

**Cheverell Magna Parish Council**

Parish Clerk: Jacqui Abbott

71 Damask Way

Warminster

BA12 9PP

Email: [parishcouncil@greatcheverell.org](mailto:parishcouncil@greatcheverell.org)

[www.greatcheverell.org](http://www.greatcheverell.org)

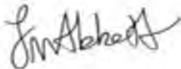
Phone: 07766 319252

19<sup>th</sup> June 2023

**Agenda for the Meeting of  
Cheverell Magna Parish Council  
to be held at  
The Pavilion, Witchcombe Lane, Great Cheverell SN10 5TJ  
Monday 26<sup>th</sup> June 2023  
at 7-30pm**

Membership: Councillors, S Burgess, R Gray, R Hayward, L Jones, P Stevens (Chairman), S Thomson (Vice Chairman). 1 Casual vacancy.

You are **summoned** to attend a meeting of Cheverell Magna Parish Council for the purpose of transacting the following business.



Jacqui Abbott  
Parish Clerk & RFO

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**1 Apologies**

**To receive** apologies for those unable to attend

*Standing Orders will be suspended to allow for public participation.*

**2 Public Participation**

**2.1 To enable** members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda.

**2.2 To receive** any petitions or deputations

*Standing Orders will be reinstated following public participation.*

### **3 Declarations of Interest**

To receive any declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011

### **4 Chairman's announcements**

To Note any items announced by the Chairman.

### **5 Minutes**

**5.1 To approve** as a correct record the minutes of the meeting held on 5<sup>th</sup> June 2023 previously circulated.

**5.2 To Note** any matters arising from the minutes of the meeting held on 5<sup>th</sup> June 2023.

### **6. Financial Information**

#### **6.1 Insurance Renewal**

Members to approve the annual renewal of the Parish Council's insurance policy with Ansvar insurance. The renewal premium is £522.54.

#### **6.2 Payments for approval**

<b>Cheque number</b>	<b>Details</b>	<b>Amount</b>
300143	Auditing Solutions	£240.00
300144	J Abbott Clerk and RFO June salary	£374.60
300145	HMRC PAYE June	£90.00

#### **6.3 Bank Reconciliation**

Members to approve and sign the monthly reconciliation, attached with the current bank statement. This also includes a monthly report on income and expenditure.

#### **6.4 Annual Accounts 2022-2023**

Members to adopt the annual accounts for the period 1st April 2022 – 31st March 2023. Copy attached.

### **7 Planning Applications**

Full details of planning applications submitted, and decisions made on all applications since the last meeting, are attached for reference.

#### **7.1 Members to comment on the following:**

None

**7.2 Members to ratify the comments made on the following applications dealt with by email:**

None

**8 Annual Internal Audit Report**

**8.1 Members to receive and Note the Annual Internal Audit Report – attached**

There are no issues to act on

**9 Annual Governance and Accountability Return 2022-2023**

**9.1 Annual Governance Statement 2022-2023**

Members to approve the annual governance statement as outlined in Section 1 of the Annual Return and minute accordingly. Full Statement attached.

**9.2 Accounting Statements 2022-2023**

Members to approve the accounting statements as outlined in Section 2 of the Annual Return and minute accordingly. The Chair and Clerk are required to sign the Annual Governance Statement and the Accounting Statements which will be dealt with at the same time.

**9.3 Exemption 2022-2023**

The Parish Council is declaring exemption and declares that during the financial year, the higher of the authority's total gross income for the year or total gross expenditure for the year did not exceed £25000. For approval.

**9.4 The Clerk has set the commencement date for the exercise of public rights as Monday 5<sup>th</sup> June and ending on Friday 14<sup>th</sup> July.**

**10 Play Area**

A quotation for fencing repairs has been received and is attached for your reference.

**For discussion and decision**

**11 Grounds maintenance**

Members to discuss the grounds maintenance contract with Idverde

**For discussion**

**12 Events 2023**

Members to discuss the proposed events for the year

- a) Defibrillator Training September 14<sup>th</sup> 7pm Pavilion
- b) Artisan Fair September 16<sup>th</sup> 10am – 2pm Pavilion
- c) Christmas Fair – date to be finalised
- d) Walking and footpaths

**For noting and decision**

**13 Victoria Park Residents Association**

Members to receive an update from Victoria Park Residents Association.

**14 Frequency of Parish Council Meetings**

Members to discuss and agree the Parish Council meeting schedule 2023-2025

**For discussion and decision**

**15 Correspondence Issued to members – for noting**

- 01.06.23 Wiltshire Council briefing note 23-14 Family hubs
- 01.06.23 Wiltshire Council briefing note 23-15 Housing Land Supply and Housing Delivery Tests
- 05.06.23 Wiltshire Council recycling changes
- 05.06.23 Wiltshire Council Passenger Transport Survey
- 09.06.23 Wiltshire Council latest news 9.6.23
- 09.06.23 Defibrillator in working order and monthly checks
- 12.06.23 Devizes Area Board meeting Agenda 19.6.23
- 12.06.23 Wiltshire Council Briefing Note no. 23-17 - Launch of the second Solar Together scheme in Wiltshire & Swindon
- 14.06.23 Agenda Eastern Area Planning Committee 22.6.23
- 18.06.23 Wiltshire and Swindon resilience event 31.08.23

**16 Review of Clerk’s Probationary Period and Contract.**

*In view of the confidential nature of the business about to be transacted, it is advisable that the public and press leave the meeting.*

Members to discuss the end of the probationary 13-week period for the Clerk and RFO position.

Members to discuss the number of hours required for the Clerk’s position.

**For discussion and decision**

**Please note:**

The next meeting is on Monday 4<sup>th</sup> September at 7.30pm in the Pavilion.

Business Services at CAS Ltd.,  
Community Action Suffolk  
160 Hadleigh Road  
Ipswich  
Suffolk  
IP2 0HH



TEL: 01473 345400  
FAX: 01473 345330

[insurance@communityactionsuffolk.org.uk](mailto:insurance@communityactionsuffolk.org.uk)

## INVOICE

DATE: 19<sup>th</sup> June 2023  
Invoice Number: 2023-24 ACY021  
Policyholder: Cheverell Magna Parish Council  
Policy Number: ACY2384336

DESCRIPTION	£
Renewal	£466.56
Sub Total	£466.56
<b>IPT</b>	£55.97
<b>Annual TOTAL DUE</b>	£522.53

### Payment Terms

**Payment should be received within 21 days from the effective/renewal date or the invoice date if later.**

Payment can be made into the following bank account:

Bank: Barclays  
Account Name: Business Services at CAS Ltd  
Sort Code: 20-44-51  
Account Number: 23994538

Please use Your Organisations Name as the reference.

Name authority: Cheverell Magna Parish Council

Bank Reconciliation

Prepared by (Name and Role): Jacqui Abbott Clerk and RFO

Date: 10.05.23

£                      £

Current Account	CMPC	10.05.23			£ 9,199.23
		10.05.23			£ 19,682.65

**28,881.88**

Less: outstanding items @ 05.06.23

cheque no. 113					-£ 16.00
cheque no. 124					-£ 16.00
cheque no. 132					-£ 374.40
	133				-£ 90.20
	135				-£ 1,005.00
Replacement Cheque 136					-£ 79.40
	137				-£ 750.00
	138				-£ 461.77
	139				-£ 419.82
	140				-£ 419.82
	141				-£ 244.95
	142				-£ 41.76
					(3,919.12)
Add: unbanked income @ 05.06.23					

**Net**

**24,962.76**

# Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

1197815602 | 00037

Mr Paul Stevens  
44 High Street  
Great Cheverell  
DEVIZES  
Wilts  
SN10 5TH

**Date:** 15/05/2023

**Account Name:** Cheverell Magna Parish Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20400622

Your arranged overdraft limit is £0.00

## Fraud Reminder

Unity Trust Bank will NEVER ask you to share passwords or PINs. If you receive a suspicious call, please hang up and contact our dedicated fraud number, freephone 0808 196 8420 or email [fraud@unity.co.uk](mailto:fraud@unity.co.uk).



## Contact Us

- Call us: **0345 140 1000**
- Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
- Visit us: [unity.co.uk](http://unity.co.uk)



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](http://FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](http://unity.co.uk/fscs)

## Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
15/04/2023		Balance brought forward	£0.00	£0.00	£3,219.12
18/04/2023	Cheque Debit	Cheque 300128 ✓	£120.00	£0.00	£3,099.12
19/04/2023	Cheque Debit	Cheque 300121 ✓	£156.40	£0.00	£2,942.72
19/04/2023	Cheque Debit	Cheque 300131 ✓	£59.76	£0.00	£2,882.96

Page number 1 of 3

Statement number 074

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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
21/04/2023	Cheque Debit	Cheque 300123 ✓	£29.63	£0.00	£2,853.33
25/04/2023	Cheque Debit	Cheque 300129 ✓	£90.00	£0.00	£2,763.33
25/04/2023	Cheque Debit	Cheque 300130 ✓	£374.60	£0.00	£2,388.73
26/04/2023	Credit	WILTSHIRE COUNCIL ✓	£0.00	£6,849.50	£9,238.23
09/05/2023	Standing Order	S/O to: MR C.J HARDWICK R ✓	£25.00	£0.00	£9,213.23
10/05/2023	Cheque Debit	Cheque 300134 ✓	£14.00	£0.00	£9,199.23





# Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

1197815602 | 00118

Mr Paul Stevens  
44 High Street  
Great Cheverell  
DEVIZES  
Wilts  
SN10 5TH

**Date:** 15/05/2023

**Account Name:** Cheverell Magna Parish Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301


**Account Number:** 20400635

The credit interest rate is 2.30% AER as of your statement date.

## Contact Us

 Call us: **0345 140 1000**

 Email us: **us@unity.co.uk**

 Visit us: **unity.co.uk**

## Fraud Reminder

Unity Trust Bank will NEVER ask you to share passwords or PINs. If you receive a suspicious call, please hang up and contact our dedicated fraud number, freephone 0808 196 8420 or email [fraud@unity.co.uk](mailto:fraud@unity.co.uk).



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

## Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
15/04/2023		Balance brought forward	£0.00	£0.00	£19,682.65

Page number 1 of 2

Statement number 056

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REPORT DATE

19/06/2023

			BUDGET	YEAR TO DATE	REMAINING
<b>RECEIPTS</b>					
Precept	PRE		13699.00	0.00	13699.00
Bank Interest	INT			0.00	0.00
VAT Reclaim	VAT		840.00	0.00	840.00
Misc	MISC			0.00	0.00
SSE Sub Station	SSE		26.00	0.00	26.00
				0.00	14565.00

<b>PAYMENTS</b>					
Administration	ADM	Admin	200.00	1,796.76	-1596.76
Annual Parish Meet	APM	Admin	60.00	59.76	0.24
Audit	AUD	Admin	220.00	240.00	-20.00
Bank Charges	BANK	Admin	72.00	0.00	72.00
Chairmans Allowance	EXP	Admin	150.00	14.00	136.00
Council Tax	CTX	Admin		0.00	0.00
Grants	GRA	Open Space	250.00	0.00	250.00
Insurance	INS	Open Space	550.00	0.00	550.00
IT & Web	IT	Admin	500.00	50.00	450.00
Pavillion Hire	VEN	Admin	170.00	0.00	170.00
Salary	SAL	Admin	5500.00	1,393.80	4106.20
Training	TRA	Open Space	500.00	0.00	500.00
Subscriptions/Mem	SUB	Admin	400.00	244.95	155.05
Grounds Maintenance	GMT	Admin	4193.00	1,763.18	2429.82
Defib	DEF	Open Space	1800.00	0.00	1800.00
			14565.00	5,562.45	9002.55

**NB: Administration** includes Purple Fish & Notice Boards -

within budget

#### Ear Marked Reserves

Community	1500
Recreational Area	6410.74
Young children's play Area	5000
<b>Total Ear Marked Reserves</b>	<b>12910.74</b>

General Reserve 3642 Min 3 months operating costs

**Grand Total** **16552.74**

**Cheverell Magna Parish Council**  
**Receipts and Payments Year Ended 31st March 2023**

	2022-2023		2021-2022	
	£	£	£	£
<b>Receipts</b>				
Precept	13,348.00		11,068.00	
Misc & Refunds	1,100.00		30.00	
SSE	26.00		26.00	
VAT	1,297.46		790.13	
Interest	201.53		1.20	
		15,972.99		11,915.33
 <b>Payments</b>				
<b>Administration</b>				
VAT paid		989.95	1,006.66	
Salary		6,634.00	2,300.66	
Audit fees		216.00	150.00	
Council tax				
Insurance		465.62	449.40	
WALC & subscriptions		363.32	363.28	
Mileage		132.30	135.00	
Administration		481.49	108.13	
Bank charges		72.00	54.00	
Pavilion Hire		276.00	328.00	
Annual Parish meeting				
Website maintenance		333.00	336.00	
Green space maint		4,234.46	1,295.37	
Playground		109.20	253.20	
Maintenance		220.00	329.72	
Trees				
S.137 Grants		50.00	100.00	
Contingency/Prof. fees		35.00	1,512.00	
New assets		1,005.00	2,395.83	
ClIr All & Exp				
Training		618.00	256.00	
Unknowns		567.28	11,373.25	
		16,802.62	11,373.25	
		-	-	
Income Surplus		- 829.63	542.08	

Balance Sheet @ 31st March 2023

<b>Current Assets</b>				
Current Account		4,393.60	3,857.85	
Savings Account		19,682.65	19,481.12	
Unpresented payments	-	1,566.91	-	98.00
Unpresented income				
Total Assets		22,509.34	23,240.97	

## Cheverell Magna PC – 11

Planning No	Description	Date reply due back to Wilts Council	Decision	Case Officer	Wiltshire Council decision
PL/2022/08988	Hedgerow removal notice GREAT CHEVERELL, DEVIZES, SN10 5TP Removal of hedge either side of field entrance (20m) to allow machinery access into field <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019ACGn">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019ACGn</a>	13.12.22	Meeting No objection subject to the hedgerow being reinstated after completion	David Wyatt	
PL/2023/00668	Householder planning permission Extension to first floor bedroom 59 HIGH STREET, GREAT CHEVERELL, DEVIZES, SN10 5TH <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019peCb">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019peCb</a>	03.03.23	Meeting Objection	Jane Sanger	

PL/2023/01574	<p><b>Proposal</b> Demolition of existing modern conservatory (accommodating kitchen) to west side of house and construction of new single storey extension incorporating new kitchen, utility and lobby. Erection of 2 No. new detached single storey outbuildings (single garage and craft studio) within garden to west of house. <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019rB9nAAE/pl202301574">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019rB9nAAE/pl202301574</a></p>	30.3.23 Extension 4.4.23	No objection	Joe Leesam	
PL/2023/03488	<p>Householder Application Address: Church Cottage, 3 Church Road, Great Cheverell, SN10 5YA <b>Proposal:</b> Single storey extension to link converted garage into main house Applicant Name Emma Scott Case Officer: Joe Leesam <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AasT">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AasT</a></p>	31.05.2023 (extension 6.6.23)	No objection	Joe Leesam	
PL/2022/09110	<p>Full Planning Permission Address: Marshfield, 85 High Street, Great Cheverell, SN10 5XR Proposal: Demolition of existing bungalow and erection of 2 new bungalows <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019AMe3">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019AMe3</a> <b>New documents available</b></p>	16.02.23 Extension 6.6.23	Meeting Objection	Meredith Baker	

PL/2023/0497	<p>Belle Ville, 21 High Street, Great Cheverell, SN10 5TH</p> <p>Replacement extensions, garage and alterations-resubmission</p> <p><a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AxSWi/pl202304097">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AxSWi/pl202304097</a></p>	20.06.23	No objection	Lucy Rutter-Dowd	
PL/2023/03492	<p>Belle Ville, 21 High Street, Great Cheverell, SN10 5TH</p> <p>Replacement extensions, garage and alterations-resubmission:</p> <p><a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AasT">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AasT</a></p>	20/06/23	No Objection	Lucy Rutter-Dowd	
PL/2023/04077	<p>Townsend Wood, Great Cheverell, Erlestoke, Devizes, Wiltshire, SN10 5TW Proposal: Creation of 3 Great Crested Newt ponds under the Natural England District Level Licencing scheme in the corner of a field comprising of semi-improved grassland. Each of the ponds will be up to 150m2 in area and excavated up to a depth of 1.5m. <a href="https://development.wiltshire.gov.uk/pl/2023/04077">PL/2023/04077 (wiltshire.gov.uk)</a></p>		Permitted development	Lucy Rutter-Dowd	Full planning permission

PL/2023/04304	Lawful Development Certificate for an Proposed Use Address: 7 Victoria Park, Great Cheverell, Devizes, SN10 5TS Proposal: Proposed single storey rear extension <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AxsX0">https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AxsX0</a>		Permitted development	Mary Warner	Approve
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Agenda for the next meeting will be issued on 25.08.23

## **Cheverell Magna Parish Council**

*Internal Audit Report 2022-23*

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*Chris Hackett*

*Consultant Auditor*

*For and on behalf of  
Auditing Solutions Ltd*



## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). This report sets out the internal audit work undertaken in relation to the 2022-23 financial year conducted on the 29<sup>th</sup> May 2023.

We wish to thank the Clerk for assisting the process, providing documentation to facilitate completion of our review for the year.

## **Internal Audit Approach**

In undertaking our review for the year, we have had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/AGAR. Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR, which requires independent assurance over specified internal control objectives.

## **Overall Conclusion**

We have concluded that, based on the programme of work undertaken on the 2022-23 papers provided for audit, the Council had adequate and effective internal control arrangements during the financial year.

We have completed and signed the 'Internal Audit Report' in the year's AGAR assigning positive assurance.

We request that this report is presented to Members.

## Detailed Report

### Maintenance of Accounting Records & Bank Reconciliation

The Clerk has maintained the Council's cashbook accounting records in an Excel workbook, which is considered more than adequate for the volume of annual transactions. It is in columnar form analysing transactions, also with a separate column for VAT and separate tabs for the current and instant access accounts with the Unity Trust Bank.

We note that bank reconciliations were completed during the year and details of balances were reported to members and recorded in the minutes.

We agreed the balances brought forward from 2021/22 to 2022/23. We have checked and agreed the cashbook entries in full to the bank statements for the financial year also agreeing the year-end cashbook and bank statement reconciliation to ensure there were no anomalous items or out-of-date cheques with no issues arising.

#### *Conclusion*

***There were no matters arising from our review of this area warranting formal recommendation. The Accounts are balanced at the year end and we agreed year end balances to the AGAR.***

### Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we may reasonably be expected to identify, no actions of a potentially unlawful nature have been or are being considered for implementation. We have:

- Noted the Council reviewed its Standing Orders and other policies during the year discussing them in April and October 2022;
- Sample checked the Council's minutes to ensure that no issues have arisen or are under consideration whereby the Council may have or be considering taking action resulting in potentially ultra vires expenditure: we are pleased to record that no such actions are apparent;
- Confirmed the Council applied for an exemption from external audit for 2021/22 and that it met the criteria for an exemption;
- Noted the Council publicised its 2021/22 accounts by posting a notice of public rights on its website; and
- Reviewed the information posted on to the Council website in relation to the requirements of the Transparency Code.

#### *Conclusion*

***The Council has arrangements for ensuring its governance.***

## Review of Payments

We have reviewed and sampled checked payments made during the year to ensure that the following criteria were met:

- Payments were supported by a trade invoice or acknowledgement of receipt;
- VAT has been calculated and is recovered at appropriate intervals;
- The Council minutes note the payments made;
- Payments have been correctly analysed in preparation of the year-end AGAR; and
- Section 137 payments have been identified and are within the Council's spending limit.

We note that invoices are recorded individually in the minutes, which we regard as good practice. The Clerk provided the file of invoices which we reviewed comparing to the cash book noting there were no material omissions.

### *Conclusion*

*No issues arise from this area of our work requiring formal comment or recommendation.*

## Assessment and Management of Risk

We are pleased to note that the Council's Risk Register has been discussed and approved, the latest occasion being at the April 2023 meeting.

We have reviewed the Council's insurance policy running from to 21<sup>st</sup> June 2023 provided by ANSVAR. The annual premium was £465.26. The policy includes:

- Public liability cover of £10m;
- Employer's liability cover of £10m; and
- Fidelity guarantee £0.025m.

We note that an external contractor undertakes regular inspections of the safety of the play equipment for which the Council is responsible.

### *Conclusion*

*There were no matters arising from our review of this area warranting formal comment or recommendation.*

## **Budgetary Control and Reserves**

The Council discussed its 2023/24 budget in draft taking account of cost drivers, for example changes in contracts. The Council set its precept at £13,699 at the meeting in December 2022.

We note that members continue to be presented with financial information at meetings including details of payments and management accounts. Further the Council considers reserves periodically.

We reviewed outturn for 2022/23 comparing to prior years seeking explanations for material changes. We note that spending on staff costs was lower in 2021/22 due to a vacancy in the Clerk position.

At the 31<sup>st</sup> March 2023 reserves were £22,509. Spending in 2022/23 was £16,705. Reserves are more than one year's spending but given the low overall level of balances, which increases the sensitivity and risk arising from unforeseen events, the level of balance is suitable.

### ***Conclusion***

***The Council has arrangements for setting and controlling its budget.***

## **Review of Income**

The Council's has received income during 2022-23 in the form of the annual precept, a reclaim of VAT and miscellaneous amounts such as a wayleave.

We have checked and agreed all cashbook transactions to bank statements and agreed the precept to the list of precept demands from parish councils for 2022/23 published by the Government. We agreed the VAT reclaim to supporting paperwork and test checked a payment from SSE to the remittance advice and a community grant to correspondence from the Community fund.

### ***Conclusion***

***We are pleased to record that no issues arise in this area.***

## **Petty Cash Account**

***The Council does not operate a petty cash account. Any out-of-pocket expenses incurred by the Clerk in connection with their work for the Council are reclaimed and paid by separate cheque processed in the same manner as all trader payments.***

## Salaries and Wages

The Council had two employees during the year, the Clerk and a locum Clerk.

We test checked the locum Clerk's monthly claims to the hourly rate set out in the contract of employment and sample checked for two months the claim was supported by a detailed timesheet. Similarly for the new clerk we checked one monthly payslip to her contract. We further checked that returns were made to HMRC in respect of pay and that salary payments are recorded individually in the minutes. We agreed payroll costs per the cash book to the AGAR.

### *Conclusion*

*Payments to the Clerk are recorded in the accounts and the AGAR.*

## Asset Register

The Governance and Accountability Manual requires all Councils to maintain a record of all assets owned and we are pleased to note compliance with this requirement. We have confirmed assets are valued at cost net of VAT, as expected. We agreed the asset register to line 9 of the AGAR.

### *Conclusion*

*No issues arise from this area of our review.*

## Investments and Loans

*The Council has no funds placed in investment accounts currently, nor are any loans in existence repayable either by or to the Council.*

## Statement of Accounts and AGAR

The AGAR now provides the formal statutory accounts of the Council subject to external audit certification. We have checked the detail disclosed in the 2022/23 AGAR at Section 2 agreeing it to the underlying cashbook and other relevant records.

### *Conclusion*

*We have duly signed off the IA Certificate in the year's AGAR providing a copy for the Clerk's necessary further action.*

*We also take this opportunity to remind the Clerk of the requirements of the guidance notes in the preface to the year's AGAR in relation to the documentation that should be displayed on the Council's website, together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council's documentation for the financial year.*

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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.			<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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

### 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 PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<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>
<b>1.</b> Balances brought forward			<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>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<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>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>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></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<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>
<b>10.</b> 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	
<b>11a.</b> 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>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

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**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Certificate of Exemption – AGAR 2022/23 Form 2

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

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

ENTER NAME OF AUTHORITY

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

Total annual gross income for the authority 2022/23:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23:

ENTER AMOUNT £00,000

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

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

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

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

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

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

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

\*Published web address

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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



# Annual Internal Audit Report 2022/23

Great Cheverell Parish Council

ENTER PUBLICLY [www.greatcheverell.org](http://www.greatcheverell.org) ENTER PAGE ADDRESS

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

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

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

29/05/2023

Name of person who carried out the internal audit

Chris Hackett for Auditing Solutions Ltd

Signature of person who carried out the internal audit

C Hackett

Date

29/05/2023

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

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

D P Fencing  
18 Holmfield  
West Lavington  
Devizes, Wilts  
SN10 4HX

07976 505897

[danielpotter81@icloud.com](mailto:danielpotter81@icloud.com)

To  
Cheverell Parish Council  
Quote 2,

Thank you for the opportunity to provide a quote for your fencing requirements.

- To fix fencing where fence has been taken away, with new British Standard fencing.

£2100 - Total

I look forward to hearing from you.

*Yours sincerely,*

*Daniel Potter*

D P Fencing  
18 Holmfield  
West Lavington  
Devizes, Wilts  
SN10 4HX

07976 505897

[danielpotter81@icloud.com](mailto:danielpotter81@icloud.com)

To  
Cheverell Parish Council  
Quote 1,

Thank you for the opportunity to provide a quote for your fencing requirements.

- To clear old fencing, which is already on site.
- To rehang all existing gates
- To complete fencing all round area, which is to comply with British standards.

£6400 - Total

I look forward to hearing from you.

*Yours sincerely,*

*Daniel Potter*

# CHEVERELL MAGNA PARISH COUNCIL

Jacqui Abbott  
Parish Clerk  
Cheverell Magna Parish Council  
71 Damask Way  
Warminster  
Tel: 07766 310252  
[Parishcouncil@greatcheverell.org](mailto:Parishcouncil@greatcheverell.org)

19 June 2023

Kevin Bowler,  
Contracts Manager,  
Idverde,  
Unit 3, Headquarters  
West Wiltshire Trading Estate,  
Westbury  
BA13 4JR

Dear Kevin,

Thank you for meeting with Councillors on site last week and I understand that it was a very useful meeting.

I am writing to confirm the details of the ground's maintenance contract, playground inspections and the reduced costs as discussed.

Please find attached a map of the area including open spaces around the pavilion and in front of Witchcombe Close. The map also shows the Bartlett's area.

As discussed and agreed, Idverde will undertake the following works:

## **Grounds Maintenance**

- Fortnightly mowing and strimming of the green spaces on the map shown in the tender document and map (attached). This will be undertaken from now until the end of the season.
- Strimming will include around the hedge whips planted in autumn 2021 "strimming around amenity hedges and trees and adjacent to all hard landscaping / buildings at time of mowing". Weed killer may be used initially

around the new whips to get the weeds under control for future strimming.  
Whips to be replaced if damaged.

- The shrubs/hedging around the Pavilion will be maintained.
- Boundary field hedge will be maintained at the end of the bird nesting season.
- The hedging at Bartletts will be maintained- one site visit per annum.
- Litter picking, bin emptying and leaf blowing to be undertaken as required.

As agreed, please could you provide the schedule for the rest of the season.

### **Play area inspections and reports**

I have received 1 play area inspection report for June this year. I understand that others have been undertaken by a different team. Please could you send the reports to me at the above email address.

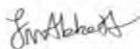
In future they are to be undertaken monthly and forwarded to the Clerk.

As agreed, please keep in touch with me regarding the above and let me know of any changes or difficulties so that we can work together to tackle any issues.

Finally, please let me have the revised total annual cost to reflect fewer visits undertaken. We have paid for April and I have a current invoice for May (received on 13<sup>th</sup> June) which will be paid in due course. Could you amend future invoices to reflect the payments already made alongside the reduced cost.

Please do not hesitate to contact me if you wish to discuss further or if you have any questions.

Yours sincerely,



Jacqui Abbott  
Parish Clerk & RFO



# Defibrillator Awareness Session



Contact



Free attendance  
EVERYONE IS WELCOME



# ARTISAN FAIR

## The Pavilion, Great Cheverell

**Call for Vendors**  
**Book your space:**  
**Contact Paul on 07727 139115**

**Saturday September 16<sup>th</sup>**  
**10am – 2pm**



**Artisan Food & Drink**

**Crafts**

**Art**

**Photography**

**Hand made**

**Design**

**For all**



# Cheverell Magna Parish Council

## Cheverell Magna Parish Council Meeting Dates 2023-2025

Month	Day	Date	Year	Meeting
June	Monday	26	2023	Parish Council
July, August	<b>No Meetings</b>			
September	Monday	4	2023	Parish Council
<del>October</del>	<del>Monday</del>	<del>2</del>	<del>2023</del>	<del>Parish Council</del>
November	Monday	6	2023	Parish Council (budget and precept setting)
December	Monday	4	2023	Parish Council (budget and precept setting)
January	Monday	8	2024	Parish Council
1. February	Monday	5	2024	Parish Council
<del>March</del>	<del>Monday</del>	<del>4</del>	<del>2024</del>	<del>Parish Council</del>
2. April	Monday	8	2024	Parish Council
3. May	Monday	13	2024	Annual Parish Meeting & Annual Council Meeting (with internal audit and AGAR)
4. July	Monday	1	2024	Parish Council
5. September	Monday	2	2024	Parish Council
6. November	Monday	4	2024	Parish Council
7. December	Monday	2	2024	Parish Council
February	Monday	3	2025	Parish Council

### Bank Holidays 2023

April 7 Good Friday  
 April 10 Easter Monday  
 May 1 May Bank Holiday  
 May 8 Coronation  
 May 29 Spring Bank Holiday  
 August 28 Summer Bank Holiday  
 December 25 Christmas Day  
 December 26 Boxing Day

### Bank Holidays 2024

January 1 New Years Day  
 March 29 Good Friday  
 April 1 Easter Monday  
 May 6 Early May bank holiday  
 May 27 Spring Bank Holiday  
 August 26 Summer Bank Holiday  
 December 25 Christmas Day  
 December 26 Boxing Day

The Parish Council meets at the Pavilion, Witchcombe Close, Great Cheverell at 7.30pm unless the agenda indicates otherwise.

Please note the Parish Council may add meetings to this schedule, notice of any additional Committee meetings or extraordinary meetings will be posted on the Council website [www.greatcheverell.org](http://www.greatcheverell.org) and noticeboards.