

The statement of accounts for Corby Glen Parish Council published today will not be audited on account of Corby Glen Parish Council's self-certified status as exempt (income less than £25,000), unless either a request for an opportunity to question the auditor about the council's accounting records under section 26(2) or an objection under section 27(1) of the Act, results in the involvement of the local auditor.

Certificate of Exemption – AGAR 2023/24 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 2024, 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 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

CORBY GLEN PARISH COUNCIL

certifies that during the financial year 2023/24, 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 2023/24:

£18,289

Total annual gross expenditure for the authority 2023/24:

£20,670

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 2020
- In relation to the preceding financial year (2022/23), 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 2024.

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

Signed by the Responsible Financial Officer

Date

08/05/2024

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

08/05/2024

Signed by Chair

Date

08/05/2024

as recorded in minute reference:

08/05/18/03

Generic email address of Authority

cgpc@live.co.uk

Telephone number

01476 550795

*Published web address

corbyglen.com

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 2024. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2023/24

CORBY GLEN PARISH COUNCIL

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During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 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 separate sheets if needed).

Date(s) internal audit undertaken

29/04/2024

Name of person who carried out the internal audit

FIONA HATCHMAN

Signature of person who carried out the internal audit

Date

29/04/2024

*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 2023/24

We acknowledge as the members of:

CORBYS GLEN 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 2024, that:

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

*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:

08/05/2024

and recorded as minute reference:

MIN 24/05/18/01

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

Chair

Clerk

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
✓	

corbyglen.com

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	12,219	14,406	<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	13,000	14,300	<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	6,645	3,989	<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	4,137	4,445	<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	n/a	n/a	<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	13,320	16,225	<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	14,407	12,025	<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	14,407	12,025	<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	22,416	22,862	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 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

Date

08/05/2024

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

08/05/2024

as recorded in minute reference:

MINUTE 24/05/18/02

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

Corby Glen Parish Council, Lincolnshire

Annual Audit - Year Ended 31 March 2024

	2023 £	2024 £
Balance per bank statement at 31/3/23	14,406	12,024
Outstanding Items LESS unrepresented cheques		
Petty Cash	0	0
Balance per cash book at 31/3/24	14,406	12,024

Identification of significant variances on Audit Form:

	2023 £	2024 £	Variance £	Variance %	Explanation required
Box 1 Balances Brought Forward	12,219	14,406	2,187	15.18	
Box 2 Precept or rates or levies	13,000	14,300	1,300	9.09	
Box 3 Total other receipts	6,645	3,989	-2,656	-66.58	Y
Box 4 Staff costs	4,137	4,445	308	6.93	
Box 5 Loan interest / caital repayments					
Box 6 All other payments *	13,320	16,225	2,905	17.90	
Box 7 Balances carried forward	14,407	12,025	-2,382	-19.81	
Box 8 Total value of cash / short term investr	14,407	12,025			
Box 9 Total Fixed Assets plus lomg term inve	22,416	22,862	446	1.95	
Box 10 Total borrowings	0	0	0		

* total less salary & PAYE

Explanation of significant variances on Audit Form:

Box 3 Total other receipts	£
figure in 2023 column	6,645
figure in 2024 column	3,989
variance	-2,656

Reasons	£	£	£	%
	2023	2024	Variance	Variance
Neighbourhood Plan Grant	3,352	1,343	-2,009	-149.59
Donation - NISA	687	0	-687	-100.00
Donation - Allison Homes	1,000	0	-1,000	-100.00
Donation - R Harwood	0	350	350	100.00
Donation - British Sugar	0	340	340	100.00
Sheep Fair - share web site hosting	0	102	102	100.00
Refunds	167	0	-167	100.00
TOTAL	5,206	2,135	-3,071	-59

Box4 Staff Cots	£
figure in 2023 column	4,137
figure in 2024 column	4,444

variance	307
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Reasons	£	£	£	%
	2023	2024	Variance	Variance
Clerk's wages	3,310	3,556	246	6.92
Clerk's PAYE	827	889	62	6.97
TOTAL	4,137	4,445	308	6.93

Box 6 All other payments	£
figure in 2023 column	13,320
figure in 2024 column	16,225
variance	2,905

Reasons	£	£	£	%
	2023	2024	Variance	Variance
Insurance	867	910	44	5
Grass cutting	2,610	2,493	-117	-4
Community cleaner	1,914	2,056	142	7
Tree works and surveys	591	409	-182	-31
Repairs around village	0	933	933	100
Neighbourhood Plan Costs	2,333	2,886	553	24
Play Area Costs	620	1,769	1,149	185
Community Speed Watch (new equipment)	20	534	514	2,570
Defibrillator Replacements	137	17	-120	-88
Jubilee / coronation celebrations	186	250	64	34
New web site	1,164	743	-421	-36
Other Parish Costs	860	3,225	2,365	275
TOTAL	11,302	16,225	4,924	44

13,000

Box 9 Fixed Assets	£	See Assets List Tab
figure in 2023 column	22,416	
figure in 2024 column	22,862	
variance	446	

Reasons	£	£	£	%
	2023	2024	Variance	Variance
Purchase litter bin	0	118	118	100
Purchase of benches	455	720	265	58
TOTAL	455	838	383	84

CORBY GLEN PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement Friday 31st May 2024 (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</p> <p>(b) Mrs S Woodman, Parish Clerk & Responsible Financial Officer_ 1, Ferndale Close, Corby Glen NG33 4NZ 01476 550795 cgpc@live.co.uk</p> <p>commencing on (c) <u>Monday 3 June 2024</u></p> <p>and ending on (d) <u>Friday 12 July 2024</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD sba@pkf-l.com</p> <p>5. This announcement is made by (e) Mrs S Woodman</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Corby Glen Parish Council

Chairman: Mrs. Tracey Lamming
Mr. James Walsingham
Mrs. Katy Andrew
Mr. Adam Clink
Mr. Jonathan Cook
Mr. Matthew Evans
Mr. David Fowler
Mr. Richard Harwood
Mrs. Maria Silabon



Parish Clerk: Mrs. Sue Woodman
1, Ferndale Close
Corby Glen
Lincolnshire
NG33 4NZ

Tel: 01476 550795
email: cgpc@live.co.uk

Councillor Roles 2023 – 2024

Mrs T Lamming	Chairman
Mr J Walsingham	Vice Chairman
Mr J Cook	Member of Parish Council
Mr J Ellam	Member of Greens Committee
Mr M Evans	Member of Greens Committee
Mr R Harwood	Member of Greens Committee
Ms K Harty	Member of Parish Council
Mrs S Mardling	Member of Parish Council
Mr L Shepperson	Member of Parish Council

Items of Expenditure over £100			
17/04/2023	E354	Mrs Woodman clerk's wages	£272.04
17/04/2023	E357	CDPC community cleaner	£160.13
17/04/2023	E358	MCS Groundcare grass cutting	£268.00
02/05/2023	E364	Groundwork re Nhd Plan - unused grant	£1,727.00
15/05/2023	E366	Mrs Woodman clerk's wages	£272.04
15/05/2023	E369	CDPC community cleaner	£172.40
15/05/2023	E370	MCS Groundcare grass cutting	£268.00
15/05/2023	E373	Annual Insurance	£910.75
15/05/2023	E379	Cllr Walsingham - Road Closed Signs	£120.00
19/06/2023	E382	Mrs Woodman clerk's wages	£272.04
19/06/2023	E385	CDPC community cleaner	£172.40
19/06/2023	E386	MCS Groundcare grass cutting	£268.00
19/06/2023	E391	J&P Metal Technologies (swing uprights)	£1,323.60
17/07/2023	E393	Mrs Woodman clerk's wages	£272.04
17/07/2023	E396	CDPC community cleaner	£172.40
17/07/2023	E397	MCS Groundcare grass cutting	£268.00
17/07/2023	E408	McLaren Tree Services	£360.00
14/08/2023	E409	Mrs Woodman clerk's wages	£272.04
14/08/2023	E412	CDPC community cleaner	£172.40
14/08/2023	E413	MCS Groundcare grass cutting	£268.00
18/09/2023	E427	Mrs Woodman clerk's wages	£272.04
18/09/2023	E430	CDPC community cleaner	£172.40
18/09/2023	E431	MCS Groundcare grass cutting	£294.00
18/09/2023	E440	RoSPA - Playground Inspection	£165.60
16/10/2023	E441	Mrs Woodman clerk's wages cf E414	£270.04
16/10/2023	E444	CDPC community cleaner	£172.40
16/10/2023	E445	MCS Groundcare grass cutting	£269.00
16/10/2023	E447	Mrs Woodman - CSW Signs	£223.63
16/10/2023	E448	Mrs Woodman - CSW 'gun'	£188.99
20/10/2023	E452	Mrs Woodman - PA System	£654.94
13/11/2023	E453	Mrs Woodman clerk's wages	£272.04
13/11/2023	E456	CDPC community cleaner	£172.40
13/11/2023	E457	MCS Groundcare grass cutting	£269.00
18/12/2023	E461	Mrs Woodman clerk's wages + back pay	£490.50
18/12/2023	E462	Mrs Woodman PAYE	£122.60
18/12/2023	E464	CDPC community cleaner	£172.40
18/12/2023	E465	MCS Groundcare grass cutting	£167.00
15/01/2024	E470	Mrs Woodman clerk's wages	£296.37
15/01/2024	E473	CDPC community cleaner	£172.40
19/02/2024	E483	Mrs Woodman clerk's wages	£296.37
19/02/2024	E486	CDPC community cleaner	£172.40
19/02/2024	E488	LALC Subscription 2024-25	£294.02
19/02/2024	E489	LALC Training Subscription 2024-25	£150.00
19/02/2024	E492	Nhd Plan - Clive Keble Consulting	£530.00
19/02/2024	E493	Nhd Plan - CSR - Meetings	£60.00
19/02/2024	E494	Nhd Plan - Jon Wakerley printing	£251.48
19/02/2024	E495	A Luscombe - Christmas Tree	£150.00
18/03/2024	E496	Mrs Woodman clerk's wages	£296.37
18/03/2024	E499	CDPC community cleaner	£172.40
18/03/2024	E502	CG Bowls Club - Pro-Am Competition	£100.00
18/03/2024	E504	M Sanderson - Web site Nhd Plan	£120.00
18/03/2024	E505	Nhd Plan - Printing booklets	£137.40

Contact details

Name of smaller authority: **Corby Glen Parish Council_**

County Area (local councils and parish meetings only): **SKDC, Lincolnshire**

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Mrs Sue Woodman	Mrs Tracey Lamming
Address	1, Ferndale Close Corby Glen Grantham Lincs NG33 4NZ	7 Market Place, Corby Glen Grantham Lincs NG33 4NH
Daytime telephone number	01476 550795	07813 843403
Mobile telephone number	07801 917020	07813 843403
Email address	cgpc@live.co.uk	cgpc.lamming@gmail.com

Corby Glen Parish Council – Details of Land and Buildings Owned:

Corby Glen Village Green

