

# **The Parish of Holme Pierrepont and Gamston Management**

## **Plan 2022-2024**

### **1. Introduction and Aims**

The Parish Council serves a community of approximately 3000 people (**Appendix A**) in what is predominantly a rural environment. Although the parish is a rural one, the large majority of the population ie. over two thirds, live on the western edge of the parish in an area of relatively new housing around old Gamston village. The environment is therefore a diverse one and the Parish Council is concerned to be sensitive to the different needs and priorities of its client groups. The Parish is home to a number of listed buildings including Grade 1 listed Holme Pierrepont Hall ([britishlistedbuildings.co.uk/england/holme-pierrepont-rushcliffe-nottinghamshire](http://britishlistedbuildings.co.uk/england/holme-pierrepont-rushcliffe-nottinghamshire); [britishlistedbuildings.co.uk/england/gamston-rushcliffe-nottinghamshire](http://britishlistedbuildings.co.uk/england/gamston-rushcliffe-nottinghamshire)), Holme Pierrepont Country Park (home of the National Water Sports Centre), and Skylarks Nature Reserve (the largest nature reserve in Rushcliffe). It is also the home of West Bridgford Colts FC, one of the largest football clubs in England with around 1,500 registered players.

Holme Pierrepont is the largest of the other communities which include Adbolton and Bassingfield.

This Parish Council Management Plan is designed to set out the Parish Council's vision for the parish, its purpose, its values, its objectives and key priorities for the next three years.

The aim is to give local residents a clear understanding of what the Parish Council does and what it is trying to achieve, it will also serve to focus the minds of Councillors as they establish the Council's priorities and monitor progress.

An agreed strategy provides a framework within which the Parish Council will work, enabling it to operate in a consistent, cohesive and co-ordinated way and so be more proactive rather than reactive in its decision-making.

At the same time, the Management Plan will help the local community to have a clearer understanding of what the Parish Council does and also does not do as it works alongside other statutory bodies for example the Borough and County Councils.

The plan details what it is that the Parish Council intends to focus on over the next few years. It will be reviewed annually and used to drive the budget process as well as plan activities for the coming year. The plan will be publicly available so that residents are aware of the Council's objectives.

### **2. Overview of the Council**

There are three tiers of local government in Nottinghamshire. Nottinghamshire County Council, Rushcliffe Borough Council and Local Town & Parish Councils.

**Nottinghamshire County Council (NCC)** is the first tier and its responsibilities include education, health, transport, planning (limited to applications for NCC projects, together with mineral and waste applications and plans), fire and public safety, social care, libraries, highways, waste management and public rights of way.

**Rushcliffe Borough Council (RBC)** is the second tier and is responsible for services including housing and environmental services including recycling and rubbish collection, all other planning applications (for example residential, commercial and industrial) and policies for all development, elections and council tax collection.

**Holme Pierrepont and Gamston Parish Council (HP&G PC)** is a third and local tier, with an important role to play in representing the interests and supporting the work of different groups within the community.

Residents elect ten Parish Councillors from within the community every four years and co-opt councillors as required. The Holme Pierrepont civil parish is represented by 3 councillors and the Gamston civil parish by 7 councillors. The Holme Pierrepont parish is subdivided into the Adbolton (1 councillor) and Holme Pierrepont (2 councillors) wards. The Council elects a Chair and Vice Chair annually and the Council reports to the electorate at the Annual Parish Meeting held in May. Councillors are unpaid and commit their time to the improvement and maintenance of the Parish as a safe, pleasant, attractive and sustainable place to live and work.

The full Council meets on the second Monday of each month (no meeting in August). The meetings are held in the Gamston Village Hall except for the July meeting, which is held in St Edmunds Church at Holme Pierrepont. All meetings are advertised and open to the public.

The Council works to its published Standing Orders (**Appendix B**) and Financial Regulations (**Appendix C**), these lay down the rules by which it operates and conducts its business. The Council also expect Parish Councillors to adhere to the Rushcliffe Borough Council's Code of Conduct (**Appendix D**).

The Council currently employs 2 part-time administration employees– the Parish Clerk & Responsible Financial Officer and the Bookings Clerk for Gamston Village Hall.

The Parish Clerk administers the Council business and must carry out all the functions required by law. The Bookings Clerk oversees the letting of the Village Hall and administers the bookings.

The Parish Council also uses contractors for a number of tasks including grounds maintenance services and general maintenance.

The Parish Council looks to reflect the views of the community through engagement with other public bodies and commenting on key strategic issues such as housing, planning, highways, social services and education.

Administering Parish Council business, managing council finances, project managing, keeping residents informed of decisions and proposals that may affect them and dealing with enquiries are core functions. The Parish Council will communicate with the community through various

media including its website ([www.holmepierrepointandgamstonpc.org.uk](http://www.holmepierrepointandgamstonpc.org.uk)) , local notice boards, meetings and a regular newsletter.

### **3. Parish Council Governance**

Holme Pierrepont & Gamston Parish Council aims to be a professional, competent and caring Parish Council, to be open and accountable in all it does and to ensure the sound financial management of Parish Council resources.

The Parish Council is a secular, apolitical, inclusive organisation. There is no connection between the statutory Parish of Holme Pierrepont & Gamston Parish Council and any parish associated with any church.

The Parish Council aims to be well informed about the needs and opinions of the parish's residents, to deal with their enquiries and complaints speedily and effectively and to improve services to the community.

The Council aims to be an effective custodian of the Council's property and documents.

### **4. Parish Council Responsibilities**

The Parish Council built the new Gamston Village Hall funding the work from grants and savings without recourse to any loans. It is responsible for its on-going maintenance and promoting and facilitating its use by local groups (**Appendix E**).

The village hall also provides the venue for community celebrations at Christmas and other key community events.

The Parish Council provides, maintains and supports the following:

- The Ambleside Play Park including the maintenance of its woodland.
- Four benches in Adbolton, Bassingfield and Tollerton.
- Grassed areas at; St Edmund's Church Holme Pierrepont, Trent Boulevard Bus terminal, Tollerton Lane and Bassingfield, Ambleside Play Park, Gamston Village Hall, with the addition of maintenance of hedges and shrubs at the Village Hall.
- The maintenance, repair and protection of the Lychgate (War Memorial) at St Edmund's Church, Holme Pierrepont.
- The provision and ongoing maintenance of defibrillators at various locations in the Parish.
- The provision and emptying of various litter and dog waste bins around the Parish.
- Encourages and supports a clean environment agenda through a litter picking initiative.

- An important part of the Parish Council's work is to review and comment upon local planning applications.
- Provides and maintains seven local notice boards, maintains a website and publishes a regular newsletter.
- Community Flood Wardens.
- Responsible for the old phone box in Gamston.
- Responsible for the upkeep and refilling of Parish grit bins.
- Responsible for walking and reporting issues with Rights of Way within the Parish.

Councillors volunteer to take responsibility for various areas of Parish involvement (**Appendix F**).

## **5. Financial Information.**

The residents of Gamston, Holme Pierrepont, Bassingfield and Adbolton fund the Parish Council through the precept, a local tax levied by the Parish Council that Rushcliffe Borough Council collects on our behalf as part of the Council Tax bill.

There is also an income from the letting of the Gamston Village Hall.

Ad hoc financial contributions are also received from representing NCC and RBC Councillors towards specific projects.

Both Income and Expenditure are set out in regular financial statements that are publicly available. Internal and external audits take place annually after the financial year end on 31<sup>st</sup> March (**Appendix G**).

## **6. The Parish Council Objectives**

To manage and maintain the Gamston Village Hall.

To manage and maintain Ambleside Play Park.

To provide a sounding board for local residents and represent their views to other statutory bodies.

To facilitate a sense of belonging through organised community events.

To make our area a place where residents feel safe and want to live.

Examples of the Council's work to date, include:

- The provision of Ambleside Play Park.
- The rebuilding of Gamston Village Hall and promoting its use.
- The persuasion of Rushcliffe Borough Council to adopt and maintain the open spaces in Gamston.
- The publication of the Parish News newsletter.
- The development and maintenance of the HP&G PC Web Site.
- The setting up and support for a litter picking group.
- The running of community events such as the Annual Summer Play Day and TreeFest. Also supporting local residents in running the Community Breakfasts, Film Night and Summer Community Barbecue.
- A community response to the Covid-19 pandemic.
- Facilitating a local history display in the old Gamston phone box.

## **7. Key Objectives for the coming Years**

In addition to the ongoing maintenance and management of the Council's assets the biggest issue for the area will be the impact of redevelopment of the land to the east of Gamston with potentially up to 4000 houses.

Rushcliffe Borough Council consider this to be an extension of the built-up area, the Parish Council consider it to be a town with a potential population of around 10,000. We will be looking to minimise the impact on existing residents whilst improving the facilities open to them. Congestion and disturbance will be inevitable during the 10 year+ construction period.

The following suggestions in italics are just that and not an exhaustive list. All are subject to discussion and approval by the Parish Council.

- *To reduce our carbon footprint by monitoring energy usage at the Village Hall.*
- *Facebook*
- *Identifying and combating loneliness and social isolation with the understanding that Covid may well have intensified this issue.*
- *Registers of local interest groups, such as birders, walkers, cyclists.*
- *Building a strong community spirit with regular key events.*
- *Revamp of Ambleside Play Park with a focus on inclusivity and accessibility.*
- *Encourage attendance and involvement with the Parish Council outside of the immediate Councillor group.*

## COMMUNITY ASSETS

### VILLAGE HALL Maintenance-Development-Usage

FOCUS	ACTION	OUTCOME FINANCE	TIMESCALE
To maintain the village hall at its present high standard internally and externally.	To regularly review the condition of the fabric and the decoration of the hall.	To repair as necessary.	Ongoing.
To maintain the standard of fixtures and fittings etc.	To regularly review the quality and the appropriateness of the furniture, fixtures and fittings.	To replace and amend as necessary.	Ongoing.
To monitor energy useage at the hall.	Regularly review energy usage.	To respond as appropriate.  To allocate funds as appropriate.	Ongoing
To ensure that the hall and facilities are appropriate to the user groups	To regularly seek the opinion of the user groups	To respond as appropriate.	Ongoing
To further develop the community use of the hall.	To advertise the hall to residents who as yet are unaware of its facilities.	Further development of the web site. Consider using social media  Promotion in the Parish newsletter	Ongoing
To ensure that the village hall is a safe environment	To regularly check that the hall conforms to Health and Safety Regulations.  Portable Appliance Testing (PAT)  Fire Inspections  Air Conditioning Service	To respond as appropriate.	Annually

## COMMUNITY ASSETS

### PLAY PARK Maintenance-Development-Usage

FOCUS	ACTION	OUTCOME FINANCE	TIMESCALE
To maintain the Play Park at its present high standard.	To regularly review the condition of these areas.	Delegation of this work to an appropriate contractor	Ongoing.
To maintain the quality and variety of the play apparatus.	To regularly review the condition of the apparatus. To assess usage and further development.	Maintain or replace as necessary.	Ongoing. Annually
To ensure that the park and games' pitch are appropriate to the user groups	To regularly seek the opinion of the user groups.	To respond as appropriate	Ongoing Annually
To further develop the community use of the park.	To advertise the park to residents who are as yet unaware of its facilities	Promotion on the Parish Council website.  Consider using social media  Promotion in the Parish newsletter	Ongoing
To ensure that the play park is a safe environment.	To regularly check that the play park meets Health and Safety regulations.  External specialist safety check.  Annual review of woodland by qualified arborist.	To respond as appropriate	Ongoing Annually
To ensure that the natural environment of the park is sustained and nurtured.	To regularly check the quality of the environment and its upkeep.	Delegation of this work to an appropriate contractor	Annually

## COMMUNITY FACILITIES and SUPPORT

### OPEN SPACES Maintenance-Development-Usage

FOCUS	ACTION	OUTCOME FINANCE	TIMESCALE
To maintain the grassed areas for which the council has responsibility.	To regularly review the condition of these areas.	Delegation of this work to an appropriate contractor	Ongoing.
To provide community benches at strategic places in the Parish.	To regularly review the condition of the benches. To assess their use and further development.	Maintain or replace as necessary.	Ongoing. Annually
To maintain the Winter Salt Bins and replenish the contents.	To regularly review condition and contents. To assess their use and further development	Renew and replenish as necessary	Ongoing Annually
To provide litter and dog waste bins at strategic places in the Parish.	To regularly review the condition of the bins.	Pay for bin emptying and replace as necessary.	Ongoing
To pursue a cleaner environment policy.	To organise and support community volunteers in litter picking.	Purchase of appropriate equipment.	Ongoing



## **Appendix A   Population Statistics**

Awaiting publication of 2021 Census population statistics.  
AO to investigate via 'Ancestry.com'.

# **Holme Pierrepont & Gamston**

## **Standing Orders**

## **1. MEETINGS**

- 1.1. Meetings of the Parish Council shall be held in Gamston Village Hall at 7.15pm unless the Council decides otherwise at a previous meeting.
- 1.2. An Annual Parish Meeting shall be held in Gamston Village Hall not before 7.30pm:
  - 1.2.1. In an election year on the next Monday following the fourth day after the election day for the council
  - 1.2.2. In a year which is not an election year shall be held in May
- 1.3. A Parish Council Annual Meeting shall be held on the same evening prior to the Annual Parish Meeting with the purpose of electing the Chairman and Vice Chairman.
- 1.4. In addition, ten statutory Parish Council meetings shall be held on the second Monday in the months of January, February, March, April, May, June, July, September and November.
- 1.5. Any Parish Councillor may call further Parish Council meetings provided that they first notify the Clerk and that the standing orders relating to the notice period and agenda provision are adhered to.
- 1.6. Notice of all meetings shall be posted on the Parish Council notice board at least 3 clear days in advance of meetings.
- 1.7. The agenda shall be distributed to Parish Councillors and posted on the Parish council notice board at least 3 clear days in advance of meetings.
- 1.8. The Parish Council will make every effort to encourage Gamston & Holme Pierrepont residents to attend Parish Council meetings and in particular the Annual Parish Meeting.
- 1.9. Parish Council meetings will include an opportunity (when the normal business agenda is adjourned) for residents to raise:
  - 1.9.1. A question seeking information about a matter previously decided
  - 1.9.2. A statement drawing the Council's attention to a matter within its jurisdiction that requires action or decision

## **2. MINUTES OF MEETINGS**

- 2.1. The minutes of a meeting of the Council will be drawn up by the Clerk and signed as a correct record by the person presiding at the time of signature.
- 2.2. Minutes of the Council shall be open for inspection by any member of the public at all reasonable hours on application to the Clerk.

## **3. ELECTION AND POWERS OF CHAIRMAN /VICE CHAIRMAN**

The Chairman will be elected from among the Councillors as the first business of the Parish Council Annual Meeting.

The Chairman must preside at all council meetings that he/she attends and must preside at the election of his/her successor (who may, following re-election be himself.) Where following an election, the Chairman ceases to be a Councillor he/she nevertheless remains as Chairman until his/her successor takes office.

As Chairman, he/she has as well as his ordinary vote, a casting vote. At the Annual Parish Meeting, if he/she has ceased to be a Councillor he/she may only exercise a casting vote in the event of a tie between candidates for his post.

The Vice Chairman will be elected from among the Councillors at the Parish Council Annual Meeting immediately after the Chairman has been elected. If the Chairman is absent from a meeting the Vice Chairman must preside if he is present.

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting.

#### **4. QUORUM**

Four members of Council shall constitute a quorum for Parish Council meetings.

If a quorum is not present when the Council meets, or if, during a meeting the number of Councillors present and not debarred by reason of a declared pecuniary interest falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such day as the Chairman may fix.

#### **5. FAILURE TO ATTEND MEETINGS**

A Councillor must always give a reason when he/she proposes to be absent from a meeting.

The minutes of that meeting will record whether or not the Council approves it.

A Councillor vacates office if he/she fails to attend any meeting of the council for six consecutive months after his last attendance.

#### **6. VOTING**

All acts of, and questions coming or arising before the Council, must be decided by a majority of members present (other than members disqualified by a pecuniary or non-pecuniary interest) by show of hands and the numbers voting, or, if at least two Members so request, by signed ballot.

The person presiding has a second or casting vote in the event of an equality of votes.

If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for, against it or abstained.

#### **7. DECLARATIONS OF INTEREST**

The Chairman shall remind Councillors of their duty to declare a pecuniary interest where appropriate at the start of each Parish Council Meeting.

The law requires that if a member of the Council has a pecuniary interest, direct or indirect, within the meaning of the Local Government Act (1972), in any matter under consideration at a meeting of the council, he/she must declare his/her interest and must neither take part in the discussion nor vote on the matter.

If a member has any non-pecuniary interest that might influence his judgment and give the impression he/she may be acting from personal motives, he/she must declare his/her interest and must neither take part in the discussion nor vote on the matter.

When a member declares a pecuniary or non-pecuniary interest, the member must withdraw from the meeting whilst the subject in which he/she has declared an interest is under discussion, unless invited to remain by the Council.

Failure to declare a pecuniary interest can lead after a police investigation to prosecution by the Director of Public Prosecutions.

A member of the Council who believes another member has failed to declare an interest may report this to the police.

The Clerk shall record in the Council's minute book particulars of any declarations of interest.

## 8. ORDER OF BUSINESS

At each Parish Council Annual Meeting the first business shall be:

- 8.1.1. To elect a Chairman and receive his/her declaration of acceptance of office
- 8.1.2. To receive the Chairman's declaration of acceptance of office or, if not received, to decide when it shall be received
- 8.1.3. To elect a Vice Chairman
- 8.1.4. In the ordinary year of election of the Council to fill by co-option any vacancies left unfilled at the election by reason of insufficient nominations

After the first business has been completed, the order of business at all Parish Council meetings shall be:

- 8.1.5. To appoint a Chairman if the Chairman and Vice Chairman are absent
- 8.1.6. To receive any apologies for absence from members and if appropriate to approve the reason given
- 8.1.7. After consideration to approve the minutes of the last meeting and for these to be signed by the person presiding as a correct record
- 8.1.8. To dispose of any business remaining from the last meeting not due to be covered in the agenda
- 8.1.9. To receive any communications as the person presiding may wish to lay before the Council
- 8.1.10. For the person presiding to remind members of the law in relation to declarations of interest
- 8.1.11. To deal with business as per the agenda
- 8.1.12. A motion to vary the order of business on the grounds of urgency (a) may be proposed by the Chairman or by any Member and, if proposed by the Chairman, may be put to the vote without being seconded, and (b) shall be put to the vote without discussion.
- 8.1.13. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the agenda by the Clerk to the Council or the mover has given notice in writing of its terms and has delivered the notice to the Clerk to the Council at least 7 clear days before the next meeting of the Council.

8.1.14. Resolutions dealing with the following may be moved without notice

- (a) to appoint a Chairman of the meeting
- (b) to correct the minutes

- (c) to approve the minutes
- (d) to alter the order of business
- (e) to proceed to next business
- (f) to close or adjourn the debate
- (g) to refer a matter to a Committee
- (h) to appoint a Committee or Members thereof
- (i) to adopt a report
- (j) to authorise the sealing of documents
- (k) to amend a motion
- (l) to give leave to withdraw a motion or an amendment.
- (m) to extend the time limit for speeches
- (n) to exclude the press and public
- (o) to silence or eject from the meeting a Member named for misconduct
- (p) to invite a Member having an interest in the subject matter under debate to remain
- (q) to give the consent of the Council where such consent is required by these Standing Orders
- (r) to suspend any Standing Order
- (s) to adjourn the meeting.

## 9. REVOCATION OF A PREVIOUS RESOLUTION.

- 9.1. A decision (whether affirmative or negative) of the Council shall not be reversed within six months except by a special resolution carried by two thirds of those present and voting.
- 9.2. When a special resolution or any other resolution moved under the provisions of paragraph (a) of this order has been disposed of, no similar resolution may be moved within a further six months.

## 10. POWERS OF COUNCIL MEMBERS

- 10.1. Responsibility to execute actions agreed at the Parish Council meeting will normally be allocated to a specific Councillor or Councillors at the Parish Council meeting.
- 10.2. In such circumstances, those Councillors designated may have power to speak and act on behalf of the Parish Council provided that their action is legal and within the policy or guidance agreed by the council:
- 10.2.1. A copy of all correspondence and other material contacts on behalf of the Parish Council is lodged with the Clerk
  - 10.2.2. No expenditure (other than minor administrative expenses) is committed on behalf of the council without prior authorisation at a Parish Council Meeting
  - 10.2.3. A full account is provided if required of actions taken at the next Parish Council Meeting
- 10.3. Where an issue is drawn to the attention of a member that requires action before discussion has taken place at a Parish Council Meeting, the member should refer this to the Chairman (or Vice Chairman if the issue is drawn to the attention of the Chairman in the first place) and agree with him/her the immediate course of action. The conditions under 9.2 apply, but if the issue is important, an early opportunity to discuss the issue amongst the full Council should be sought.

## 11. EXPENDITURE

- 11.1. Orders for payment shall be authorised by resolution of the Council and signed by two members.
- 11.2 In exceptional circumstances the clerk may make arrangements for payments to be made

before a Parish Council meeting after consultation with either the Chairman or Vice Chairman to a maximum of £250

## **12. ACCOUNTS**

Accounts must be kept and made up yearly to the 31<sup>st</sup> March by the Clerk as the 'Responsible Financial Officer'.

Except as provided in 11.2. all accounts for payment shall be laid before the Council.

Where it is necessary to make a payment before it has been authorised by Council, such payment shall be authorised by the Clerk with the approval of the Chairman or in his/her absence the Vice-Chairman

All payments ratified under 11.2 will be included in the next schedule of payments laid before the Council.

The Clerk will supply to each member no later than the June meeting a statement of receipts and payments.

The accounts will be open for inspection by any member of the Council at all reasonable hours on application to the Clerk.

## **13. PLANNING APPLICATIONS**

The Clerk to the Council shall, as soon as it is received, enter in a register kept for that purpose the following particulars of every planning application notified to the Council:-

- (i) the date on which it was received.
- (ii) the name of the applicant.
- (iii) the place to which it relates.
- (iv) a summary of the nature of the application.

And send a summary copy to every councillor

All applications will be discussed at either an ordinary meeting of Council or a specially convened meeting if a response is required before the next ordinary meeting.

The Council shall write a covering letter to the Planning Authorities if required which reflects the Council's majority view and summarises any supporting evidence.

The Council's decision shall be recorded in the minutes at the next Parish Council Meeting.

The minutes should record a summary of the nature of the application

The standing orders relating to declarations of interest will still apply where planning applications are decided outside of an ordinary Parish Council meeting.

## **14. STANDING ORDERS**

A copy of the Standing Orders shall be given to each member by the Clerk on receipt by him/her of the member's declaration of acceptance of office.

The member should sign a declaration that he/she agrees to abide by the standing orders and should not speak or vote at Council meetings unless he/she has done so.

Members can propose amendments to the Standing Orders at any time. Any amendments must be agreed unanimously.

Approved by Council on

## AMENDMENTS TO STANDING ORDERS

1.2 And end no later than 10:30pm

1.4 Meetings will ordinarily be held in August and December provided there is sufficient business to conduct

8.14 in the ordinary year of election of the Council:

- a) to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- b) to decide when any Declarations of Acceptance of Office which have not been received as provided by law shall be received.
- c) to elect a Vice-Chairman.
- d) to appoint School Governors as and when required.
- e) to appoint Statutory or Standing Committees.
- f) to appoint Chairmen of Committees.
- g) to appoint representatives to outside bodies.

April 2005            1.2

December 2005    1.4 & 8.1.4



# **Holme Pierrepont & Gamston**

## **Financial Regulations**

# **Holme Pierrepont & Gamston Parish Council**

## **Financial Regulations**

### **1. GENERAL**

1.1 These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.

1.2 The Responsible Financial Officer (RFO), under the policy direction of the Council, shall be responsible for the proper administration of the Council's affairs.

1.3 The RFO shall be responsible for the production of financial management information.

### **2. ANNUAL ESTIMATES**

2.1 Detailed estimates of all receipts and payments for the year shall be prepared each year by the RFO.

2.2 The Council shall review the estimates not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates.

2.3 The annual budgets shall form the basis of financial control for the ensuing year.

### **3 BUDGETARY CONTROL**

3.1 Expenditure on revenue items may be incurred up to the amounts included in the approved budget.

3.2 No expenditure may be incurred which will exceed the amount provided in the revenue budget.

3.3 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned.

3.4 The Clerk may incur expenditure on behalf of the Council that is necessary to carry out any repair, replacement or other work that is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £250. The Clerk shall report the action to the Council as soon as practicable thereafter.

3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year.

3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

### **4. ACCOUNTING AND AUDIT**

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 1996 as amended.

4.2 The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.

4.3 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations 1996 as amended, or set by the Auditor.

4.4 The RFO shall be responsible for ensuring that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with Regulation 5 of

the Accounts and Audit Regulations 1996 as amended. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.5 The Internal Auditor shall carry out the work required by the RFO, or by the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of one annual report in respect of each financial year.

4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers required by Audit Commission Act 1998 section 15 and the Accounts and Audit Regulations 1996 as amended.

4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

## **5. BANKING ARRANGEMENTS AND CHEQUES**

5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

5.2 A schedule of the payments required, forming part of the Agenda for the Meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the Chairman of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting.

5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two members of Council.

5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

## **6 PAYMENT OF ACCOUNTS**

6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.

6.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services, to which the invoice relates, shall have been received, carried out, examined and approved.

6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.

6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding paragraph 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

6.5 The RFO may provide petty cash for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement:

a) The RFO shall maintain as petty cash float for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

## **7 PAYMENT OF SALARIES**

7.1 The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates, provided that each payment is reported to and ratified by the next available Council Meeting.

## **8 LOANS AND INVESTMENTS**

8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.2 The Council's Investment Policy, shall be in accordance with the Trustee Act 2000, and shall be reviewed on a regular basis (at least annually).

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose.

8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

## **9 INCOME**

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3 The Council will review all fees and charges annually, following a report of the Clerk.

9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6 The origin of each receipt shall be entered on the paying-in slip.

9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year-end.

9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## 10 ORDERS FOR WORK, GOODS AND SERVICES

10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2 Order books shall be controlled by the RFO.

10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.

10.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

## 11 CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

(i) for the supply of gas, electricity, water, sewerage and telephone services;

(ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

(iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

(iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

(v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);

(vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) Where it is intended to enter into a contract exceeding £2,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.

(c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

(d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

(e) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.

(f) If less than three tenders are received for contracts above £2,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

(g) When it is to enter into a contract less than £2,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

(h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **13 PROPERTIES AND ESTATES**

13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Regulation 4(3)(b) of the Accounts and Audit Regulations 1996 as amended.

13.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.

## **14 INSURANCE**

14.1 Following an annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the Council's insured risks.

14.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

14.3 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

14.4 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance that shall cover the maximum risk exposure as determined by the Council.

## **15 CHARITIES**

15.1 Where the Council is sole trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## 16 RISK MANAGEMENT

16.1 The Clerk with the RFO shall prepare and promote risk management policy statements in respect of all activities of the Council.

16.2 When considering any new activity the Clerk and RFO shall prepare a draft Risk Management policy for the activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to Council for consideration and, if thought appropriate, adoption.

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## Appendix D Code of Conduct

### Member Code of Conduct

You are a Member or Co-opted Member of Holme Pierrepont & Gamston Parish Council and as such are committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

**SELFLESSNESS:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**INTEGRITY:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**OBJECTIVITY:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**ACCOUNTABILITY:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**OPENNESS:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**HONESTY:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**LEADERSHIP:** Holders of public office should promote and support these principles by leadership and example.

Accordingly, when acting in your capacity as a Member or Co-opted Member –

- i. You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate
- ii. You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties
- iii. When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit
- iv. You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office
- v. You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions



vi. You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in the box below

vii. You must, when using or authorizing the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986

viii. You must promote and support high standards of conduct when serving in your public post, in particular as characterized by the above requirements, by leadership and example

ix. You must have regard to any relevant advice provided to you by the The Clerk where they are acting pursuant to his or her statutory duties

x. You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:-

- a. You have the consent of a person authorised to give it
- b. You are required by law to do so
- c. The disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
- d. The disclosure is:  
Reasonable and in the public interest and  
Made in good faith and in compliance with the reasonable requirements of the authority.

xi. Members must promote equality by not discriminating against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability

xii. You must take all reasonable steps to safeguard any data or information relating to your work as a Member. Any information captured or procured on behalf of the Council , must be deposited with the Clerk as soon as reasonably possible.

### **Registering and declaring pecuniary and non-pecuniary interests**

You must, within 28 days of taking office as a member or co-opted member, notify The Clerk of any disclosable pecuniary interest as defined by regulations made by the Secretary of State (see attached Schedule), where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register.

If an interest has not been entered onto the authority's register, then the member must disclose the interest to any meeting of the authority at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.

Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your authority.

### SCHEDULE

<i>Subject</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

## **Appendix E Regular Gamston Village Hall User Groups**

U3A Wine Appreciation

U3A Photography

U3A Science

U3A Singing for Fun

Yoga

Pilates

Daisy Baby

2<sup>nd</sup> Gamston Rainbows

2<sup>nd</sup> Gamston Brownies

Community Film Nights

Community Breakfasts

Community Flute Group

Gamston Fellowship Group

**Appendix F Councillor Responsibilities & Interests**

Insert updated document April '22.

# Appendix G Latest Finance Statement

## Section 2 – Accounting Statements 2020/21 for

### HOLME PIERREPONT & GAMSTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	58,797	63,011	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	37,300	37,250	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	10,207	6,432	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	16,508	17,127	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	26,785	18,675	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	63,011	70,891	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	63,011	70,891	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	314,274	314,274	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>  <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

I certify that for the year ended 31 March 2021 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

**Julia Barnes**

Date

**16/JUNE/21**

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

**19/07/2021**

as recorded in minute reference:

**JULY '21 MINUTES**

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

**Gary Arkless**

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

### HOLME PIERREPONT & GAMSTON 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 2021, 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
			✓
			<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:

06/05/2021

and recorded as minute reference:

MAY '21 MINUTES 5686.

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

Chairman

**Gary Arkless**

Clerk

**Julia Barnes**

www.holmepierrepontandgamstonpc.org.uk

### Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Holme Pierrepont & Gamston Parish Council – NT0096**

#### 1 Respective responsibilities of the body and the auditor

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 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2020/21

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

The smaller authority failed to approve the AGAR in time to publish it before 1 July 2021, the date required by the Accounts and Audit Regulations 2015, and did not disclose this by answering 'No' to Section 1, Box 1.

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

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2021/22 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2021/22 and ensure that it makes proper provision for the exercise of public rights during 2022/23.

#### 3 External auditor certificate 2020/21

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 2021.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

25/09/2021

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))