

Smaller authority name: Whitley Parish Council

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

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27**

**The Accounts and Audit Regulations 2015 (SI 2015/234)**

**The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)**

NOTICE	NOTES
<p><b>1. Date of announcement</b> Saturday 1<sup>st</sup> July 2023</p> <p><b>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of the review.</b></p> <p><b>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 2023, these documents will be available on reasonable notice by application to:</b></p> <p>John Hunter (the Responsible Financial Officer of Whitley Parish Council) contact by phone on 01924 695284 or email <a href="mailto:clerk@fishlakeparishcouncil.org.uk">clerk@fishlakeparishcouncil.org.uk</a> or post to 4, Grove Park, Calder Grove, Wakefield, West Yorkshire WF4 3BZ</p> <p>commencing on (c) <u>Saturday 1<sup>st</sup> July 2023</u></p> <p>and ending on (d) <u>Saturday 12<sup>th</sup> Aug 2023</u></p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• 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.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO Code of Audit Practice 2015. The appointed auditor is:</b></p> <p><b>PKF Littlejohn LLP (Ref: SBA Team)</b> <b>15 Westferry Circus</b> <b>Canary Wharf</b> <b>London E14 4HD</b> <b>(<a href="mailto:sba@pkf-littlejohn.com">sba@pkf-littlejohn.com</a>)</b></p> <p><b>5. This announcement is made by</b> John Hunter, Clerk and RFO</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 start on or before 1 September 2020.</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>

# Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

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

\*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:

03/24-10.5.1

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

Chairman

*K J Watts*

Clerk

*J R [Signature]*

### 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
✓	

ENTER PUBLIC PAGE ADDRESS [www.whitleycommunity.co.uk](http://www.whitleycommunity.co.uk) PAGE ADDRESS

## Section 2 – Accounting Statements 2022/23 for

EN Whitley Parish Council

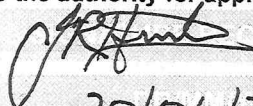
	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	82,199	54,674	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	9,000	9,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	26,138	11,102	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	2,472	1,854	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	60,191	26,972	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	54,674	45,950	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	29,034	20,320	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	98,212	98,212	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	0	0	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)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

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

Date

  
20/06/2023

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

X 20/06/2023

as recorded in minute reference:

03/24-10.5.2

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

X K T Wall X

## Whitley Parish Council Variances 2022/23

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>
1 Balances Brought Forward	82,199	54,674				Explanation of % variance from PY opening balance not required - Balance brought forward agrees
2 Precept or Rates and Levies	9,000	9,000	0	0.00%	NO	
3 Total Other Receipts	26,138	11,102	-15,036	57.53%	YES	The adverse receipt variance arises because during the year 2021/22 the Parish Council received donations to support their High Court Appeal. In addition VAT refunds were high covering the VAT element of the legal costs incurred in pursuing the High Court Case.
4 Staff Costs	2,472	1,854	-618	25.00%	YES	The variance arises because of the timing of the payment of the Clerks Salary during 2022/23. The 2023 salary of £1,854 covers a 9 month period to Dec 2022 the 2022 salary of £2,472 covers a 12 month period to March 2022.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	60,191	26,972	-33,219	55.19%	YES	The favourable variance arises because during 2021/22 the Parish Council incurred exceptional expenditure on legal costs in connection with a High Court Planning Appeal Hearing. Total costs amounted to £45,484.
7 Balances Carried Forward	54,674	45,950			YES	<b>VARIANCE EXPLANATION NOT REQUIRED</b> <b>EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES</b>
8 Total Cash and Short Term Investments	56,568	29,043				<b>VARIANCE EXPLANATION NOT REQUIRED</b>
9 Total Fixed Assets plus Other Long Term Investments and	98,212	98,212	0	0.00%	NO	
10 Total Borrowings	0	0	0	0.00%	NO	

**Whitley Parish Council**

**Bank: Santander - Current a/c**

From 01/04/22 to 31/03/23

Date	Reference	Details	Receipts	Payments	Balance	Staff	Other Costs
					13,829.57		
01/04/2022		Donatons Selby AVC	-	35.94	13,865.51	-	35.94
01/04/2022		Information Commissioners	-	40.00	13,905.51	-	40.00
26/04/2022	22507	Subscription year to March 2023		423.00	13,482.51		423.00
29/04/2022	Bank Trf	Precept	4,500.00		17,982.51		
26/04/2022	22509	Annual insurance year to May 2023		751.46	17,231.05		751.46
06/05/2022	Bank Trf	Allotment Rental;	317.00		17,548.05		
17/05/2022	22508	Hawthorn Bushes - Crown Garden Centre		80.88	17,467.17		80.88
21/06/2022	22511	Platinum Jubilee Tree Stake		50.00	17,417.17		50.00
21/06/2022	22510	Drainage Rates		18.56	17,398.61		18.56
21/06/2022	22512	Clerk salary - quarter to June 2022		494.30	16,904.31	494.30	
21/06/2022	22513	PAYE - quarter to June 2022		123.60	16,780.71	123.60	
21/06/2022	22514	Gas cylinder		50.00	16,730.71		50.00
19/07/2022	22515	Room hire		97.50	16,633.21		97.50
19/07/2022	22516	Grass Cutting		1,344.00	15,289.21		1,344.00
19/07/2022	22517	Playground Inspection		324.00	14,965.21		324.00
19/07/2022	22518	Printing of Newsletter		50.00	14,915.21		50.00
20/08/2022	22520	Internal Audit		75.00	14,840.21		75.00
18/10/2022	22519	Pedestrian Refuse on A19		3,201.29	11,638.92		3,201.29
30/09/2022	Bank Trf	Precept	4,500.00		16,138.92		
07/11/2022	Bank Trf	Grant from Selby DC for Daffodil Park Drainage	8,000.00		24,138.92		
15/11/2022	22521	website hosting		288.30	23,850.62		288.30
15/11/2022	22522	Clerk salary - quarter to Sept 2022		494.30	23,356.32	494.30	
15/11/2022	22523	PAYE - quarter to Sept 2022		123.60	23,232.72	123.60	
08/12/2022	22524	Over 80's Christmas Parcels		398.35	22,834.37		398.35
17/01/2023	22526	Wreath for Remembrance Day		25.00	22,809.37		25.00
17/01/2023	22525	Flowers for War memorial		6.79	22,802.58		6.79
17/01/2023	Bank Tfr	Grass Cutting		1,848.00	20,954.58		1,848.00

**Whitley Parish Council**

**Bank: Santander - Current a/c**

From 01/04/22 to 31/03/23

Date	Reference	Details	Receipts	Payments	Balance	Staff	Other Costs
17/01/2023	Bank Tfr	Room hire		97.50	20,857.08		97.50
13/02/2023	Deposit	Donaton from Cridling Stubbs to High Court Action	2,750.00		23,607.08		
21/02/2023	22527	Cutting Hedge at Daffodil Park		50.00	23,557.08		50.00
30/03/2023	22528	Protective Cost Order - Gale Common		10,000.00	13,557.08		10,000.00
30/03/2023	22529	Protective Cost Order - Gale Common		5,000.00	8,557.08		5,000.00
30/03/2023	Bank Tfr	External Audit		360.00	8,197.08		360.00
30/03/2023	Bank Tfr	Clerk salary - quarter to Dec 2022		494.30	7,702.78	494.30	
30/03/2023	Bank Tfr	PAYE quarter to Dec 2022		123.60	7,579.18	123.60	
30/03/2023	Bank Tfr	Grass Cutting		2,508.00	5,071.18		2,508.00
			<u>20,067.00</u>	<u>28,825.39</u>		<u>1,853.70</u>	<u>26,971.69</u>

- 9,000.00

35.38

**11,102.38**

1,853.70

**26,971.69**

**Whitley Parish Council**

Bank Reconciliation

Year Ended 31 March 2023

**Santander Current Account**

Balance per bank statement 7,464.28

*Outstanding payments*

19/07/2022 Wicksteed	324.00
15/11/2022 George Fillingham	1,848.00
15/11/2022 Whitley & Eggborough CP School	97.60
15/11/2022 HMRC - PAYE	123.60

2,393.20

**Balance per Current Account cash book**5,071.08**Santander Deposit Account**

Balance per bank statement 15,248.50

*Outstanding payments***Balance per Deposit Account Cash Book**15,248.50**Total Balances on Bank Accounts**20,319.58