

STRATFIELD SAYE PARISH COUNCIL

NOTICE OF ANNUAL MEETING

All Councillors are summoned to attend the Annual Meeting of Stratfield Saye Parish Council for the transaction of business as set out in the agenda below.

Date: Monday 12th May 2025

Time: 7pm

Location: Stratfield Saye Village Hall

Louise Webb

Clerk to Stratfield Saye Parish Council

Email: clerk@stratfieldsaye-pc.gov.uk

Members of the public and press are welcome to all meetings.

AGENDA

| | |
|-------|--|
| 28.25 | Election of Chairman To elect the Chairman for the coming year. Signing of Declaration of Acceptance of Office |
| 29.25 | Election of Vice Chairman To elect the Vice Chairman for the coming year. Signing of Declaration of Acceptance of Office |
| 30.25 | To receive and accept apologies for Absence |
| 31.25 | To receive any declaration of interest relevant to items on the agenda |
| 32.25 | To approve the minutes of the Annual Parish Council Meeting on 13th May 2024 and the Parish Meeting on 24th February 2025 |
| 33.25 | Election of Officers a. Village Hall b. Basingstoke & Deane Association of Parish Councils and Hampshire Associate of Town Councils c. Footpaths & Recreation Ground d. Trees Environment and Pond e. Media f. Transport g. Mornington Cup Garden Competitions |

| | |
|-------|--|
| 34.25 | Public participation Parishioners are requested to keep their comments short and should speak for no more than 3 minutes each. Please read the Public Participation Policy before speaking |
| | To receive reports |
| 35.25 | To receive reports from Borough Councillors |
| 36.25 | To receive reports from County Councillors |
| | Clerk's report |
| 37.25 | To note that the village woodwork group will salvage and repair a wooden bench from the recreation ground |
| 38.25 | To note that a lock has been placed on the new height restriction barrier at the Recreation Ground. Clerk has the key. |
| 39.25 | To confirm all decisions and actions taken under the Scheme of Delegation. |
| | Parish Matters |
| 40.25 | To discuss the grass cutting arrangements for the recreation ground and resolution to accept quote from Tactical Facilities Management. |
| 41.25 | To discuss the new War Memorial and garden on the recreation ground:- 1. Update on the project including the Pride In Place grant. 2. Resolution to pay for the work by the Wellington Estate in the sum of £8500 plus VAT and pay for the plants supplied by Hortus Loci in the sum of £4000 plus VAT. 3. Estate to give the PC a Licence to Occupy the land it owns behind the houses to regularise matters. 4. Resolution to spend £1530 S.106 monies (not spent on height restrictor). 5. To discuss and agree whether to host an opening party and resolution for expenditure. |
| 42.25 | To discuss a new defibrillator being installed in the village |
| 43.25 | To discuss and agree tasks for the Lengthsman |
| 44.25 | To discuss the Thames Water pumping station at West End Green |
| 45.25 | To discuss the future of the pavilion |

| | |
|-------|--|
| 46.25 | To discuss the re-opening of the Iron Duke pub. |
| 47.25 | Highways |
| | Planning |
| 48.25 | To consider applications received and resolve on recommendations to be made on planning applications contained on the Basingstoke and Deane Borough Council weekly lists (basingstoke.gov.uk), including any received after the agenda has been published. |
| 49.25 | To discuss the car port at Wigmore Farm. |
| | Finance |
| 50.25 | To confirm payments made and received since last meeting. |
| 51.25 | To authorise any requests for payment due before the next meeting. Parish Council Insurance. Renewal due in June. Tactical Facilities Management - £120 per calendar month. HALC membership - £226 |
| 52.25 | To note the current financial situation and sign the Bank Reconciliations |
| 53.25 | To consider transferring £3000 from the PC current account back to the savings account and resolution for the same. |
| 54.25 | To note the retirement of our auditor, Paul Reynolds, and resolution to appoint Mulberry Local Authority Services Ltd at a cost £70 per hour plus VAT. |
| 55.25 | To note that the PC is not exempt from an external audit this year as our income exceeded £25,000. |
| 56.25 | To complete Section 1 of the Annual Governance and Accountability Return |
| 57.25 | To complete Section 2 of the Annual Governance and Accountability Return |
| 58.25 | To confirm that no members of the Parish Council to include the Clerk has any conflicts of interest with BDO LLP (External Auditors) |
| 59.25 | To confirm the dates for the Exercise of Public Rights |
| 60.25 | To agree the date of the next meeting as 6th October 2025 at 7pm. |
| 61.25 | Closing. |

Invoice

SSE-202673



Wellington Estates

Stratfield Saye Parish Council - FAO: Louise Webb

The Estate Office
Stratfield Saye
RG7 2BT
Great Britain

www.wellington.co.uk
accounts@wellington.co.uk
01256882694

Document Date
31 March 2025

Due Date
31 March 2025

Payment Terms
Payment due on receipt

| No. | Description | Quantity | Unit | Unit Price Excl. VAT | VAT % | Line Amount Excl. VAT |
|----------------|---|----------|------|-------------------------|-------|--------------------------|
| | For works to the Recreation ground as Stratfield Saye: | 1 | | 8,500.00 | 20 | 8,500.00 |
| | 1 - Resurfacing of Car Park | | | | | |
| | 2 - Supply and installation for Height Restrictive Barrier | | | | | |
| | 3 - Supply and installation of 4 benches | | | | | |
| | 4 - Supply and installation of 'Tommy Statues' | | | | | |
| Subtotal | | | | | | 8,500.00 |
| 20% VAT | | | | | | 1,700.00 |
| Total £ | | | | | | 10,200.00 |

Bank
Coutts & Co

Bank Sort Code
18-00-02

Account No.
05475937

VAT Registration No.
200374222

From:

Hortus Loci Ltd
Hound Green
Hook
Hampshire
RG27 8LQ

Tel: 01189326495

Email: Laura.Bissett@hortusloci.co.uk

VAT Reg No: 913557815

EORI No:

HORTUS LOCI

the garden places

INVOICE**Page 1**

| | |
|---------------------|------------|
| Invoice No | 3301 |
| Invoice Date | 11/03/2025 |
| Order No | |
| Account Ref | SSPC |

Reason for Export:

| Product Code | Description | Qty | HS Tariff Code | Country of Origin | Unit Wt (Kgs) | Unit Price | Net Amt |
|--------------|-------------------------|------|----------------|-------------------|---------------|------------|----------|
| S1 | Plants to the value of: | 1.00 | | | | 4,000.00 | 4,000.00 |

BACS Details

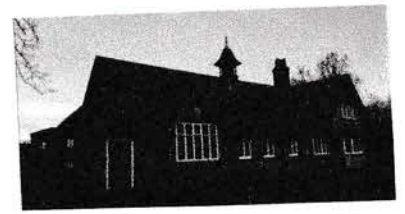
Hortus Loci Ltd
Sort Code: 40 - 21 - 27
Account Number: 11547623

| | | |
|-------------------------|---|----------|
| Total Net Amount | £ | 4,000.00 |
| Carriage Net | £ | 0.00 |
| Total Tax Amount | £ | 800.00 |
| Invoice Total | £ | 4,800.00 |

Please note that our payment terms are strictly on receipt of invoice.

All plants remain full property of Hortus Loci Ltd until payment is received in full and confirmed.

Full terms and conditions available on request.



Quotation for the Grounds Maintenance Contract on behalf of Stratfield Saye Parish Council

Quotation provided by Tactical Facilities Management Ltd

Who we are?

We are an innovative medium sized FM company based in Burghfield, West Berkshire supplying a variety of services including commercial grounds maintenance, internal and external cleaning and waste management. These services are provided by us to over 250 clients predominantly Parish and Town Councils.

Points of contact

Operations

Henry Matthews | Director of Grounds Maintenance | henry@tactical-fm.com

Invoicing

Natasha Hawkins | Finance | natasha@tactical-fm.com

Tender Process

Shane Jury | Commercial Director | shane@tactical-fm.com

Scheduling

Esther Longley | Head Office/Business Support | esther@tactical-fm.com

Compliance

As a company we strive to adhere to industry standards and practices. We understand that working intimately with Town and Parish Councils in the public sector, we are acting as representatives and have a duty to ensure our client is represented in a professional manner. We adhere to the following.

- Always have clean sign written vehicles
- Wear clean uniform
- Always wear and use the correct PPE
- Carry out dynamic risk assessments before commencement of work, ensuring all risks are accounted for and incidents avoided.
- Politely engage with members of the public.
- Work in a safe and professional manner.

We appreciate listing this doesn't fully demonstrate our commitment to safety, quality and environmental practices so we are currently audited to the following nationally recognised accreditations, ensuring we remain at the forefront of our industry practices.



ISO 9001
ISO 14001
ISO 45001



Toro Turfmaster Mower



John Deere 1565



Grillo 44d out-front



Insurance

At Tactical FM, we understand how important it is for the company and the client to ensure we are fully covered to protect all parties. We have attached our certificate below, along with our waste carriers' licence for when we are requested to provide a collecting mow service.



Tactical Facilities Management Ltd
Unit 3b Green Farm Reading Road
Reading
RG30 3RJ

TO WHOM IT MAY CONCERN

Policy Number - TMTOS1001941

Policy Insurer - Tokio Marine HCC

We have pleasure confirming cover as follows:

| Section | Limit of Indemnity |
|-----------------------|--------------------|
| Public Liability | £10,000,000 |
| Employers Liability | £10,000,000 |
| Hired In Plant | £100,000 |
| Own Plant & Machinery | £30,000 |

| | |
|----------------|------------|
| Inception Date | 16/02/2025 |
| Expiry Date | 15/02/2026 |

If you have any questions, please do not hesitate to contact us on **02920 808 949**.

Yours sincerely

Moorhouse Group Limited



Before commencement of work on this contract, all staff will be supplied with the following basic training.

- Lantra safe use of Strimmers
- Lantra Safe use of Hedge Cutters
- Lantra safe use of handheld Leaf blowers
- City and Guilds Operating of compact tractors and ride on mowers.



Due to the nature of our work and the services in which we supply to our clients, we are suitably prepared for emergency work and quick turnaround contract mobilisations.

What we are offering you

Price excluding VAT

Regular fortnightly cutting of the field (mulched) ensuring the grass stays at a suitable level allowing the community to use safely.

20 cuts per year

Price per cut - £65.00

Price per annum - £1,300.00

12 equal invoiced payments of £108.33.00



Executive Summary

Having met with The Clerk and discussed the requirements, we feel the cost put together by us is the most economically advantageous possible, especially having many contracts in the area and being based 15 minutes away, allowing us to reduce the cost slightly.

We hope when contacting our references they will reiterate that we have demonstrated that we always carry out a very prompt and efficient service and deliver clear and prompt communication.

We see ourselves as more of a strategic partner rather than a stop gap contractor and have a long-term vision that could hopefully grow beyond the contract in place. As well as grounds maintenance we provide many services in the facilities management sector and can assist with most activities required to ensure a smooth, safe and efficient running Parish Council.

We hope our presentation is successful and we thank you for allowing us to quote and the possibility of becoming a long-term partner to Stratfield Parish Council.

Quotation provided by

Shane Jury

Director (Commercial)





Tactical Facilities Management Ltd

Unit 3B, Green Farm, Green Farm Road,
Burghfield
Reading, Berkshire, RG30 3RJ
United Kingdom
Telephone: 0118 929 1447
Mobile 07443 091832
Email info@tactical-fm.com

SALES INVOICE

Invoice To:

Louise Webb
Stratfield Saye Parish Council
Oakridge
New Street
Stratfield Saye
Reading
RG7 2EJ

Deliver To:

Louise Webb
Stratfield Saye Parish Council
Oakridge
New Street
Stratfield Saye
Reading
RG7 2EJ

Invoice Date
25/04/2025

Due Date
25/05/2025

Reference
Grounds Apr 25

Invoice Number
SI-3457

| Code | Description | Qty/Hrs | Price/Rate | VAT % | Net |
|-------|--|---------|------------|-------|--------|
| 65454 | Stratfield Saye Grounds Monthly Charge | 1.00 | 108.33 | 20.00 | 108.33 |

| VAT Rate | Net | VAT |
|--------------------------|---------|--------|
| Standard 20.00% (20.00%) | £108.33 | £21.67 |

| | |
|--------------|----------------|
| Total Net | 108.33 |
| Total VAT | 21.67 |
| TOTAL | £130.00 |

Notes:

PLEASE NOTE CHANGE OF BANK DETAILS BELOW:

The amount due under this invoice is assigned to and must be paid to:
BIBBY COMMERCIAL FINANCE LIMITED 8th Floor, Anchorage Two,
Anchorage,
Salford Quays,
Manchester, M50 3XE

For cheques please send to:
Bibby Financial Services Ltd, 8th Floor, Building 2, Anchorage Quay, Salford Quays, Salford, M50 3XE.

For BACS payment please send to:
Barclays Bank plc, Corporate Banking, 48b - 50 Lord Street, Liverpool, L2 1TD
Sort code: 22 54 74
Account Number: 20149977

Please make sure that you reference the invoice number when making payment to allow allocation to take place.

Terms and Conditions:

Payment terms are 30 days. Failure to do so will incur a 5% late payment fee.
Please reference the SI number when making payment.

From: Hampshire ALC Finance messaging-service@post.xero.com
Subject: Invoice INV-7198 from Hampshire Association of Local Councils Ltd for STRATFIELD SAYE PARISH COUNCIL
Date: 15 April 2025 at 12:56
To: Louise Webb clerk@stratfieldsaye-pc.gov.uk



Hampshire Association of Local Councils Ltd

£226.00 GBP

Due 15 May 2025

Invoice #: INV-7198

[View Invoice](#)

Dear Louise,

Please find attached invoice INV-7198 for £GBP 226.00.

The amount outstanding of £GBP 226.00 is due on 15 May 2025.

View and invoice online:

<https://in.xero.com/aDyND3F1Zcqcf5K1x2uB1xQRgDLV4jbLtSZ0HT9V>

From your online bill you can print a PDF, export a CSV, or create a free login and view your outstanding bills.

If you have any questions, please contact the office.

Many thanks,
Hampshire Association of Local Councils Ltd

| Description | Amount |
|-------------------------------|--------|
| HALC Affiliation Fees 2025/26 | 207.00 |


| | |
|-------------------|-------|
| NALC Levy 2025/26 | 19.00 |
|-------------------|-------|

| | |
|-----------------|---------------|
| Subtotal | 226.00 |
|-----------------|---------------|

| | |
|--------|------|
| VAT 0% | 0.00 |
|--------|------|



| | |
|-------------------|------------------|
| Amount Due | GBP226.00 |
|-------------------|------------------|

[View Invoice](#)

Powered by 

Invoice INV-7198.pdf
52 KB



From: Andy Beams andy@mulberrylas.co.uk  
Subject: Internal Audit
Date: 14 April 2025 at 20:42
To: clerk@stratfieldsaye-pc.gov.uk

AB

Hi Louise

Thanks for your email.

We are aware of Paul's situation and have been able to help many of the councils he had previously supported.

We have capacity to assist, although if you require an on-site visit, this will not be until June due to existing diary commitments.

However, if you are happy for the year-end to be done remotely, then we can fit this in either end of April or in May. For the remote audits, we ask you to send us the requested information for review and then agree a date and time for a telephone conversation to discuss the findings before issuing our final report within 48 of the call.

I've attached our formal quote which I hope is self-explanatory, along with a copy of our internal audit guide, which includes details of the information we require at year-end.

If you have any questions, please feel free to give me a call.

Andy Beams
Director, Mulberry Local Authority Services Ltd
Tel: 07428 647069
Web: www.mulberrylas.co.uk

Join us for our
**FINANCE &
GOVERNANCE
NETWORKING DAY**

THURSDAY 10TH JULY 2025
FELBRIDGE HOTEL, EAST GRINSTEAD



£7,644.64

Available: £7,644.64
Overdraft limit: £0.00

Open an Instant Access Savings account →

🔍 Search

January

February

March

25 Feb 25

ELAN CITY LTD

£4,714.54

£4,894.78

25 Feb 25

STRATFIELD SAYE PA

£9,609.32

+ £4,894.78

25 Feb 25

NICK HALL

£4,714.54

£7.52

25 Feb 25

NICK HALL

£4,722.06

£50.00

18 Feb 25

CASTLE WATER

£4,772.06

£6.67

In

+ £4,894.78

Out

- £4,958.97



Home



Apply



Payments



Support



Cards

£7,644.64

Available:

£7,644.64

Overdraft limit:

£0.00

Open an Instant Access Savings account



Search

February

March

April

24 Mar 25

MICHAEL TOMS

£8,583.69

£37.65

24 Mar 25

SSE ENERGY Solutio

£8,621.34

£32.93

14 Mar 25

HORTUS LOCI LTD

£8,654.27

£4,800.00

12 Mar 25

CASTLE WATER

£13,454.27

£6.02

10 Mar 25

BASINGSTOKE&DEANE

£13,460.29

+ £8,750.00

04 Mar 25

SERVICE CHARGES

£4,710.29

£4.25

In

+ £8,750.00

Out

- £4,880.85



Home



Apply



Payments



Support



Cards

£7,644.64

Available: £7,644.64

Overdraft limit: £0.00

Open an Instant Access Savings account →

🔍 Search

March

April

May

28 Apr 25

BASINGSTOKE&DEANE

£7,644.64
+ £3,750.00

28 Apr 25

BASINGSTOKE&DEANE

£3,894.64
+ £2,515.20

17 Apr 25

WELLINGTON ESTATE

£1,379.44
£10,200.00

17 Apr 25

STRATFIELD SAYE PA

£11,579.44
+ £3,000.00

01 Apr 25

SERVICE CHARGES

£8,579.44
£4.25

In

+ £9,265.20

Out

- £10,204.25



Home



Apply



Payments



Support



Cards



Dear Clerk/RFO

As part of a range of services we offer to town and parish councils, Mulberry Local Authority Services Ltd provide an internal audit service which is conducted in accordance with current guidelines and accounting practices as set out in the Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide.

Generally, we conduct two audits a year as a minimum. The first (interim audit) concentrates on the governance and accountability functions of the council and deals with procedural aspects of the audit (Financial Regulations, Standing Orders, risk assessments, internal control systems, processes, policies, etc.).

The second (final audit) focuses on the financial aspects and the checking of the Annual Governance and Accountability Return (AGAR) and supporting information being submitted to the external auditors.

Our councils have found this approach beneficial, as it provides an opportunity to address any weaknesses identified at the interim audit before completion of the Annual Internal Audit Report at the final audit, although we are always happy to consider different arrangements to suit your council's needs. We are also happy to answer any questions that may arise during the year.

Mulberry Local Authority Services Ltd (previously as part of Mulberry & Co) have been conducting internal audits for local councils for over 15 years. Our team of auditors have extensive sector specific knowledge and experience and can rotate between councils to ensure complete independence is maintained throughout your engagement period with us.

Last year, we completed over 230 internal audits ranging from small councils exempt from a limited assurance review to larger Town and Parish Councils with multi-million pound turnovers and complex financial arrangements.

We base our charges on an hourly rate and for the financial year commencing on 1 April 2024 this is £70 per hour + VAT. Travel costs for on-site visits are charged at the standard HMRC rate of 45p per mile. We do not charge for travel time. The audit can also be carried out remotely if preferred.

The length of time for the audit(s) will depend on the scale and complexity of your council's financial operations, and once appointed, your assigned internal auditor will be happy to discuss this with you in more detail.

We offer engagement periods of either one or three years. If you choose to appoint us for three years, we guarantee the hourly rate will not increase for the duration of that engagement period.

If you have any further questions, please do not hesitate to contact me.

Andy

Andy Beams
Director, Mulberry Local Authority Services Ltd

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

| Completion checklist – 'No' answers mean you may not have met requirements | | Yes | No |
|--|--|-----|----|
| All sections | Have all highlighted boxes have been completed? | ✓ | |
| | Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor? | ✓ | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | ✓ | |
| Section 1 | For any statement to which the response is 'no', has an explanation been published? | ✓ | |
| Section 2 | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval? | ✓ | |
| | Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting? | ✓ | |
| | Has an explanation of significant variations been published where required? | ✓ | |
| | Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8? | ✓ | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | ✓ | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | ✓ | |

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

STRATFIELD SAYE PARISH COUNCIL

www.stratfieldsaye-pc.go.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 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 2024-25 AGAR period, were public rights in relation to the 2023-24 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 2023/24 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

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*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 2024/25

We acknowledge as the members of:

STRATFIELD SAYE 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 2025, 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 |
| | | | ✓ |

***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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.stratfieldsaye-pc.go.uk

USUALLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

STRATFIELD SAYE PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2024 £ | 31 March 2025 £ | |
| 1. Balances brought forward | 11,483 | 8,349 | 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 | 4,265 | 4,565 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 3,252 | 25,389 | 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 | 0 | 0 | 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 | 10,651 | 18,350 | 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 | 8,349 | 19,953 | 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 | 8,349 | 19,953 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 70,812 | 70,812 | 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 exclude any Trust transactions. |

I certify that for the year ended 31 March 2025 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 Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED