

Halwill Parish Council

Agenda

May 2024

To members of Halwill Parish Council You are hereby summoned to attend a Meeting of **Halwill Parish Council** followed by the **Annual Parish Council Meeting** which will be held on **9 May 2024 starting at 7.30 p.m. at the Parish Hall** for the purpose of transacting the following business:

2024/May/1 Apologies

To receive and accept apologies for absence. Apologies should be made known to the Clerk

2024/May/2 Declarations of interest and Requests for Dispensations:

To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda - To consider any dispensation requests. Requests should be made to the Clerk prior to the meeting

2024/May/3 Public question time and invited speakers

Deferment of business to allow the public and outside speakers to put matters to the Parish Council for consideration. Time allowed at the discretion of the chairman. The public are invited to give their views and ask questions about items on this agenda. They may also raise issues for future consideration which may be made agenda items for a future meeting. Answers may be given in writing.

2024/May/4 Order of business and any items to be discussed with the public excluded

At the discretion of the Chair, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public.

To agree any items of a confidential nature to be discussed under part 2 Standing orders. Embarrassing to individuals or the parish council does not make it confidential!

2024/May/5 Clerk's & Councillors' announcements

To receive any announcements which the Chair a visiting Councillor or the Clerk may wish to make (for information only)

2024/May/6 Parish Council Minutes

To confirm Minutes for the April 2024 Parish Council Meeting

2024/May/7 Finances

To approve the bills for payment for May. See Appendix 1

2024/May/8 To consider responses to planning applications

Torrige District Council, the determining authority, has asked for comments on the following applications:

Reference: 1/0221/2024/FUL

Proposal: Extension and alterations to dwelling (amended plans)

Location: High View Halwill Beaworthy Devon EX21 5TR

Comment deadline: 18 May 2024

Reference: 1/0401/2024/FUL

Proposal: Prior notification for the change of use of agricultural building to 1 no. dwellinghouse and associated building operations under Class Q

Location: Building At Grid Reference 242414 098712, Halwill, Devon,

Comment deadline: 20 May 2024

Reference: 1/0389/2024/AGMB

Proposal: Extensions and Alterations to existing dwelling

Location: Sunnyside, Halwill Junction, Beaworthy, Devon

Comment deadline: 24 May 2024

Any planning applications that the Parish Council is asked to comment on after this agenda has been published will be discussed here though a formal decision cannot be made at this meeting.

2024/May/9 Possible by-election

For information only. Briefing on the procedures for a by-election

2024/May/10 Estates

1. Boundaries. Replacing fences
2. Car park – Removal of old caravan
3. New Parish Warden
4. MUGA - progress report

2024/May/11 Action List and progress reports

To receive updates on current projects including defibrillator appeal. See Appendix 2

2024/May/12 Correspondence

Correspondence received and to be written

- Representative at Devonshire Homes new estate ribbon cutting

2024/May/13 Date of next meeting

To agree June 13 2024 as the date of the next ordinary meeting

Minutes of Halwill parish council's May 2024 meeting

Held on 9 May 2024 at 7.30pm In the Parish Hall

The meeting started at 7:30pm

Present:

Cllrs J Wilson (Chair), B Mason-Walshaw (B M-W), J Lawlor (JL), R Cristofoli(RC), V Osborne(VO) and R Grocock (RG)

In Attendance:

Ward Councillor S Gibson(SG) 3 members of the public (MoP) and the clerk

2024/May/1 To receive apologies for absence

Apologies were received from: Ward Councillor P Hackett

2024/May/2 Declarations of Interest

None

2024/May/3 Public question time and invited speakers

Jim Hunt arrived to talk EV's, his knowledge quite unbounded, Alas, his computer didn't work so his talk it was confounded.

Maybe he will come again with a working computer?

2024/May/4 Order of business and any items to be discussed with the public excluded

No change

2024/May/5 Clerk's and Councillors' announcements

Clerk

Ward Councillor

Councillor S Gibson gave the following report:

The Xlinks proposal to bring solar and wind power from Morocco to the UK with landfall being in North Devon is at the consultation phase. Approval for this project will be decided by central government not Torrington. Consultation will be from 16 May to 17 June [now extended to 11 July]

As requested I have sent photographs of the machinery in the lay-by on Station Road to James Morrish to ask him to ask Devon County to act.

Councillors

Councillor Osborne asked why it was not made a requirement that houses in the new estate known as Chilla Junction had solar panels. Councillor Gibson responded that it is not required by the national planning policy framework.

County Councillor

Councillor J Morrish sent the following report:

Absolutely nothing

2024/May/6 To confirm minutes for the April 2024 Parish Council Meeting.

The minutes were signed as a correct record by Cllr J Wilson

2024/May/7 Finances

1 Bills for payment

It was **resolved** to pay the following bills

Table 1: Table of bills to pay and cheques to be raised at the April meeting

Date	Company	Amount inc VAT	For what
11/04/24	D C Osborne	£402.00	Salary
11/04/24	D C Osborne	£24.39	Expenses: telephone, domain name hosting
15/03/24	Printpond	£10.66	Flyer printing paid clerk
02/04/24	DALC	£362.50	Annual subscription
31/03/24	G Letheren	£130.00	Parish Warden
20/03/24	Halwill Cleaning Sevcs	£45.00	Bus shelter washdown

Current Account Total For month inc VAT: £974.55

Current Account Total for month ex VAT £922.87

VAT for month: £51.68

Clerks total: £437.05

2024/May/8 To consider responses to planning applications

Torrige District Council (TDC), the determining authority, has asked for comments on the following applications:

Reference: 1/0221/2024/FUL

Proposal: Extension and alterations to dwelling (amended plans)

Location: High View Halwill Beaworthy Devon EX21 5TR

Comment deadline: 18 May 2024

Highways have instructed the applicant to reinstate the boundary between the property and the Highway removing the vehicle access. The applicant has resubmitted the application with a revised red line to include the neighbour's lane as access. The neighbour is not happy about this. This is a civil matter but if the applicant is not able to use the lane it becomes a planning matter as access to the highway will be limited.

It was **resolved** to object to this application. The Clerk was asked to submit an objection comment to TDC. It was **resolved** to ask Councillor Gibson to "call-in" this application

Reference: 1/0401/2024/FUL

Proposal: Prior notification for the change of use of agricultural building to 1 no. dwellinghouse and associated building operations under Class Q

Location: Building At Grid Reference 242414 098712, Halwill, Devon,

Comment deadline: 20 May 2024

Halwill Parish Council has no opinion on this matter

Reference: 1/0389/2024/AGMB

Proposal: Extensions and Alterations to existing dwelling

Location: Sunnyside, Halwill Junction, Beaworthy, Devon

Comment deadline: 24 May 2024

Halwill Parish Council has no opinion on this matter

2024/May/9 Possible by-election

The clerk explained the possible scenarios relating to by-elections.

- There may be no public call for a by-election in which case the parish council will be asked to co-opt a council member. There will be no cost to the Council.
- There is a public call for a by-election but no one actually puts their name forward for election in which case the parish council will be asked to co-opt a council member. There will be no cost to the Council.

- There is a public call for a by-election and only one person actually puts their name forward for election in which case they will be elected as councillor unopposed. There will be no cost to the Council.
 - There is a public call for a by-election and more than one person actually puts their name forward for election in which case there will be a by-election with the highest polling candidate elected as councillor. There will a cost of £5,060 to the Council.
-

2024/May/10 Estates

1. Boundaries. Replacing fences,

Carried over

2. Car park -

Carried over

3. New Parish Warden

The existing parish warden is leaving to take up a new job. A new parish warden has been asked to start on probation. B M-W will ask a chap called Andy if he wants to do it should he be needed.

4. MUGA - progress report

The chair will ask the School if they have any preference for the type of surface for any MUGA

2024/May/11 Action List and progress reports

To receive updates on current projects.

- Defibrillator appeal is close to raising the full amount. It was suggested that Devonshire Homes be asked to fund something else other than the shortfall in defibrillator fundraising money (because there will be no shortfall).
 - Benches have not been ordered but a grant has been obtained for 1 bench. See above for possible further funding
 - The owner of the caravan in the car park has promised to move it
-

2024/May/12 Correspondence

Thank you letters to those who have raised money for the defibrillators.

The Council once again wished its gratitude to Councillor Mason-Walshaw to be recorded

2024/May/13 Date of next meeting

The next ordinary meeting will be on June 13 2024 at 19:30 in the Parish Hall subject to it not clashing with an election.

There followed the AGM

APPENDIX 1

Bills for Payment – May 2024

Current Account

Date	Company	Invoice No	Amount ex VAT	Amount inc VAT	For what
9/05/24	D C Osborne	HPC – 228	£402.00	£402.00	Salary
9/05//24	D C Osborne	HPC – 229	£16.00	£16.00	Expenses Telephone, stamps
29/04/24	Garry Letheren	290401	£300.00	£300.00	Parish Warden
20/03/24	Parish Online	18UK025	£80.00	£96.00	Annual subscription
29/04/24	Halwill Parish Hall	1018	£78.00	£78.00	Hall hire
05/03/21	Hawthorns Accounting (Mr C Jebb)	5821	£72.00	£72.00	Payroll services
9/05/24	Information Commissioner	N/A	£40.00	£40.00	Ico annual fee
15/04/24	Clear Insurance Management Ltd	LCO01370	£503.62	£503.62	Insurance

Current Account Total For month inc VAT: £1507.62

Current Account Total for month ex VAT £1491.62

VAT for month: £16.00

Clerks total: £418.00

Halwill Parish Council

Agenda

Annual Parish Council Meeting 2024

The chair will now stand down

2024/AGM/1 Election of Chair

In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) to elect a Chair of the Parish Council for the municipal year 2024/2025

If no one puts their name forward the first item of future meetings will be to agree a chair for the meeting until such time as a permanent chair is elected.

2024/AGM/2 Election of Vice-Chair

In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) to elect a Vice-Chair of the Parish Council for the municipal year 2024/2025

We are not required to have a vice-chair

2024/AGM/3 Governance Review

- Standing Orders
- Financial Regulations
- To consider training for parish councillors
- Code of conduct

Decision needed – do we wish to adopt the updated model Code of Conduct

2024/AGM/4 Parish Council Structure

- To appoint a P3 coordinator for Halwill
- To appoint a representative to the parish hall committee
- To consider the terms of reference and membership of the Active Halwill committee
- Any other committees to be formed

2024/AGM/5 Financials

1. Financial report
2. Audit statements
 - a. To approve the Annual Governance Statement for 2023/2024 in accordance with The Accounts and Audit Regulations 2015
 - b. To approve the Annual Accounting Statements for 2023/2024
3. To agree exemption from audit

2024/AGM/6 Close

Minutes of Halwill parish council's Annual Parish Council Meeting, May 2024 meeting

Held on 9 May 2024 at 7.30pm In the Parish Hall

The meeting started at 7:30pm

As this meeting followed directly on from the ordinary meeting no apologies or list of those present was necessary.

2024/AGM/1 Election of Chair

Councillor Wilson was proposed, seconded and elected as chair. Councillor Wilson signed the declaration of acceptance of office.

2024/AGM/2 Election of Vice-Chair

None

2024/AGM/3 Governance Review

- Standing Orders

It was agreed that Standing Orders were acceptable without change

- Financial Regulations

There are new model financial regulations published today by the Local Councils Association. The clerk has not yet had a chance to read them so is not sure of what changes are proposed. The clerk will circulate the new model financial regulations before the next meeting. Carried over

- To consider training for parish councillors

It was agreed to look at this again once the result of the by-election is known

- Code of conduct

Torridge are adopting a new code of conduct which we will be expected to adopt. Changes mainly reflect leaving the EU and the rise of social media. Carried over

2024/AGM/4 Parish Council Structure

- To appoint a Parish Paths Partnership (P3) coordinator for Halwill

The current P3 coordinator will remain in post.

- To appoint a trustee to the Hall Committee

It was agreed that Robin Christofoli will be the Council's representative to the parish hall committee

- To consider the terms of reference and membership of the Active Halwill committee

Carried over

- Any other committees to be formed

None at this time

2024/AGM/5 Financial arrangements

1. Financial report

The year end financial reports (Appendix 1) were circulated before the meeting.

2. Audit statements

- a. To approve the Annual Governance Statement for 2023/2024 in accordance with The Accounts and Audit Regulations 2015

The Annual Governance Statements were read out and agreed

- b. To approve the Annual Accounting Statements for 2023/2024

The Accounting Statements were read out and agreed

3. To agree exemption from audit

It was agreed to ask for exemption from audit

2024/AGM/6 Close.

Halwill Parish Council
Annual Return

Accounts for Year from 01/04/2023 to 31/03/2024

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report .

Box No.	Description	Year ending	
		31/03/2023 £	31/03/2024 £
1	Balances brought fwd	14,285.41	10,668.68
2	Annual precept	15,000.00	15,068.00
3	Total other receipts	4,019.23	4,629.80
4	Staff Costs	4,687.02	5,226.00
5	Loan interest/capital repayment	3,199.12	3,199.12
6	Total other payments	14,749.82	14,272.96
7	Balances carried forward	10,668.68	7,668.40
8	Total Cash and Short Term Inve	10,668.68	7,668.40
9	Total Fixed Assets and Long Ter	122,296.52	134,426.04
10	Total Borrowings	10,924.34	7,851.18

Halwill Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 31/03/2024			
	Cash in Hand 01/04/2023			10,668.68
	ADD			
	Receipts 01/04/2023 - 31/03/2024			19,697.80
				30,366.48
	SUBTRACT			
	Payments 01/04/2023 - 31/03/2024			22,698.08
A	Cash in Hand 31/03/2024 (per Cash Book)			7,668.40
	Cash in hand per Bank Statements			
	Petty Cash	31/03/2024	0.00	
	Current Account	31/03/2024	9,046.47	
	Reserve Account	31/03/2024	43.32	
				9,089.79
	Less unrepresented payments			1,421.39
				7,668.40
	Plus unrepresented receipts			
B	Adjusted Bank Balance			7,668.40
	A = B Checks out OK			

Halwill Parish Council

4 May 2024 (2023 - 2024)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1	Precept	28/04/2023		Current Account		Precept	Torridge District Council	X	7,534.00		7,534.00
2	DCC Car park payments	12/09/2023		Current Account		Car Park Contract	Devon County Council	X	1,250.00		1,250.00
3	Halwill FC Pitch and Changing	04/09/2023		Current Account		Halwill AFC licence payment	Halwill Athletic Football Clu	X	1,000.00		1,000.00
7	Wayleave	22/09/2023		Current Account	239	National Grid Wayleave payme	National Grid	X	19.23		19.23
9	Precept	27/09/2023		Current Account		Precept	Torridge District Council	X	7,534.00		7,534.00
15	Halwill FC Pitch and Changing	04/09/2023		Current Account		Halwill AFC licence payment	Halwill Athletic Football Clu	X			
16	Insurance payout	09/01/2024		Current Account		Insurance payment	BHIB Councils Insurance	X	610.00		610.00
17	Halwill FC Pitch and Changing	25/03/2024		Current Account		Halwill AFC licence payment	Halwill Athletic Football Clu	X	500.00		500.00
18	DCC Car park payments	27/03/2024		Current Account		Car Park Contract	Devon County Council	X	1,250.00		1,250.00
								Total	19,697.23		19,697.23

Halwill Parish Council

4 May 2024 (2023 - 2024)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Stationery and stamps	13/04/2023	2023/Apr/6.ii	Current Account	1364	Clerk's Pay and Expenses	Halwill Parish Council	E	6.00		6.00
1	Phone	13/04/2023	2023/Apr/6.ii	Current Account	1364	Clerk's Pay and Expenses	Halwill Parish Council	X	10.00		10.00
1	Staff costs	13/04/2023	2023/Apr/6.ii	Current Account	1364	Clerk's Pay and Expenses	Halwill Parish Council	X	402.00		402.00
2	Subscriptions	13/04/2023		Current Account	1365	DALC subscription	Devon Association of Local	Z	58.90		58.90
2	Subscriptions	13/04/2023		Current Account	1365	DALC subscription	Devon Association of Local	E	11.91		11.91
2	Subscriptions	13/04/2023		Current Account	1365	DALC subscription	Devon Association of Local	S	158.19	31.64	189.83
7	Parish Hall	03/05/2023		Current Account	1370	Part payment replacement Hall	Casey Electrical	S	460.00	92.00	552.00
8	Phone	11/05/2023		Current Account	1371	Clerk's Pay	Halwill Parish Council	X	10.00		10.00
8	Staff costs	11/05/2023		Current Account	1371	Clerk's Pay	Halwill Parish Council	X	402.00		402.00
3	Insurance	14/05/2023		Current Account	1373	Insurance	BHIB Councils Insurance	E	445.76		445.76
10	Phone	15/06/2023		Current Account	1374	Clerk's Pay	Halwill Parish Council	X	10.00		10.00
10	Staff costs	15/06/2023		Current Account	1374	Clerk's Pay	Halwill Parish Council	X	402.00		402.00
11	Hall Hire	15/06/2023		Current Account	1375	Hall hire	Halwill Parish Hall	E	176.00		176.00
12	Parish Warden	15/06/2023		Current Account	1376	Parish Warden	GDL Garden Services	X	570.00		570.00
16	Parish Warden	13/07/2023		Current Account	1380	Parish Warden	GDL Garden Services	X	180.00		180.00
14	Stationery and stamps	13/07/2023		Current Account	1378	Clerk's Pay	Halwill Parish Council	E	6.00		6.00
14	Phone	13/07/2023		Current Account	1378	Clerk's Pay	Halwill Parish Council	X	10.00		10.00
14	Staff costs	13/07/2023		Current Account	1378	Clerk's Pay	Halwill Parish Council	X	402.00		402.00
15	Plant and equipment hire	13/07/2023		Current Account	1379	Plant Hire	Cholwill Plant Hire	S	256.00	51.20	307.20
14	Speed sign	13/07/2023		Current Account	1378	Clerk's Pay	Halwill Parish Council	X	19.99		19.99
19	New swings	13/07/2023		Current Account	1382	New swings	Outdoor Play People	S	3,181.50	636.30	3,817.80
28	PWLB loan repayment	21/08/2023		Current Account		Loan Repayment	UK Debt Management Office	Z	1,599.56		1,599.56
21	Phone	07/09/2023		Current Account	1384	Clerk's Pay and Expenses	Halwill Parish Council	X	20.00		20.00
21	Staff costs	07/09/2023		Current Account	1384	Clerk's Pay and Expenses	Halwill Parish Council	X	804.00		804.00
21	Clerk's expenses	07/09/2023		Current Account	1384	Clerk's Pay and Expenses	Halwill Parish Council	X	6.00		6.00
23	New swings	07/09/2023		Current Account	1386	Plant Hire	SJ Bowden Contractor	S	273.00	54.60	327.60
27	Parish Warden	07/09/2023		Current Account	1390	Parish Warden	GDL Garden Services	X	640.00		640.00
25	Tree Felling	07/09/2023		Current Account	1388	Ash dieback tree felling	Tree Fella South West	S	625.00	125.00	750.00
30	Website and IT costs	20/09/2023		Current Account	1391	Scribe Accounting Set up and a	Starboard Systems Ltd	S	453.00	90.60	543.60
34	Phone	12/10/2023		Current Account	1393	Clerk's Pay and Expenses	Halwill Parish Council	X	10.00		10.00
34	Staff costs	12/10/2023		Current Account	1393	Clerk's Pay and Expenses	Halwill Parish Council	X	402.00		402.00
35	Phone	10/11/2023		Current Account	1392	Clerk's Pay and Expenses	Halwill Parish Council	X	10.00		10.00
35	Staff costs	10/11/2023		Current Account	1392	Clerk's Pay and Expenses	Halwill Parish Council	X	402.00		402.00
37	Parish Warden	16/11/2023		Current Account	1396	Parish Warden	GDL Garden Services	X	190.00		190.00
36	Parish Warden	16/11/2023		Current Account	1396	Parish Warden	GDL Garden Services	X	270.00		270.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
40	Grants	17/11/2023	2023/Nov/5.ii	Current Account	1399	Grant to Holsworthy Rural Com	Holsworthy Rural Commun	X	150.00		150.00
41	Phone	14/12/2023		Current Account	1400	Clerk's Pay and Expenses	Halwill Parish Council	X	10.00		10.00
41	Staff costs	14/12/2023		Current Account	1400	Clerk's Pay and Expenses	Halwill Parish Council	X	402.00		402.00
43	Fencing	05/01/2024		Current Account	1404	Fence	R & J Fencing	S	735.00	147.00	882.00
45	Stationery and stamps	11/01/2024		Current Account	1402	Clerk's Pay and Expenses	Halwill Parish Council	E	6.00		6.00
45	Phone	11/01/2024		Current Account	1402	Clerk's Pay and Expenses	Halwill Parish Council	X	10.00		10.00
45	Staff costs	11/01/2024		Current Account	1402	Clerk's Pay and Expenses	Halwill Parish Council	X	402.00		402.00
47	Staff costs	08/02/2024		Current Account	1405	Clerk's Pay and Expenses	Halwill Parish Council	X	402.00		402.00
46	Christmas decorations and tree	08/02/2024		Current Account	1408	Christmas Tree	Grasscott Farm	S	120.00	24.00	144.00
48	Grants	08/02/2024		Current Account	1406	Grant to Halwill Football Club	Halwill Athletic Football Clu	X	1,980.00		1,980.00
53	PWLB loan repayment	19/02/2024		Current Account		Loan Repayment	UK Debt Management Offic	X	1,599.56		1,599.56
52	Phone	11/03/2024		Current Account	1412	Clerk's Pay and Expenses	Halwill Parish Council	X	10.00		10.00
52	Staff costs	11/03/2024		Current Account	1412	Clerk's Pay and Expenses	Halwill Parish Council	X	402.00		402.00
52	Website and IT costs	11/03/2024		Current Account	1412	Clerk's Pay and Expenses	Halwill Parish Council	S	11.99	2.40	14.39
52	Printing	11/03/2024		Current Account	1412	Clerk's Pay and Expenses	Halwill Parish Council	S	8.88	1.78	10.66
50	Parish Warden	12/03/2024		Current Account	1410	Parish Warden	GDL Garden Services	X	150.00		150.00
51	Phone	12/03/2024		Current Account	1411	Clerk's Pay and Expenses	Halwill Parish Council	X	20.00		20.00
51	Staff costs	12/03/2024		Current Account	1411	Clerk's Pay and Expenses	Halwill Parish Council	X	402.00		402.00
49	Grants	12/03/2024		Current Account	1409	Grant to Halwill Football Club	Halwill Athletic Football Clu	X	881.00		881.00
51	Printing	12/03/2024		Current Account	1411	Clerk's Pay and Expenses	Halwill Parish Council	S	8.62	1.72	10.34
Total									20,593.86	1,258.24	21,852.10

Certificate of Exemption – AGAR 2023/24 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2024, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

HALWILL PARISH COUNCIL

certifies that during the financial year 2023/24, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2023/24:

£19,697.80

Total annual gross expenditure for the authority 2023/24:

£22,698.08

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

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

- The authority was in existence on 1st April 2020
- In relation to the preceding financial year (2022/23), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

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

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2024.

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

Signed by the Responsible Financial Officer

Date

D. Owen

31/05/2024

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

09/05/2024

Signed by Chair

Date

[Signature]

09/05/2024

as recorded in minute reference:

2024/AGM/6

Generic email address of Authority

Telephone number

halwill.parish.clerk@hotmail.com

none

*Published web address

www.halwill.org.uk

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2024. Reminder letters for late submission will incur a charge of £40 + VAT.