

**Present:** Cllrs Bell, Clare, Goldie, Hawes, Page, St Joseph

**In the Chair:** Cllr Plater

**Clerk:** Michelle Curtis

**Also Present:** District Councillor Stephens  
2 Members of the public

**1. Apologies for Absence**

There were apologies for absence from Cllrs Fernyhough and Rogers.

**2. Declarations of Interest**

Cllr St Joseph declared interests as follows:

- Personal and prejudicial interest in relation to agenda item 8.1, planning application PACUAR/MAL/23/00272, as he has a farming relationship with the applicant.

**3. Public Forum**

A resident asked the following:

- When will work be carried out to the skate ramps/youth shelter - painting to cover the graffiti?
- Now that the kickwall has been installed, will the Parish Council be publicising it?

The Clerk answered as follows:

- It is hoped that once the new Recreation Ground Committee is formed (the membership of the Committee to be agreed upon at the Annual Statutory Meeting on 16<sup>th</sup> May 2023), a meeting can be arranged to take forward outstanding works.
- Goals and targets need to be painted onto the kickwall; once this has been done, it will be publicised. Again, this needs to be discussed by the Committee.

**4. County Councillors and District Councillors**

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

Cllr Stephens also provided information on Planning Appeal Statistics for Maldon District Council (MDC) (Appendix B).

Councillors asked how the figures compared regionally.

**Action:** Cllr Stephens to ask MDC.

**5. Minutes of the Meetings held on the 18<sup>th</sup> April 2023**

**Resolved:** the Minutes of the Parish Council Meeting held on 18<sup>th</sup> April 2023 be approved as a true and accurate record of the meeting. Proposed Cllr Hawes, seconded Cllr Rogers. Unanimously agreed by those who attended.

The Chairman signed the Minutes.

## **6. Accounts 2022/23**

### **6.1 Accounts 2022/23**

**Resolved:** Unanimously agreed to approve the 2022/23 accounts (Appendix B).

The Chairman and Responsible Financial Officer signed the accounts 2022/23.

### **6.2 Annual Governance and Accountability Return**

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

#### Section 1 – Annual Governance Statement

Section 1 was completed and signed by the Chairman and the Parish Clerk.

#### Section 2 – Account Statement

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

## **7. Finance**

The items for payment totalling £8,498.80 were presented for approval (Appendix D).

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

## **8. Planning**

### **8.1 Planning Applications**

In accordance with the declaration disclosed, Cllr St Joseph left the meeting.

Application No: PACUAR/MAL/23/00272 PP-12010109

Proposal: Conversion of agricultural building to two dwellings.

Location: Land Adjacent To Old Hall Farm Old Hall Lane Tolleshunt D'Arcy

**Resolved:** Unanimously agreed to recommend refusal of this application for the following reason:

- Potential damage to the rural location

Cllr St Joseph returned to the meeting.

Application No: LDP/MAL/23/00421 PP-12092339

Proposal: Claim for lawful development certificate for a proposed dormer to the rear and roof lights to the front.

Location: 36 New Road Tollesbury

**Resolved:** Unanimously agreed to recommend approval of this application.

### **8.2 Planning Decisions by Maldon District Council**

HOUSE/MAL/23/00184 - 11 Orchard Close – Refused

FUL/MAL/22/01148 - Land At Garlands Farm Cottages 76 West Street - Refused

### **8.3 Planning Appeals – None received**

### **8.4 Planning Appeal Decisions – None received**

## **8.5 Tree Preservation Orders for information**

TREE PRESERVATION ORDER NO. 02/23  
Location: 76 West Street Tollesbury CM9 8RJ

## **9. Parish Council Insurance**

The confirmation from Gallagher Insurance of the amendments to the insurance policy was received and noted. There were no additional charges to the insurance premium for the modifications made.

## **10. Recreation Ground**

### **10.1 Verbal Report from the Recreation Ground Committee**

A review of the works required at the Recreation Ground would be carried out once the new Committee had been formed.

Cllr St Joseph reported:

- The Queens Green Canopy trees in the hedgerow are doing well.
- There are three holes in the skate park walk which need repairing.
- The mound near the skate park, reported at the last meeting, still needs attention.
- At the previous meeting, it was reported that there had been spraying around the base of the trees. We occasionally receive requests for rewilding, but if the areas are left, it could cause a more significant issue as it would be very likely that the Alexanders (an invasive plant) would spread.

### **10.2 Monthly Inspection Report**

The Monthly Inspection Report dated 23/04/23 was received – It was noted that the graffiti had been removed from the end pavilion wall and the store shed.

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

### **11.1 Draft Minutes from the Environment and Amenity Committee Meeting**

The draft minutes of the Environment and Amenity Committee Meeting held on 18<sup>th</sup> April 2023 were received and noted.

### **11.2 Cemetery**

**Resolved:** Unanimously agreed to proceed with the proposal from the Environment and Amenity Committee for repairs to be carried out to the road in the Cemetery. The cost of the work is £410 + VAT from Bonz Cairey.

## **12. Woodrolfe Hard**

### **12.1 Verbal Report from the Woodrolfe Hard Committee**

Cllr St Joseph reported:

- Additional stone at Woodrolfe Hard was not required at the moment. This may be required in October.
- A small working party may scrape some mud off the Hard.

### 13. Woodup Pool

#### 13.1 Verbal Report from the Woodup Pool Committee

The Clerk reported:

- The Clerk confirmed that the Memorandum of Understanding (MoU) dated 24<sup>th</sup> March 2023 had been signed by Green Marine (Boatyard) Ltd. The MoU is to be reviewed in one year.
- She had contacted Letloos to book the toilets for the season. Letloos have advised that they are no longer covering the Tollesbury area. The Clerk had contacted Euroloos for a quotation, and they can provide the toilets at £50 per week. The Clerk had also contacted Mobile Thrones and was waiting for a quotation. The Clerk reported that the hire cost from Letloos was £25 per week.

**Resolved:** Unanimously agreed that due to the need for the toilets by the end of the month, depending on the quotation from Mobile Thrones, for the Clerk to place the order for the toilets with the cheapest quote between Euroloos and Mobile Thrones.

Cllr Hawes reported:

- The Pool Event Organisers are continuing to plan for the event on 24<sup>th</sup> June 2023.  
A copy of the proposed layout plan for the event was displayed for comments by the Councillors. Councillors gave some feedback which Cllr Hawes would feedback to the Organisers.  
Cllr Hawes reported that she would be attending a meeting on 17<sup>th</sup> May with the Event Organisers.

It was reported that the brambles on the bottom of the seawall were overgrown and required cutting back.

**Action:** Clerk to ask the Environment Agency to cut back along the top of the seawall.

**Action:** Clerk to ask Bonz to cut back the brambles along the bottom of the seawall.

Cllr Bell reported:

- That the Woodup Pool Working Party was being held on Saturday 13<sup>th</sup> May 2023, at 10 am.
- He had spoken with FACT that day, and they had reported that there were oyster shells around by the sluice gate, which may be sharp. Cllr Bell suggested that it was arranged for them to be removed when the pool is next emptied.  
**Action:** Clerk to ask FACT if they could remove the oyster shells when they next empty the pool. If FACT cannot help, the Clerk will arrange for a local Contractor to remove them.

#### 13.2 Lifebuoys

Councillors reviewed that artwork and suggested that the Tollesbury Logo be made bigger if possible.

**Resolved:** Unanimously agreed to approve the artwork for the new Lifebuoys.

**Action:** Clerk will send the artwork to the Business Sponsors for final approval and request the £500 from each business to pay towards the new lifebuoys.

### **13.3 Paddle Sports Sessions**

Councillors were happy for paddle sports sessions on any of the dates suggested by MDC (26<sup>th</sup> July, 2<sup>nd</sup> August, 15<sup>th</sup> August, 23<sup>rd</sup> August).

## **14. Police/Community Protection Officers (CPOs)**

### **14.1 Police**

The Police Reports (confidential) were received and noted.

Cllr Clare reported:

- There had been an incident with further damage to the bird hide the previous weekend. This has been reported to Essex Police.

–

### **14.2 CPO Report for March 2023**

The report for March 2023 was received and noted.

## **15. Administration**

DLP Planning Limited – The Clerk reported that a meeting had been arranged with DLP Planning Limited (Developers for the West Street/North Road (Land south of Carrington Farm) site. The meeting is on 10<sup>th</sup> May 2023 via Zoom, commencing at 7.30 pm. The meeting is open to Parish Councillors and the Neighbourhood Plan Steering Group.

## **16. Community Concerns**

Cllr Goldie reported:

- Tollesbury Climate Partnership had planted some trees on the bank near the Marina.

The Chairman reported:

- There was an uncontested election for Tollesbury, and the Chairman thanked all Councillors for their hard work.
- Cllrs Chambers and Lowther would not be standing, and on behalf of the Council, the Chairman thanked them both for their hard work while serving on the Parish Council.

## **17. Dates of the Next Meetings**

Tuesday 16<sup>th</sup> May 2023 – Annual Statutory Meeting – 7.30 pm – Pavilion

The Chairman closed the meeting at 9.06 pm.

Signed.....

Date .....

**Report for Tollesbury Parish Council meeting**  
**on 2<sup>nd</sup> May 2023** (report written 27Apr23)

# MALDON DISTRICT COUNCIL

Princes Road  
Maldon  
Essex CM9 5DL

[www.maldon.gov.uk](http://www.maldon.gov.uk)



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



[Cllr.Emma.Stephens@Maldon.gov.uk](mailto:Cllr.Emma.Stephens@Maldon.gov.uk)

01621 869415 / 079 069 44443

## 1. PLANNING

- **Next planning meetings:** District 14Jun23 (provisional), 11Jul23; North Western 24May23, 21Jun23.
- The Planning pre-application service suspension is continuing for a further 3 months. The Council continues to struggle with recruiting and retaining planning officers, so it is having to focus on its statutory duties.

## 2. ROAD SAFETY: Local Highways Panel (LHP) applications:

- Install of a village “gateway” at the 30mph sign to slow traffic entering the village is still expected this calendar year.

There is a limited amount to report this time, in the run-up to the elections, so I've chosen a pictorial approach for the rest of the report:

## 3. NEWS

- **4<sup>th</sup> May elections:** Please do remind neighbours and residents to bring their photo Id.



## DON'T FORGET!

We all need **PHOTO ID** to vote in next Thursday's election.

## Do you know where yours is?

For a full list of what you can use please see <https://www.gov.uk/how-to-vote/photo-id-youll-need>.

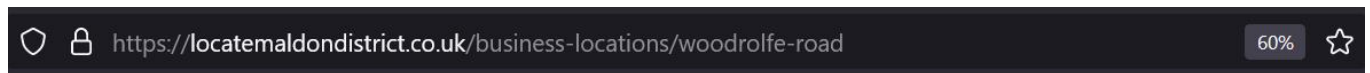
Please, please remind your friends, relations, colleagues and neighbours – and especially people who don't see facebook.



- **Tourism promotion:** Funding from Magnox enabled MDC to place advertorials in *Coast Magazine* and *The Great Outdoors*. Social media activity focused on targeting residents, and the magazine articles concentrated on a visitor audience.



- **Locate Maldon District** is now live; a new investment prospectus for the District: <https://locatemaldondistrict.co.uk/>. Tollesbury businesses feature in here, and more can be added on request.



Why Maldon District
Find Your Place
Be Supported
Be Informed
Be Inspired

◀ BUSINESS LOCATIONS

# WOODROLFE ROAD, TOLLESBURY

TYPE	Industrial Area
SIZE	4.12ha
ADDRESS	Tollesbury, Maldon, CM9 8SB

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Woodrolfe Road is a unique industrial area in the village of Tollesbury with a range of specialist businesses benefitting from this coastal location. It hosts a number of specialist marine and engineering businesses in this historic maritime village.

**From:** Cllr. Emma Stephens <cllr.emma.stephens@maldon.gov.uk>  
**To:** Tollesbury Parish Council <tollesburypc@btinternet.com>  
**Date:** May 1, 2023 12:18:29 AM  
**Subject:** Planning Appeal Statistics

Hello Michelle,

Could you provide this information to the Parish Council if I'm unable to attend Tuesday's meeting for any reason please? Thank you very much.

At a recent Parish Council meeting it was suggested that most planning appeals in the District are successful, and I noted that I didn't think that was the case, but that I would check. Using [MDC's planning portal](#) I have run a report of all Maldon District planning appeals with an appeal decision date from 1Jan22 to 31Dec22 and this shows the following outcomes:

Appeal outcome	Qty	Percentage
Appeal dismissed	40	55.56%
Appeal allowed	26	36.11%
Appeal withdrawn	6	8.33%
<b>Total</b>	<b>72</b>	<b>100.00%</b>

With best regards,

*Emma*

Emma Stephens

Maldon District Councillor for Tollesbury (Independent)


01621 869415 / 079 069 44443

[cllr.emma.stephens@maldon.gov.uk](mailto:cllr.emma.stephens@maldon.gov.uk)

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**Maldon District Council**

Our Vision: Sustainable Council, Prosperous Future

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## Tollesbury Parish Council Current Year

## Income and Expenditure Account for Year Ended 31st March 2023

31st March 2022		31st March 2023
	<b>Operating Income</b>	
94,462	Administration	96,990
1,015	Amenities	1,122
5,888	Cemetery	8,290
95	Pavilion	170
3,713	Rec Ground	3,566
675	Woodrolfe Hard	787
<b>105,849</b>	<b>Total Income</b>	<b>110,925</b>
	<b>Running Costs</b>	
43,954	Wages	48,737
10,853	Administration	11,287
3,179	Amenities	4,294
6,968	Cemetery	7,017
1,065	Pavilion	1,127
11,084	Projects	13,084
10,290	Rec Ground	11,296
5,000	Street Clean	5,000
1,480	Street Light	4,423
705	Woodrolfe Hard	700
2,376	Woodup	3,990
2,080	S137 Expenditure	1,163
3,570	Other	3,577
<b>102,605</b>	<b>Total Expenditure</b>	<b>115,696</b>
	<b>General Fund Analysis</b>	
59,794	Opening Balance	55,328
105,849	Plus : Income for Year	110,925
165,642		166,253
102,605	Less : Expenditure for Year	115,696
63,037		50,557
7,709	Transfers TO / FROM Reserves	2,786
<b>55,328</b>	<b>Closing Balance</b>	<b>47,771</b>

29/04/2023

## Tollesbury Parish Council Current Year

13:35

## Balance Sheet as at 31/03/23

31st March 2022

31st March 2023

31st March 2022		31st March 2023	
Current Assets			
1,302	Debtors	440	
1,292	VAT Control A/c	740	
79,376	Tollesbury Bank Accounts	79,592	
<u>81,970</u>		<u>80,771</u>	
<b>81,970</b>	<b>Total Assets</b>	<b>80,771</b>	
Current Liabilities			
4,352	Creditors	7,925	
<u>4,352</u>		<u>7,925</u>	
<b>77,618</b>	<b>Total Assets Less Current Liabilities</b>	<b>72,847</b>	
Represented By			
55,328	General Reserves		47,771
4,058	EMR Amenities		2,165
4,302	EMR Recreation Ground		9,302
1,485	EMR Unallocated		5,463
1,598	EMR Woodup Pool		2,093
3,139	EMR Neighbourhood Plan		3,228
5,436	EMR Woodrolfe Hard		2,053
77	EMR Streetlighting		77
250	Tollesbury Harbour Project		250
1,945	EMR Website		445
<u>77,618</u>			<u>72,847</u>

The above statement represents fairly the financial position of the authority as at 31/03/23 and reflects its Income and Expenditure during the year.

Signed :

Chairman

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

Signed :

Responsible  
Financial

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

# Annual Governance and Accountability Return 2022/23 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 2022/23

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 2023**.
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 2023**. 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 2023
  - 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 2022/23

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 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 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) 2022/23

- 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. Any amendments must be approved by the authority and properly initialled.
- 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 2023.
- 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.
- 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 bank reconciliation is incomplete or variances not **fully** explained then 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

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 <b>the dates set for the period for the exercise of public rights</b> , 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 Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	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 <b>31 March 2023</b> 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? <b>NB:</b> 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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2022/23

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**During** the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.			
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.			
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.			
<b>J.</b> 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.			
<b>K.</b> 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. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			
<b>L.</b> 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.			
<b>M.</b> 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 <i>(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)</i> .			
<b>N.</b> The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

<b>O. (For local councils only)</b>	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 2022/23

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 2023, that:

	Agreed		
	Yes	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.			<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/YYYY

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 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
<b>1.</b> 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>
<b>2.</b> (+) 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>
<b>3.</b> (+) 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>
<b>4.</b> (-) 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>
<b>5.</b> (-) 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>
<b>6.</b> (-) 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>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> 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 – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> 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>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

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 2022/23

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 2023; 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 2022/23

(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 2022/23

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 2023.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

**TOLLESBURY PARISH COUNCIL**  
**PAYMENTS FOR APPROVAL**

**May 2023**

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail		Amount
<b>CO-OPERATIVE BANK - CURRENT ACCOUNT</b>						
26.04.23	D/D	Npower	IN06691329	Electricity Supply - Streetlights		£265.11
28.04.23	D/D	Octopus	KI-C5266B98-001	Electricity Supply - Pavilion		£30.90
29.04.23	D/D	Utility Warehouse	195977149	Parish Phone		£55.16
01.05.23	D/D	Maldon District Council		Non-Domestic Rates - Cemetery - May		£43.00
15.05.23	D/D	A & J Lighting Solutions		Monthly maintenance		£67.92
<b>UNITY TRUST BANK - CURRENT ACCOUNT</b>						
04.04.23	D/D	Knowhow		Annual Subscription		£50.00
17.04.23	D/C	Adobe		Monthly subscription		£16.64
18.04.23	D/C	Screwfix		Painting Materials		£14.99
29.04.23	D/C	Mr Flag		Union Flag		£153.69
<b>UNITY TRUST BANK - CURRENT ACCOUNT</b>						
02.05.23	Online	Wages		Staff Wages		£2,371.38
	Online	HMRC		Tax & NI - April 22		£982.25
	Online	Essex County Council		Employee and Employer Contributions - April		£870.41
	Online	Essex County Council		Employee and Employer Contributions - May		£870.41
	Online	D W Maintenance	2383	Grounds Maintenance - Cemetery - April	£558.33	
			2384	Grounds Maintenance - April	£807.92	£1,366.25
	Online	S Curtis		Litter Contract		£416.66
	Online	Viking Skips Ltd	1433	Civic Amenity Skip		£168.00
	Online	Wave	11801504	Water Supply - Allotments		£145.41
	Online	Rialtas	SM28522	Annual Software Support & Licence		£178.62
	Online	Bonz		Spraying of grass encroaching beach - Woodup Pool		£72.00
	Online	Mobile Thrones		Potable Toilets - Woodup Pool Event		£360.00
					<b>TOTAL</b>	<b>£8,498.80</b>

<b>Payment Breakdown</b>	
Tollesbury Current Account	£462.09
Tollesbury A/c No. 2 Debit Card	£235.32
Unity Trust Bank	£7,801.39
<b>TOTAL</b>	<b>£8,498.80</b>