

Annual Internal Audit Report 2023/24

GODSHILL PARISH COUNCIL

<https://godshill.org.uk>

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

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

Name of person who carried out the internal audit

09/04/2024 29/04/2024

STEPHEN B MILFORD FCPFA

Signature of person who carried out the internal audit

Stephen B Milford

Date

29/04/2024

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

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

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

GODSHILL PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

*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:

13/05/2024

and recorded as minute reference:

89/24

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

Chair

Robin Crutwell

Clerk

Gareth Hughes

www.godshill.org.uk

Section 2 – Accounting Statements 2023/24 for

GODSHILL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	47,119	73,104	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	42,926	45,072	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	23,172	4,882	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	7,915	8,414	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	3,883	3,883	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	28,315	35,255	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	73,104	75,506	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	73,104	75,506	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	59,167	59,167	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	47,117	44,175	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 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Gareth Hughes

Date

08/04/2024

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

13/05/2024

as recorded in minute reference:

90/24

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

Alain Gittel

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree column headed "Year ending 31 March 2024" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a cash and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: Godshill Parish Council

County area (local councils and parish meetings only): Isle of Wight

Financial year ending 31 March 2024

Prepared by (Name and Role): Gareth Hughes - Parish Clerk & RFO

Date: 08/04/2024

		£	£
Balance per bank statements as at 31/3/24:			
	account 1	1,780.8	
	account 2	23,725.1	
	account 3	20,000.0	
	account 4	30,000.0	
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			75,505.9
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/24 (enter these as negative numbers)			
	item 1		
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
Add: any un-banked cash as at 31/3/24			
Net balances as at 31/3/24 (Box 8)			75,505.9

GODSHILL PARISH COUNCIL

EXPLANATION OF VARIANCES AGAR 2022-23

	2022-23	2023-24	DIFFERENCE
	£	£	£
1. INCLUDED IN OTHER RECEIPTS (Line 3)	23,172	4,882	-18,290
2. INCLUDE ALL OTHER PAYMENTS (Line 6)	28,315	35,255	6,940

EXPLANATION OF VARIANCES

LINE 3

1 VAT Refund 16,993 2022-23 included for the recovery of VAT from a major capital project undertaken in 2021-22.

2 Fees from

Public Conveniences 1168 reduction due to general downturn in visitors and inclement weather.

LINE 6

1 Treework One off payment of £1750 in 2023-24 taking down trees posing a danger to the public.

2 Xmas Tree Payment of £960 in 2023-24 for Xmas Tree & Lighting, a new service

3 Contribution An increase in the annual contribution of £1,000 in 2023-24 to support the local post office.

Name of Smaller authority: GODSHILL PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF
UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

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

NOTICE	NOTES
<p>1. Date of announcement <u>3RD JUNE 2024</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>MR G.W. HUGHES</u> <u>SUNNYSIDE, HIGH STREET, NEWCHURCH P3360N3</u></p> <p>commencing on (c) <u>4TH JUNE 2024</u></p> <p>and ending on (d) <u>15TH JULY 2024</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p>5. This announcement is made by (e) <u>MR G.W. HUGHES</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2024 for 2023-24 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts. A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Treasurers Account Statement

Printed: 15 May 2024

Parish Council of Godshill Sort code 30-95-99 Account number 00162628
SUNNYSIDE BIC: LOYDGB21641 IBAN: GB43 LOYD 3095 9900 1626 28
HIGH STREET
NEWCHURCH
SANDOWN
ISLE OF WIGHT
PO36 0NJ

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
28 Mar 24	GARETH HUGHES	SO		561.00	1780.75
26 Mar 24	GARETH HUGHES 200000001313540561 EXPENSES 090135 10 26MAR24 09:38	FPO		32.43	2341.75
25 Mar 24	500088	DEP	103.95		2374.18
22 Mar 24	CAMPAIGN TO PROTEC 014006	DD		3.00	2270.23
20 Mar 24	ISLAND ROADS 200000001310083804 68000070 236391 10 20MAR24 09:44	FPO		345.60	2273.23
20 Mar 24	DANFO 100000001310825067 GODSI001 404878 10 20MAR24 09:41	FPO		220.43	2618.83
18 Mar 24	500087	DEP	1710.00		2839.26
18 Mar 24	500087	DEP	180.85		1129.26
13 Mar 24	NATURAL ENTERPRISE 200000001306142709 GODSHILL FPO PC 541034 10 13MAR24 08:27			250.00	948.41
13 Mar 24	PARISH COUNCIL OF 309599 07394400	TFR	2000.00		1198.41
13 Mar 24	SSE ENERGY SUPPLY 0033239-DD00304569	DD		2730.62	-801.59
12 Mar 24	PARAVECTIS LTD 400000001314571992 GPC03 309191 10 12MAR24 12:22	FPO		425.00	1929.03
11 Mar 24	HMRC - ACCOUNTS OF 300000001312615976 475PJ00323667 083210 10 11MAR24 11:56	FPO		896.40	2354.03
01 Mar 24	ICS SOUTHERN LTD	SO		464.92	3250.43

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.

BUS BANK INSTANT 30-95-99 07394400
PARISH COUNCIL OF GODSHILL

£ 56,808.99 Balance

1.30 % gross Interest rate

£56,808.99 Available funds:

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Minimum balance £10,000.

Statement

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DATE	DESCRIPTION	TYPE	IN (£)	OUT (£)	BALANCE (£)
09 May 24	INTEREST (GROSS)		58.25		56,808.99
29 Apr 24	PARISH COUNCIL OF 309599 00162628	TFR		7,000.00	56,750.74
15 Apr 24	PARISH COUNCIL OF 309599 00162628 14APR24	TFR	40,000.00		63,750.74
09 Apr 24	INTEREST (GROSS)		25.64		23,750.74
13 Mar 24	TRANSFER - EX T/O WMTT S20325770-306	PAY		30,000.00	23,725.10
13 Mar 24	PARISH COUNCIL OF 309599 00162628	TFR		2,000.00	53,725.10
11 Mar 24	INTEREST (GROSS)		61.46		55,725.10
09 Feb 24	INTEREST (GROSS)		66.02		55,663.64

FIXED TERM DEPOSIT 19934297LS

£ 20,000.00

Balance

3.60 % Gross p.a. (fixed)

Nominated Account

30-95-99

00162628

28/10/2024 Maturity date

Gross basic tax rate status

Deposit details

ACCOUNT OPENED ON	ACCOUNT MATURES ON	DAYS TO MATURITY
27/10/2023	28/10/2024	166 days

Auto Pay	Current maturity instruction
27/10/2023	Date instruction received
£723.95	Estimated gross interest for term of deposit

FIXED TERM DEPOSIT 20325770LS

£ 30,000.00

Balance

3.50 % Gross p.a. (fixed)

Nominated Account

30-95-99

00162628

13/09/2024

Maturity date

Gross basic tax rate status

Deposit details

ACCOUNT OPENED ON

13/03/2024

ACCOUNT MATURES ON

13/09/2024

DAYS TO MATURITY

121 days

Auto Pay

13/03/2024

£529.32

Current maturity instruction

Date instruction received

Estimated gross interest for term of deposit

Godshill Parish Council & Burial Authority



Mr G W Hughes, Clerk and Registrar
Sunnyside, High Street, Newchurch, Isle of Wight,
PO36 0NJ
Tel: (01983) 865024
E-mail: garethhughesiow@hotmail.co.uk

9th April 2024

Dear Steve,

APPOINTMENT OF INTERNAL AUDITOR

2 I write to confirm that at its meeting on Monday 8th April 2024 Godshill Parish Council agreed to reappoint you as its Internal Auditor for the current financial year and the submission of the Annual Governance & Accountability Return (AGAR) in respect of the 2023-24 financial year.

I also attach a copy of the Parish Council Audit Review and Plan to assist you in the appointed role.

Yours sincerely

A handwritten signature in black ink that reads "Gareth Hughes".

Gareth Hughes

GODSHILL PARISH COUNCIL

Clerk Gareth Hughes

Sunnyside, High Street, Newchurch, Isle of Wight PO36 0NJ Tel: 01983 865024

A MEETING OF GODSHILL PARISH COUNCIL WAS HELD IN GODSHILL SCHOOL AT 7.30PM ON MONDAY 8TH APRIL 2024.

MEMBERS PRESENT: Councillors Button, Child, Crane, Jackman and Snart.

ALSO IN ATTENDANCE: G Hughes (Clerk) and eleven members of the public.

7.30pm to 7.45pm time allocated for residents of Godshill Parish to speak to the Council on Parish Council matters.

Questions from the public were asked regarding planning applications at Scotland Farm, Appletree Barn and Fairfields Parks Farm, the bus shelter replacement near the school, drainage matters and the closed pathway at All Saints. The Clerk would investigate the timing of the replacement bus shelter and completion of works at the Church path.

MINUTES

53/24 APOLOGIES FOR ABSENCE

IW Councillor Suzie Ellis.

54/24 DECLARATIONS OF INTEREST

None

55/24 CONFIRMATION OF MINUTES OF MEETINGS HELD ON 4th MARCH 2024

On the proposition of Councillor Button seconded by Councillor Snart it was -

RESOLVED: That the minutes of the meeting be approved.

56/24 IW COUNCILLORS REPORT

No report had been received.

57/24 CHAIRMANS REPORT

The Chairman reported that Councillor Astrid Bysouth had tendered her resignation as a Parish Councillor due to personal commitments. It was agreed to pass the Parish Councils thanks to former Councillor Astrid Bysouth for all her work as a Parish Councillor and in particular the event to celebrate the Jubilee. Councillor Child also reported on her attendance at the successful Godshill Rethink meetings.

58/24 PARISH COUNCILLORS REPORTS

Councillor Crane had volunteered to undertake work in filling in rabbit holes at Central Mead but this had been delayed by recent inclement weather. Captiva would be asked if they could supply topsoil for this purpose.

Councillor Jackman gave an update on Godshill Rethink initiatives including the potential for providing allotments.

59/24 CLERKS REPORT

All items were contained elsewhere on the agenda.

60/24 FINANCE – PAYMENTS FOR APPROVAL

The following payments were approved –

TYPE	PAYEE	AMOUNT £
STO	G HUGHES MAR SALARY	561.00
STO	ISLAND CLEANING SERVICES – MAR	464.92
DD	CPRE – SUBSCRIPTION – MAR	3.00
FPO	G HUGHES - EXPENSES	32.43
FPO	E READ – FUEL FOR STRIMMERS	58.00
FPO	D McGEOCH – GRASSCUTTING	264.00
FPO	BUSINESS STREAM	126.44
FPO	NATURAL ENTERPRISE - DONATION	250.00
FPO	HMRC – TAX	896.40
FPO	ISLAND ROADS – BIN EMPTYING	345.60
FPO	PARAVECTIS – MAINT OF PUB CONVS	425.00

61/24 PLANNING APPLICATIONS

The following applications were considered –

1. Proposed replacement stable building. Part OS Parcel 6150 Roud Road Godshill.
Ref. No: 24/00480/FUL |
2. Formation of new vehicular access; closure of existing vehicular access (revised scheme). Knightsbridge Farm Whitwell Road Godshill.
Ref. No: 24/00474/FUL |
3. Agricultural prior notification for proposed roof extension to partially enclose agricultural yard. Scotland Farm West Street Godshill.
Ref. No: 24/00435/6PA |
4. Agricultural prior notification for agricultural storage barn, Scotland Farm West Street Godshill.
Ref. No: 24/00430/6PA |
5. Continued use of premises as residential for a temporary period of 2 years.
Appletree Barn Appleford Lane Godshill.
Ref. No: 24/00403/FUL |

RESOLVED: To make no objection to applications 1 to 4 above and to support application 5 above.

62/24 PLANNING DECISION

Planning Application 23/02225/FUL | Change of use of 1.62 hectares (4 acres) of agricultural land for a secure dog walking field with associated fencing and parking | Land At Fairfields Park Farm Shinybricks Lane Godshill. Refused

63/24 CORRESPONDENCE

No correspondence had been received.

64/24 FINAL ACCOUNTS 2023-24

The Final Accounts for the 2023-24 financial year had been circulated and year end reserves amounted to £75,506. The Clerk advised of a change in the audit process for the 2023-24 financial year and consideration of the Annual Governance and Accounting Review (AGAR) was deferred until the May meeting. The deadline for the submission of the AGAR to the External Auditor is the 30th June 2024.

RESOLVED: (i) That Mr Stephen Milford be reappointed as Internal Auditor for the year and the completion of the 2023-24 AGAR submission.
(ii) That the Audit Review and Audit Plan as presented be approved.

65/24 SPEEDWATCH

Councillor Snart gave an update on Speedwatch which was now up and running with a further three sessions having taken place since the March meeting of the Parish

Council.

66/24 CENTRAL MEAD

Councillor Child reported that discussions were being held with potential suppliers of playground equipment and funders for the proposed playground project.

67/24 BIOSPHERE FESTIVAL

The Festival is designed to host a series of events across the Island to celebrate our environment and status as a place to live.

RESOLVED: To consider initiatives for partaking in the event.

68/24 ISLE OF WIGHT YOUTH TRUST

A letter had been received from the Trust detailing their activity, in particular with residents of Godshill and asking the Parish Council to consider making a financial contribution to their costs.

RESOLVED: That a financial contribution of £450 be made.

69/59 DATE OF ANNUAL PARISH MEETING

RESOLVED: That the Annual Parish meeting be held in Godshill School at 7pm on Monday 13th May 2024.

70/24 DATE OF ANNUAL PARISH COUNCIL MEETING

The meeting would take place in Godshill Primary School on Monday 13th May 2024 at the conclusion of the Annual Parish Meeting.

The meeting closed at 8.39pm

CHAIRMAN 13th MAY 2024

