MINUTES OF THE PATTINGHAM AND PATSHULL PARISH COUNCIL MEETING HELD ON THE 5TH SEPTEMBER 2022 AT PATTINGHAM VILLAGE HALL

Present: Councillors: R Lines (Chairman), Mrs A Davies (Vice-Chairman), D Billson, A Turner, N Hill, L Billingham, J Tomlinson, T Mason, M Finch, N Land and County Councillor Jak Abrahams

Also Present: Miss J S Cree, County Councillors Mrs V Wilson and R Read, Mrs Norton, Mrs Cooper, Mrs Smith, Mr and Mrs Schubert, Mr and Mrs Woolley, Miss Osbourne, Mr & Mrs Hughes, Mr and Mrs Potts, Mrs Ray, Mrs Billingham.

94/22. Apologies for Absence.

Apologies of absence were received from Councillors A Freeman and Mr & Mrs Baugh and Mr and Mrs Bryan.

95/22. Declarations of Councillors' Interest.

There were none declared.

96/22. Public Forum - Democratic fifteen minute period / public question time (including BKV Prize presentation).

Standing orders were raised to enable members of the public to address the Council and to make the Best Kept Hanging baskets, gardens and sunflower competition prize presentations.

Bkv Presentations

Pattingham

Best Gardens

1st place - 39 High Street
2nd place - 4 Hall End Close
3rd place - 31 Letchmere Close

Hanging baskets

1st place Trophy - 10 Yew tree Road
2nd place - 17 Moor Lane
3rd place - 22 Clive Road

Sunflowers

1st place Trophy - 12 Sandringham Road - 14ft
2nd place - 5 Windsor Road - 7ft
3rd place - 10 Hall End Close - 6ft

Burnhill Green

Best Gardens

1st: No 6 The Old Post Office
2nd: Rose Cottage
3rd: Walnut Cottage

Hanging baskets and tubs

1st: 22 Snowdon Road
2nd: Walnut Cottage
3rd: The Old Memorial Hall

Sunflower Competition

3 entries from the same household the Old Vicarage **- 6ft 1 inch, 5ft 8 inches and 5ft 2 inches**.

The chairman thanked all the winners, and runners up, for participating in the village competitions.

Mr and Mrs Barnfield – they wish to raise issue with the road junction outside their house on Badger / Burnhill Green Road. Since January there have been 4 major incidents. Most of the accidents are speed related and one alcohol. County Councillor J Abrahams reported that he has been to visit them on this matter. This is now becoming an accident black spot and is the worst in his County area. He has had the road signs re painted on the junction and the upright sign is still on the floor and needs re-erecting. He has requested a stop sign on the junction from the County Council and is pushing for this. Possible solutions to improve the situation could be a flashing warning signs, rumble type strips, red tarmac, improving the green area with rhino planters / reflective bollards. In addition the hedge needs to be cut back at the junction and also when the ditches are cleared annually the spoil needs to be removed as this is causing an issue with visibility in the height of the summer.

Cllr L Billingham and County Councillor J Abrahams are progressing the installation of village gateway markers, which may help. The direction of travel going to Badger will need to have a liaison with Shropshire Council it's the border, and a site visit will be organised. The gateway markers cannot be moved to a location nearer the property.

Mr Woolley **-** Parking on yellow lines outside of the Crown. It was noted that this is an ongoing problem and has worsened since the road markings were removed, when the road was resurfaced, although they are now back in place the problem has remained. Friday and Saturday nights are the worst times. PCSO Sian Fryer reported that parking is not a Police matter, parking can be reported via Staffordshire County Council Report it and they need to be made aware of the problem. The more people that raise the issue and report it the better to try to get action.

Cllr J Tomlinson asked if the Police can they help with parking on the Westbeech Road, in his opinion it is dangerous to other road users. Cllr Mrs A Davies asked if PCSO Sian Fryer can write a piece in the school newsletter for the start of the new term to help train the new parents where to park. Also if the Star buddies scheme from the Council is available and these actually record parking on yellow lines. Cllr Mrs A Davies and PCSO Sian Fryer will meet and organise this.

Mrs Osbourne – She is concerned with the smell of drugs around the village on the weekend, from streets to the park area. The PCSO Sian Fryer asked for an idea of times when these incidents are happening so the Police can look into the situation. County Councillor Jak Abrahams has been working with the owners of Patshull Estate and Insp Wain to try to improve the issues of drug dealing on the estate.

The Chairman requested that the more any of the above issues are reported and logged on the police system, the more likely we will see a greater police presence leading to some action.

Standing orders were reinstated

97/22. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 18th July 2022.

The minutes of the above meeting were agreed as an accurate and true record of the meeting.

98/22. County / District Councillors to address the Council on any matters relevant to the Parish

Councillor T Mason raised the following points:-

- The SSDC owned SID sign will be installed on Clive Road by the end of next week.
- Maggie Quinn has asked to attend the next meeting to discuss her role as a Community enabler – Clerk to organise.
- There is a site visit being organised at Patshull Park to look at the application for holiday lodges.

Councillor J Abrahams raised the following points:-

- The dead tree on Westbeech Road/Shropshire border - Shropshire Council are going to look at it in 7 – 8 weeks.
- Site visit Burnhill Green junction to be organised with neighbouring Parish / Authority.
- Planters on gateway markers – to be discuss with Cllr L Billingham further.

99/22. To receive a report from the Police and discuss any relevant outstanding correspondence relating to Police matters only.

The police report was circulated to all members prior to the meeting and the figures are detailed below:-

1 x Burglary – Nurton – gained access through utility window (nothing taken)

0 x Theft of vehicle

1 x Criminal damage- car scratched ASB :

We have had 2 calls related to ASB, 1 house party, Youths on skate park being rowdy

The unlicensed Quad bike is still an issue in the village. Police are not allowed to pursue the vehicle as they do not have a helmet on.

PCSO's are not allowed to use the Speed Device any more - only trained Police Officers can use them now.

There is a community speed watch set up in the Burnhill Green area.

100/22. To receive an update on the outdoor Gym Equipment

The gym equipment is to be installed w/c 5th September. This was noted. Members thanked Cllr A Freemen for his involvement in selecting the equipment.

101/22. Pepper Hill Solar farm planning applications ref number 22/03068/FUL

Boningale Parish Council have submitted their comments on the above application and the link to the comments was circulated to all members of the Council for their reference. This was noted.

102/22. To receive an update on Village gateway markers

Cllr L Billingham is liaising with County Councillor Jak Abrahams on this matter and report back any progress to the future meetings.

103/22. To receive an update on Football fees for the coming season

The Clerk to check payment of the fees and chase any unpaid. The new season has started and the pitch has been used already. A question was raised about the number of games allowed per season per team – but this is not something the parish council feel is abused, or needs monitoring on a granular basis. The clubs pay a season-long fee, and are allowed to play a number of friendly matches once the pitch is marked out in August.

104/22. To discuss further how Mercer Farming could assist village projects

It was noted that an area where the Mercer family could help the Parish is as reported earlier to cut back the hedges by the junction to the Burnhill Green Road and perhaps move the spoil from the side of the road from the ditch draining. The land in question is owned by the Crown Estate who have not responded to a detailed list of issues relating to their land, and Cllr L Billingham has been talking through their land agent Savills.

County Councillor Jak Abrahams suggested helping children access the Kingswood Activity Centre as they have been struggling to get the children to the area as busses cannot get to the centre due to the hedges being overgrown.

The stiles on the footpaths need to be repaired and new signage is required for the former Millennium / permissive footpaths.

105/22. To discuss Park maintenance

The Clerk has spoken to Tygar Surfacing regarding the path and they have been delayed in quoting for a resin-bound surface, but will get a quote for the October meeting.

A tree near the goal posts on the top field (near the kissing gate) on Westbeech Road need to be cut back due to an incident that has taken place which is currently under investigation by the Police. Due to importance of the situation the Chairman had got a price to get this crown uplifted to improve all-round visibility, and also attend to any other tree maintenance on the day rate of £1000 for the day. The sum of £1000 was agreed and the work to be completed as soon as possible.

A claim has been submitted in relation to an accident on the play park parallel bars in July 2021. This has been forwarded to the Parish Council's insurance company.

106/22. To receive an update on Christmas Lights

The contractor is scheduled to attend the HERS training course in September, and should then be qualified to connect the street lights to the mains power supply for this year's display.

Cllr Mrs A Davies reported that the PTFA are looking at the 26th November 2022 for the Pattingham switch on and the Burnhill Green switch on will be on the 27th November 2022.

In addition we have been advised by the County Council officer that deals with Christmas lights that the redundant pole that supported the catenary wire across the road to the tree needs to be removed at the Parish Council's cost. A figure has been requested from them to remove the post, and this will be discussed at the next meeting.

107/22. Report from the Clerk.

Correspondence received:-

Notification to replace a wooden memorial plaque backing on the playing fields.

Information relating to how to access St Marys Church from a resident from Burnhill Green.

108/22. Accounts for Payment including the External Auditors report

The accounts for payment are detailed below:-

Chq No	Payee	Description	Amount
723624	cancelled		£0.00

723625	cancelled		£0.00
723626	Dittons		£600.00
723627	D Horton	Petrol receipts (6 months)	£51.32
723628	Amazon	Sign	£9.29
723629	A Horton	Gardening Sept	£160.00
723630	Administration	September	£677.10
723631	HMRC	September	£182.49
dd	Utility Warehouse		
dd	EE		£21.92
dd	BT		£57.53
		Total	**£1,759.65**

The accounts were accepted and agreed with additional cheques for the Best Kept Village Competition of £260 and £50 for the changing room cleaning.

The Annual General Accounts Return has come back from the auditor and is set out as appendix 1 to these minutes and it was noted that there were no comments made.

109/22. Items for future Meetings

Items for the agenda to be with the clerk by the 1st October 2022. Invite Maggie Quinn – Community enabler, electric bikes/scooters on the playing field, ASB in the park, signs on tennis courts stating no football.

110/22. Dates of Next Meetings –

10th October 2022 - Burnhill Green

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 **Section1, 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

PATTINGHAM PARISH COUNCIL

WWW. pattinghamparish council. com

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. *(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")*			✓
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 *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

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 seperate sheets if needed).

Date(s) internal audit undertaken

13 04 2022

Name of person who carried out the internal audit

MRS RUTA PULLAR

Signature of person who carried out the internal audit Pullar;

Date 13 04 2022

*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:

PATTINGHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	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.	✓			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:

9/5/2022

and recorded as minute reference:

60/22

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

Chairman

Clerk J S Cree

www.pattinghamparishcouncil.com

Section 2 – Accounting Statements 2021/22 for

PATTINGHAM & PATSHULL PARISH COUNCIL

	Year ending 31 March 2021 £	Year ending 31 March 2022 £	Notes and guidance: 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	68165	76089	*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	48790	47750	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	1867	11304	*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	9788	10294	*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	7500	Ø	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	25445	31741	*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	76089	93108	*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	83815	88710	*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	394417	394417	*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	Ø	Ø	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

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

JS Cree

Date 9/5/2022

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

9/5/22

as recorded in minute reference:

60/22

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

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

In respect of **Pattingham and Patshull Parish Council**

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

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.

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

Not applicable.

3 External auditor certificate 2021/22

We 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:

Not applicable.

External Auditor Name

Mazars LLP, Newcastle, NE1 1DF

External Auditor Signature *Mazars LLP* Date **11 August 2022**