

Kingston Parish Council (KPC)
Minutes of Meeting held at 6.30pm on 20th June 2023

Sue Dalglish (SD)
Julie Conder (JCo)
Miki Ellar (ME)
Mark Nicholls (MN)
Paul Wheeler (PW)

Meeting Commenced at 6.30pm.

1. Apologies

None

2. Appointment of New Interim Parish Clerk and Registered Financial Officer

Peter Stokes was confirmed as interim parish clerk and Registered Financial Officer with effect from 13 June 2023 until a permanent clerk is appointed. He will work for the same salary as the former clerk. Full details are shown in the attached contract of employment and job description.

3. Signing of AGAR documentation for financial year 2022/23

- 3.1. AGAR Certificate of exemption was signed for the year 2022/23
- 3.2. AGAR Annual Internal Audit form signed by our internal auditor Ivan Cooper was presented.
- 3.3. AGAR Annual Governance Statement 2022/23 was presented, discussed and signed.
- 3.4. AGAR accounting statements for 2022/23 was presented and signed.

4. A.O.B

- 4.1. A fallen branch on a tree in the orchard was discussed. It was agreed that Peter Stokes, with assistance from the parish council, will remove the branch and dispose of the wood. The parish council will arrange to remove leaves etc. Will re-visit topic at the next parish meeting.
- 4.2. The topic of weed growth around the climbing frame in the playground was discussed. A quote has been requested from Buchans to spray the bark following the removal of a large number of thistles by Mark Nichols. The topic of pesticide use around play equipment will be investigated and signage erected to advise people not to use the climbing frame following the spraying of weeks for a set period of time – details of which to be obtained from Buchans.
- 4.3. The topic of a dead tree in Cranes Lane was highlighted. Proximity to overhead power lines was also discussed and it was agreed that the parish council would look into the matter, contact the relevant authorities and report back to the council on progress.

5. Date of next meeting – 11th July 2023

Meeting closed 6.50pm
Meeting minutes ref: 20 June 2023 KPC

Page no of these minutes: 1

Page no. in book: _____

CONTRACT OF EMPLOYMENT

This contract of employment ("the contract") contains the main terms and conditions of your employment with Kingston Parish Council ("the Council"). It includes all the written particulars required by the Employment Rights Act 1996.

THE EMPLOYER: Kingston Parish Council

THE EMPLOYEE: Peter Stokes

DATE OF ISSUE: 30 May 2023

1. COMMENCEMENT DATE

- 1.1. Your employment with Kingston Parish Council begins on 13 June 2023 ("the commencement date").

2. JOB TITLE

- 2.1. You are employed as Parish Clerk and Proper Officer of Kingston Parish Council.

3. JOB DUTIES

- 3.1. You are expected to perform all duties which may be required of you as set out in the attached job description.
- 3.2. The Council may from time to time wish to amend your job description or to require you to undertake other duties to meet the requirements of the job. These will be agreed by mutual discussion.

4. CONFIDENTIALITY

- 4.1. You will not communicate, disclose or make available to any third party any information you receive in the course of your duties which is not generally available to the public without prior approval of the Council.

5. PLACE OF WORK

- 5.1. Your usual places of work are: Home address and address of the venue for the Council's meetings.

6. SALARY

- 6.1. Your salary is £279.12 per annum (Clerk Salary Scale point 7) which is the current salary point LC1-7 adjusted for the assumed working hours of 2 hours per month, calculated to be 1.25% of Full Time Equivalent (22369.00).
- 6.2. The Council will review your salary annually as part of its annual budget-setting process.
- 6.3. Your salary will be paid to you in arrears by bank transfer to your bank or Building Society on the last working day of each month.

7. WORKING HOURS

- 7.1. Your working hours are assumed to be an average of 2 hours per month, but it is requested that you will work the hours required to complete your duties, which may vary and an additional hourly rate of pay may be claimed.
- 7.2. You are requested to be present at Parish Council and other meetings, or in the case of unavoidable absence, to make appropriate arrangements for your absence to be covered.

8. EXPENSES

- 8.1. The Council shall reimburse you for reasonable and authorised expenses.

9. WORKING AT HOME – INSURANCE

- 9.1. You shall notify your insurers that you are using your home as a place of work. The Council shall pay for any additional insurance premiums arising from the arrangements for working at home.

10. ANNUAL LEAVE

- 10.1. There is no annual leave entitlement. You are expected to organise your work around any absences due to holidays etc, and to inform the Parish Council if you are unable to attend a Parish Council meeting or to fulfil your normal duties for any other reason.

11. SICKNESS ABSENCE

- 11.1. If you are unable to perform your duties on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible.
- 11.2. No sick pay is payable other than any Statutory Sick Pay you may be eligible for under the relevant legislation.

12. MATERNITY /PATERNITY /ADOPTION LEAVE

- 12.1. Your entitlement to maternity/paternity/adoption leave is as set out in the relevant legislation.

13. PENSIONS

- 13.1. No pension or pension contributions are payable except as may be required under the relevant legislation.

14. NOTICE OF TERMINATION OF EMPLOYMENT

- 14.1. The length of notice which either party is obliged to give to terminate the employment is one month in writing.

15. HEALTH AND SAFETY

- 15.1. You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its health and safety obligations.

16. TRAINING AND DEVELOPMENT

- 16.1. The Council shall be responsible for the costs associated with any training and development that it considers necessary.

17. INDEMNITY

17.1. The Council undertakes to indemnify you against any actions of commission or omission that are authorised by the Council.

Signed: P J Stokes

Dated: 20/06/2023

Name: PETER STOKES

Signed for and on behalf of Kingston Parish Council

Signed: S A Dalglish

Dated: 20 June 2023

Name: SUSAN DALGLISH

Kingston Parish Clerk – Job Description for Temporary Clerk

Overall Responsibilities

The Clerk to the Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all notifications required by law of a local authority's Proper Officer. The Clerk is the employee of the Council and is responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk will be the Responsible Financial Officer.

Specific Responsibilities

The current position is for a temporary parish clerk to work closely with the Members of the Parish Council. The Members will be responsible for the day to day running of the Council, organising meetings and dealing with financial transactions. The temporary clerk's responsibilities will be:

1. To receive correspondence and documents on behalf of the Council and to bring such items to the attention of the Council.
2. To act as the representative of the Council and sign documents as required.
3. To review such matters as are necessary in order for the Clerk to fulfil their statutory duties.

Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

Kingston Parish Council

certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2022/23: £11,952 R AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23: £12,003 R AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either by email or by post** (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2023.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

P J Stokes

Date

20/06/2023

I confirm that this Certificate of Exemption was approved by this authority on this date:

20/06/2023

Signed by Chairman

S Dagleish

Date

20/6/2023

as recorded in minute reference:

20 June 2023 KPC 3.1

Generic email address of Authority

clerk@kingstonvillage.org.uk

Telephone number

07799 602103

*Published web address

kingstonvillage.org.uk

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2022/23

Kingston Parish Council

kingstonvillage.org.uk

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

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

| Internal control objective | Yes | No* | Not covered** |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|---------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | | | N/A |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered") | ✓ | | |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | ✓ | | |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | N/A |

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:

28/04/2023

Name of person who carried out the internal audit

Ivan Cooper

Signature of person who carried out the internal audit

I Cooper

Date

28/04/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Kingston Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

| | Agreed | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Yes | 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 |
| | | | ✓ |

*For any statement to which the response is 'no', an explanation must be published

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

20/06/2023

and recorded as minute reference:

20 June 2023 KPC 3.3

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

Chairman

S A Dalglish

Clerk

P J Stokes

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

| Yes | No |
|-----|----|
| ✓ | |

kingstonvillage.org.uk

OTHER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

EN Kingston Parish Council

| | Year ending | | Notes and guidance |
|-------------------------------------------------------------|--------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 31 March 2022 £ | 31 March 2023 £ | |
| 1. Balances brought forward | 17,339 | 18,681 | 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 | 10,311 | 10,860 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 434 | 1,092 | 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 | 1,732 | 2,963 | 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 | 1,288 | 1,288 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 6,383 | 7,752 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 18,681 | 18,630 | 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 | 18,681 | 18,630 | 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 | 77,568 | 77,568 | 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 | 14,135 | 13,208 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| For Local Councils Only | Yes | No | N/A |
| 11a. Disclosure note re Trust funds (including charitable) | | | |
| 11b. Disclosure note re Trust funds (including charitable) | | | ✓ |

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

P J Stokes

Date

20/06/2023

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

20/06/2023

as recorded in minute reference:

20 June 2023 KPC 3.4

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

S A Dagleish

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