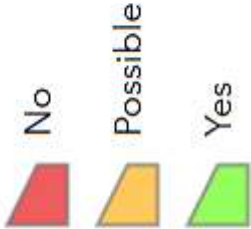


Call For Sites - Identified Sites





Call For Sites - Identified Sites



3. ROAD SAFETY

- Local Highways Panel application form drafted (as supplied to TPC) to request several improvements through Tollesbury: would welcome the opportunity to discuss and pool ideas with the PC or a sub-committee before finalising and submitting
- West Street now on the regular police speeding enforcement plan; latest report attached
- Some drivers almost at 50mph half way between cemetery and 30mph sign

4. NEIGHBOURHOOD WATCH

- Receiving reports – further update to follow

5. WASTE MANAGEMENT

- Day with the crew has taken place but no recycling depot visit yet
- Most issues are with communications not operational – continuing to work with MDC on this

6. MDC and LEADERSHIP

- Following a vote at a full Council meeting, the leader is now Cllr Penny Channer, with Cllr Maddie Thompson as her deputy – both Conservative
- The Chair and Deputy remain as Cllr Mark Heard and Cllr Carlie Mayes – both Independent
- The Members are now:
 - Independent: 11
 - Conservative: 10
 - Non-aligned: 9
 - Vacant seats: 1 (Wickham Bishops and Woodham, following a resignation)
- Limited numbers of the public can now attend Council meetings, following relaxation of covid rules, but live streaming and recording is also to continue; all to be reviewed again at next full Council

7. CONTENT OF THIS REPORT

- Feedback is welcome: please do let me know what you would like to read about in here / what's useful / otherwise / etc

Tollesbury Parish Council Current Year

Income and Expenditure Account for Year Ended 31st March 2022

31st March 2021		31st March 2022
	Operating Income	
95,206	Administration	94,462
890	Amenities	1,015
8,884	Cemetery	5,888
0	Pavilion	95
730	Rec Ground	3,713
743	Woodrolfe Hard	675
100	Woodup	0
2,950	Other	0
109,503	Total Income	105,849
	Running Costs	
40,198	Wages	43,954
9,073	Administration	10,853
2,913	Amenities	3,179
7,129	Cemetery	6,968
455	Pavilion	1,065
22,500	Projects	11,084
10,307	Rec Ground	10,290
4,857	Street Clean	5,000
1,602	Street Light	1,480
995	Woodrolfe Hard	705
1,158	Woodup	2,376
600	S137 Expenditure	2,080
2,756	Other	3,570
104,544	Total Expenditure	102,605
	General Fund Analysis	
47,337	Opening Balance	59,794
109,503	Plus : Income for Year	105,849
156,839		165,642
104,544	Less : Expenditure for Year	102,605
52,295		63,037
(7,499)	Transfers TO / FROM Reserves	7,709
59,794	Closing Balance	55,328

04/05/2022

Tollesbury Parish Council Current Year

12:13

Balance Sheet as at 31/03/22

31st March 2021

31st March 2022

31st March 2021		31st March 2022	
Current Assets			
2,295	Debtors	1,302	
2,805	VAT Control A/c	1,292	
74,519	Tollesbury Bank Accounts	79,376	
<hr/> 79,619		<hr/>	81,970
<hr/> 79,619	Total Assets		<hr/> 81,970
Current Liabilities			
5,244	Creditors	4,352	
<hr/> 5,244		<hr/>	4,352
<hr/> 74,374	Total Assets Less Current Liabilities		<hr/> 77,618
Represented By			
59,794	General Reserves		55,328
2,328	EMR Amenities		4,058
(499)	EMR Cemetery		0
4,502	EMR Recreation Ground		4,302
1,101	EMR Unallocated		1,485
(1,842)	EMR Woodup Pool		1,598
3,358	EMR Neighbourhood Plan		3,139
4,661	EMR Woodrolfe Hard		5,436
496	EMR Streetlighting		77
250	Tollesbury Harbour Project		250
225	EMR Website		1,945
<hr/> 74,374			<hr/> 77,618

The above statement represents fairly the financial position of the authority as at 31/03/22 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible
Financial

Date : _____

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

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

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

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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 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 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
L. The authority publishes information on a free to access website/webpage up to date 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 <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

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

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*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 2021/22

We acknowledge as the members of:

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 2022, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>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.</i>
1. Balances brought forward			<i>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.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>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.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>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.</i>
9. Total fixed assets plus long term investments and assets			<i>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.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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 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

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL

May 2022

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail		Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT						
19.04.22	D/D	Bulb	IN03164318	Electricity Supply - Pavilion		£43.61
22.04.22	D/D	Npower		Electricity Supply - Streetlights		£175.15
26.04.22	D/D	Npower		Electricity Supply - Streetlights		£257.31
29.04.22	D/D	Utility Warehouse		Parish Phone		£55.16
01.05.22	D/D	Maldon District Council	36197	Non-Domestic Rates - Cemetery - May		£36.75
15.05.22	D/D	A & J Lighting Solutions		Monthly maintenance		£67.92
06.05.22	D/D	Knowhow		Annual Subscription		£50.00
11.04.22	D/C	Amazon		Stationery		£10.00
11.04.22	D/C	Amazon		Pointer		£17.99
14.04.22	D/C	Tesco		Storage Boxes		£23.00
19.04.22	D/C	Adobe		Monthly Subscription		£12.64
19.04.22	D/C	Amazon		Chain Basketball Net - Rec Gnd		£17.99
19.04.22	D/C	Rawling		Graffiti remover		£32.42
21.04.22	D/C	Amazon		Paint and Materials Pavilion		£116.34
29.04.22	D/C	Amazon		Paint - Pavilion		£21.00
05.05.22	D/C	Amazon		Bunting - Pavilion - Queen's Jubilee		£12.98
UNITY TRUST BANK - CURRENT ACCOUNT						
20.04.22	Online	Letloos	4753	Toilet Hire - Woodup Pool		£180.00
20.04.22			4754	Toilet Hire - Woodup Pool		£180.00
09.05.22	SO	Wages		Staff Wages		£2,249.50
	Online	HMRC		Tax & NI - April 22		£855.10
	Online	Essex County Council		Employee and Employer Contributions - April		£769.79
	Online	Essex County Council		Employee and Employer Contributions - May		£769.79
	Online	D W Maintenance	2236	Grounds Maintenance - Cemetery - April	£541.66	
			2237	Grounds Maintenance - April	£822.92	
			2237	Removal of goal sockets	£405.00	£1,769.58
	Online	S Curtis	Inv 6	Litter Contract		£416.66
	Online	Viking Skips Ltd	1133	Civic Amenity Skip	£168.00	
			1150	Civic Amenity Skip	£168.00	£336.00
	Online	Magie Roofing and Building		Emergency Works - Roof Tiles Store Shed		£280.00
	Online	Croft Castings Ltd		Blue Plaque - Queens Green Canopy		£414.00
	Online	Wave	10366212	Water Supply - Allotments		£86.88
	Online	The Sign Shop	SI-56378	Signs - Donation Boxes - Woodup Pool		£26.23
	Online	D I Woodley		BBQs - Woodup Pool		£580.00
	Online	The Centre		Hall Hire - Annual Assembly		£38.50
					TOTAL	£9,902.29

Payment Breakdown

Tollesbury Current Account	£635.90
Tollesbury A/c No. 2 Debit Card	£314.36
Unity Trust Bank	£8,952.03
TOTAL	£9,902.29

QUEENS PLATINIUM JUBLIEE

RISK ASSESSMENT FOR BEACON AND FIREWORKS DISPLAY 02 JUNE 2022

NAME OF PERSON COMPLETING RISK ASSESSMENT/UPDATE: Malcolm Cousens.....

DATE OF RISK ASSESSMENT/UPDATE:

.....05/04/2022.....

Risk assessment

RATIOS	needs one Marshall for every 250 people with a minimum of 2.
CONTROL MEASURES IN FORCE	<ul style="list-style-type: none"> • First aid kit available – Qualified First Aider on site • Buckets of water + fire extinguishers • Drop zone • Weather check • Test firing • Neighbours informed • Container for fireworks • One firing at a time

HAZARD	Risk before control Measure	Who is at risk	STEPS TO CONTROL RISK	RISK LEVEL if controls implemented	REVIEW AND DECISION
Injury caused by fireworks and lighted beacon Inadequate space Spectators use fireworks	High	All	<ul style="list-style-type: none"> • 25m x 25m space has been allowed for the firing area. • A dropping zone for spent fireworks of 100m x 50m is in place in a downwind direction (check weather conditions) • Spectators are to be kept back on the opposite side from the dropping zone at least 25m from the firing zone. • The area has been checked and is free from obstructions i.e. trees, overhead power cables and well away from buildings. • Suitable secure area for firework storage inaccessible to public. • Firing area supervised once fireworks set up. • Spectators will not be allowed to enter the site with their own fireworks, including sparklers. • Spent firework cases gathered, site also checked at first light • Always supervised 	Low	Checked by MJC on 2 nd June 22.

HAZARD	Risk before control Measure	Who is at risk	STEPS TO CONTROL RISK	RISK LEVEL if controls implemented	REVIEW AND DECISION
Adverse weather	High	All	<ul style="list-style-type: none"> • Test launch of small firework to gauge effect • Increase separation from fireworks and safety line / barriers • If safe separation cannot be ensured delay / cancel display 	Low	Checked by MJC on 2 nd June 22.
Fire Ignition of premises Small fires	Medium	All	<ul style="list-style-type: none"> • Adequate separation from buildings (see above) • Adequate water, sand buckets etc. • Position water in appropriate places to allow quick access 	Low	Checked by MJC on 2 nd June 22.
Crowd Control	Medium	All	<ul style="list-style-type: none"> • Marshalls in place and responsible for crowd control i.e. keep at least 25m away from display and lighted beacon • Spectators will not be allowed into the display area 	Low	Checked by MJC on 2 nd June 22.
First aid cover	Low	All	<ul style="list-style-type: none"> • First aid equipment on site and close to use. • Designated qualified first aider available. • Mobile phones available 	Low	Checked by MJC on 2 nd June 22.
Surrounding areas /Neighbours	Low	All	<ul style="list-style-type: none"> • Neighbours have been informed of the proposed display by the 1st June 2022 	Low	Checked by MJC on 2 nd June 22.
Surface of field / internal areas	Low	All	<ul style="list-style-type: none"> • Ensure arrangements are in place for clearing up and safely disposing of any litter left after the event • Regular premises inspections. 	Low	Checked by MJC on 2 nd June 22.

HAZARD	Risk before control Measure	Who is at risk	STEPS TO CONTROL RISK	RISK LEVEL if controls implemented	REVIEW AND DECISION
Slips, Trips and Falls			<ul style="list-style-type: none"> Adequate external lighting available – use porta cabin flood lights 		

Tollesbury Fire and Rescue service will be in attendance for the Beacon lighting and firework display to provide safety cover and first aid cover for the event

CHECKLIST

		✓
Named Leader	Running / co-ordinating event	
Marshalls	Sufficient	
	Briefed re emergencies / duties	
	Torches	
First Aid	Qualified persons	
	Adequate facilities (indoors, water, etc)	
	Briefed	
	How controlled to prevent	
	Bucket	
Lighting	Adequate in public access areas	
	Back up in case of failure	
Fireworks	Positioning	
	Drop zone	
	Wind direction	
	Lighting (automatic / portfires etc)	
	Experience / training of firer(s)	
	Personal protective equipment for firers	
	Dealing with misfires	
	Clearing up afterwards	
	Storage	
	Agreed emergency procedure	
Insurance	Checked	

FIRE ENGINE WITH FIRST AIDERS
TO ENTER RECREATION GROUND BY SWING
GATE.

IT WILL BE AT THE DISCRETION OF THE
FIRE SERVICE WHERE THEY WISH TO PARK

ONCE THE BEACON IS LIT LORD LIEUTENANT
BAGGER, CHAIR WILL MOVE INTO THE SAFETY
ZONE FOR THE FIREWORKS



THE FIREWORKS AND BEACON WILL BE A MINIMUM OF 100M FROM THE PAVILION. FIREWORKS WILL HAVE
A 25M SAFETY ZONE ROLLED OFF AND CONTROLLED BY MARSHALS. THE BEACON WILL HAVE A
SAFETY ZONE OF 10 METRES AND WILL BE APPROX 35M FROM THE FIREWORKS
THE FIREWORKS WILL BE ON BOARDING TO PREVENT ANY DAMAGE TO THE GRASS