



**APPOINTMENT OF NON-COUNCILLORS TO
PARISH COUNCIL COMMITTEES POLICY**

Stoke Mandeville Parish Council – appointment of non-councillors policy

| | |
|----------------------------------------------------------------------------------|---------------------------------------------------------------|
| Title | Appointment of Non-Councillors to PC Committees Policy |
| Owner | Chairman |
| Version number | 1.0 |
| Primary audience | General public, councillors and staff |
| Document location | Shared drive |
| Objective | |
| This policy sets out the procedure for appointing non-councillors to committees. | |

s.102(3) of the Local Government Act 1972 provides that a parish council can appoint persons who are not parish councillors to committees and sub-committees. Appointments cannot be made to a committee regulating and controlling the finance of the Parish Council.

You cannot be appointed if:

You are disqualified from being elected by reason of any disqualification set out in section 80 of the Local Government Act 1972 or section 79 of the Local Government Act 2000. Details of these disqualifications are detailed below:

1. Holding a paid office under the local authority.
2. Bankruptcy.
3. Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine, during the five years preceding the appointment.
4. Being disqualified under any enactment in relation to corrupt or legal practice.

PROCESS FOR APPOINTMENT

It is desirable for non-councillors to have an interest in and understanding of local affairs and the local community of Stoke Mandeville.

Following a written request to be appointed to a Parish Council committee, the non-councillor will:

- Submit a paper to the Parish Council Clerk outlining the reasons for the appointment.
- Attend the next Full Parish Council meeting and give, up to, a three-minute presentation outlining what they can bring to the chosen committee.

At the meeting:

- Parish Councillors may ask the applicant questions.
- The Parish Council will then consider the request and vote on whether to agree to the appointment.

CONFLICTS OF INTEREST

The Non-Councillor shall declare any conflicts of interest which may exist, at the start of the appointment meeting.

Stoke Mandeville Parish Council – appointment of non-councillors policy

FOLLOWING THE APPOINTMENT

It is expected that all non-council members abide by the principles and practice of Stoke Mandeville Parish Council’s Code of Conduct including declarations of interests.

All appointees will be required to complete a Register of Interests form.

ATTENDANCE

All appointees will be expected to attend all scheduled committee meetings.

If the appointee cannot attend a meeting, then apologies must be sent to the Clerk prior to the meeting.

Failure to attend **two** consecutive meetings will lead to the appointment ending with immediate effect.

The appointee will have **NO** voting rights on the committee.

DURATION

No appointment will last beyond the Annual Parish Council meeting (usually in May) where the appointment will cease unless the Parish Council agrees to extend the appointment.

If the specific project or area of expertise is completed, then the Parish Council may end the appointment at that time.

Supporting Materials

This procedure should be read in conjunction with the following supporting materials:

- TBA

Review and approval

| Sign off | | |
|-----------------------------------------------------------------------------------------------------------|-----------------|--|
| Finance & Governance C'tee | 05/09/23 | |
| Full Parish Council | 19/09/23 | |
| | | |
| Next review date | | |
| This policy should be reviewed every three years or when significant change occurs to the subject matter. | | |
| The next review date for this policy is 1 September 2025 . | | |

Version Control / History

| Version no. | Author | Date | Status/Comments |
|--------------------|---------------|-------------|--------------------------------------------|
| 0.1 | AGS | 25.08.2023 | New policy for non-councillor appointments |
| 1.0 | | 05.09.2023 | Signed off by F&G Committee |



STOKE MANDEVILLE PARISH COUNCIL

Standing Orders

| REVIEW DATE | VERSION | AMENDMENT |
|-------------------|---------|------------------------------------------------------------------------------------------------------------------------------------|
| 19 May 2018 | 18.01 | No amendments made. |
| 11 September 2018 | 18.02 | Amendments to 16d ii, 17c and 19a/b with a new item "Responsibilities under Data Protection Legislation". |
| 9 June 2020 | 19.01 | NALC amendments 3l, new 11a/b, 13g, 16d ii, 17f and new 20. |
| 5 September 2023 | 23.01 | Replace District & County with Unitary Updating Committees and Sub-Committees – 4b, new 4d. Update Procurement Limits – 17c. |
| | | |

PREFACE

These Standing Orders for Stoke Mandeville Parish Council are based on the 2018 NALC Model Standing Orders for Parish Councils with amendments.

Standing orders highlighted in bold type are statutory requirements. Standing Orders not in bold type are designed to help councils operate effectively and have been tailored to Stoke Mandeville's needs.

Stoke Mandeville Parish Council has separate Financial Regulations, which are standing orders to regulate and control the financial affairs and accounting procedures of a local council.


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See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.

- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- s The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.

-  t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

-  u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.

-  v **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed.**

- w A meeting shall not normally exceed a period of 2.5 hours.

4. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

- b** The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council. Any person appointed shall not have any voting rights.
- c** Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d** Shall not appoint any member of a committee to hold office later than the next Annual General Meeting. For non-councillors the Parish Council is not obligated to continue the appointment.
- e** The council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee.

5. Ordinary council meetings

- a** In an election year, the annual meeting of the council shall be held on or within 14

- viii. retain a copy of every councillor's register of interests,
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same,
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary,
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form,
- xii. arrange for legal deeds to be executed,
See also standing order 22 below.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations,
- xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose,
- xv. refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the committee or Council,
- xvi. manage access to information about the council via the publication scheme; and
See also standing order 22 below.

16. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of [=Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council's receipts and payments for each quarter,
 - ii. the council's aggregate receipts and payments for the year to date,
 - iii. the balances held at the end of the quarter being reported.

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and

- ii. to the full council the accounting statements for the year in the form of Section 2 of the Annual **Governance and Accountability** return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

17. Financial controls and procurement

- a. The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A Public Contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015, which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up,
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process,
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate,
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer,
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed,
 - vi. tenders are to be reported to and considered by the appropriate meeting of the

FINANCE AND GOVERNANCE COMMITTEE – 5th September 2023

TREASURY DEPOSITS

Background

The recent internal audit highlighted that the Parish Council holds its funds in bank deposit account which at the time was earning a relatively low rate of interest, although the rate has increased recently, and that there were accounts available that offered a higher rate of interest with the same level of security.

Finance and Governance in June

The committee had considered looking at a CCLA Deposit account but wished to see other options.

The internal auditor had suggested contacting Wendover Parish Council who used a web-based brokerage platform called Flagstone.

Flagstone allows you to review the interest rates on offer from multiple banks and allows you to move the deposits from account to account if the interest rates fluctuate and withdraw funds when required.

Details can be found here for Flagstone <https://www.flagstoneim.com/business/how-it-works/>

Details can be found here for CCLA <https://www.ccla.co.uk/funds/public-sector-deposit-fund>

Proposal

It is proposed that the Finance and Governance Committee consider the following:

- Open a CCLA account.
- Open a Flagstone account.

If agreed, then any deposits and withdrawals (new or transferred) to be authorised by the Chair of the Finance and Governance Committee or the Chairman of the Parish Council.

Funds will only be deposited with institutions that are covered by the Financial Services Compensation Scheme which currently provides protection on up to £85,000.

The typical deposit period will be 1, 3, or 6 months.

Reports on the level of funds deposited and the interest rates applicable will be submitted to each Finance and Governance Committee.

**Stoke Mandeville Parish Council
Council Detail Report 31/08/2023**

| | Annual Budget | Forecast | Budget To Date | Actual Year to Date | Variance To Date | Monthly Budget | Monthly Actual | Monthly Variance | Comments |
|------------------------------|----------------|----------------|----------------|---------------------|------------------|----------------|----------------|------------------|------------------------------|
| RECEIPTS | | | | | | | | | |
| Miscellaneous | - | - | - | - | - | - | - | - | |
| Donations | - | 1,940 | - | 1,938 | 1,938 | - | - | - | Kings Coronation Stalls |
| Insurance Payout | - | 3,120 | - | 3,116 | 3,116 | - | 3,116 | - | Street Light |
| Grants | 6,000 | 10,000 | 3,000 | 5,000 | 2,000 | - | - | - | SM&OPC Grant |
| Community Board Grants | 5,800 | 5,800 | - | - | - | - | - | - | |
| Allotment Rents | 1,400 | 1,400 | - | 290 | 290 | - | 260 | - | Due September |
| Burial Ground Fees | 500 | 500 | 500 | 550 | 50 | - | - | - | |
| Precept | 208,140 | 208,140 | 104,070 | 104,070 | - | - | - | - | |
| BC (AVDC) NHB Grant | 85,000 | 85,000 | 10,000 | 14,111 | 4,111 | 9,400 | 4,315 | 5,085 | For Marsh Lane Burial Ground |
| Playing Field Rental Fees | - | - | - | 260 | 260 | - | - | - | |
| S.106 | - | 167,250 | - | 167,247 | 167,247 | - | - | - | Playarea |
| Bank Interest | 100 | 2,000 | 100 | 1,199 | 1,099 | - | 547 | - | |
| | 306,940 | 485,150 | 117,670 | 297,781 | 180,111 | 9,400 | 8,238 | 1,162 | |
| VAT Refund | 21,300 | 21,300 | 21,300 | 26,337 | 5,037 | - | - | - | |
| | 21,300 | 21,300 | 21,300 | 26,337 | 5,037 | - | - | - | |
| TOTAL RECEIPTS | 328,240 | 506,450 | 138,970 | 324,118 | 185,148 | 9,400 | 8,238 | 1,162 | |
| PAYMENTS | | | | | | | | | |
| Core Costs | | | | | | | | | |
| Employee Salary and on-costs | 42,000 | 42,000 | 17,500 | 16,665 | 835 | 10,500 | 6,667 | 3,833 | |
| Employee Mileage | 150 | 150 | 50 | - | 50 | - | - | - | |
| Employee Pension Costs | 3,000 | 3,000 | 1,250 | 1,234 | 16 | 250 | 494 | - | 244 |
| Employee Payroll Costs | 500 | 500 | 208 | 228 | - | 125 | 114 | 11 | |
| Training - Staff | 1,000 | 1,000 | 250 | 55 | 195 | - | - | - | |
| Cllrs Expenses | 200 | 200 | 200 | - | 200 | - | - | - | |
| Training - Councillors | 1,000 | 1,000 | 417 | - | 417 | - | - | - | |
| Councillor Allowances | 1,600 | - | 1,600 | - | 1,600 | - | - | - | |
| Chairmans Allowance | 200 | - | 200 | - | 200 | - | - | - | |
| Administration Costs | 1,000 | 1,000 | 417 | 228 | 189 | 250 | - | 250 | |
| Advertising | 500 | 500 | - | - | - | - | - | - | |
| IT Related and Website | 6,000 | 6,000 | - | 150 | - | - | 150 | - | 150 |
| Licenses and Subscriptions | 1,100 | 1,150 | 1,100 | 1,148 | - | - | - | - | BALC |
| Phone & Broadband | 800 | 800 | 330 | 287 | 43 | 70 | 172 | - | 102 |

| | Annual Budget | Forecast | Budget To Date | Actual Year to Date | Variance To Date | Monthly Budget | Monthly Actual | Monthly Variance | Comments |
|--------------------------------|---------------|----------|----------------|---------------------|------------------|----------------|----------------|------------------|------------------------------|
| Photocopies | 1,400 | 1,400 | 500 | 972 | - 472 | 500 | 325 | 175 | |
| Insurance | 4,280 | 4,280 | - | - | - | - | - | - | |
| Audit Fees | 1,150 | 1,150 | 1,150 | 1,025 | 125 | 630 | 630 | - | |
| Legal Costs | 3,000 | 3,000 | - | - | - | - | - | - | |
| Public Consultation | 1,760 | 1,760 | - | - | - | - | - | - | |
| Kings Coronation Event | 1,500 | 3,000 | 3,000 | 2,984 | 16 | - | - | - | Kings Coronation |
| | 72,140 | 71,890 | 28,172 | 24,976 | 3,196 | 12,325 | 8,552 | 3,773 | |
| Community Centre | | | | | | | | | |
| Com Centre Hawkslade | 4,000 | 4,000 | - | - | - | - | - | - | |
| Com Centre Stoke Mandeville | 10,000 | 10,000 | 4,167 | - | 4,167 | 833 | - | 833 | |
| | 14,000 | 14,000 | 4,167 | - | 4,167 | 833 | - | 833 | |
| Open Spaces | | | | | | | | | |
| Contract Ground Maintenance | 10,000 | 10,000 | 4,167 | 3,333 | 834 | 670 | 1,333 | - 663 | |
| Grass Cutting Playing Field | 5,500 | 5,500 | - | - | - | - | - | - | |
| Devolved Services Costs | 5,000 | 5,000 | 2,080 | 410 | 1,670 | - | - | - | |
| Raised Flower Bed | 1,200 | 1,200 | 400 | 468 | - 68 | 500 | 468 | 32 | |
| Christmas Lights & Trees | 5,000 | 5,000 | - | 61 | - 61 | - | 61 | - 61 | New Christmas Tree |
| Dog Bins | 3,300 | 3,300 | 300 | 278 | 22 | - | - | - | Replacement in Playing Field |
| MVAS | 260 | 260 | - | - | - | - | - | - | |
| Playing Field Maintenance | 2,500 | 2,500 | 1,042 | 645 | 397 | 350 | 283 | 67 | |
| Playing Field Footpath | 10,000 | 10,000 | - | - | - | - | - | - | |
| Outdoor Gym | 1,000 | 1,000 | - | - | - | - | - | - | |
| | 43,760 | 43,760 | 7,988 | 5,195 | 2,793 | 1,520 | 2,145 | - 625 | |
| Allotments | | | | | | | | | |
| Allotments expenses | 2,000 | 2,000 | 500 | 263 | 237 | 500 | 263 | 237 | |
| | 2,000 | 2,000 | 500 | 263 | 237 | 500 | 263 | 237 | |
| Burial Grounds | | | | | | | | | |
| Swallow Lane Burial Ground | 510 | 1,000 | 510 | 944 | - 434 | 510 | 245 | 265 | Clearing Compost Heap |
| Marsh Lane Land | 24,000 | 24,000 | 10,000 | 4,315 | 5,685 | 6,000 | - | 6,000 | |
| Marsh Lane Burial Ground Works | 81,000 | 81,000 | - | - | - | - | - | - | |
| | 105,510 | 106,000 | 10,510 | 5,259 | 5,251 | 6,510 | 245 | 6,265 | |
| Street Lighting | | | | | | | | | |
| Street Lights - Electricity | 7,000 | 7,000 | 2,917 | 996 | 1,921 | 430 | 890 | - 460 | |
| Street Lights - Maintenance | 3,000 | 3,000 | 1,500 | 1,528 | - 28 | 250 | - | 250 | |
| Street Lights - Testing | 5,000 | 5,000 | - | - | - | - | - | - | |

| | Annual Budget | Forecast | Budget To Date | Actual Year to Date | Variance To Date | Monthly Budget | Monthly Actual | Monthly Variance | Comments |
|----------------------------------|----------------|----------------|----------------|---------------------|------------------|----------------|----------------|------------------|--------------------------------|
| Street Lighting - Replacements | 1,000 | 2,700 | - | 2,634 | - 2,634 | - | 2,634 | - 2,634 | Eskdale Road |
| | 16,000 | 17,700 | 4,417 | 5,158 | - 741 | 680 | 3,524 | - 2,844 | |
| Street Furniture | | | | | | | | | |
| Defibrillators - new / maintain | 5,000 | 7,800 | 5,000 | 7,801 | - 2,801 | | 2,816 | - 2,816 | Stoke Grange Solar Powered |
| Street furniture- new / maintain | 15,000 | 15,000 | 4,000 | - | 4,000 | - | - | - | |
| | 20,000 | 22,800 | 9,000 | 7,801 | 1,199 | - | 2,816 | - 2,816 | |
| Parish Improvement Plan | | | | | | | | | |
| Parish Improvement Plan | 10,000 | 10,000 | - | - | - | - | - | - | |
| Neighbourhood Plan (Other) | 40,000 | 40,000 | 16,667 | 4,347 | 12,320 | 3,333 | 1,866 | 1,467 | Bell Cornwell / Administrator |
| | 50,000 | 50,000 | 16,667 | 4,347 | 12,320 | 3,333 | 1,866 | 1,467 | |
| Section 137 | | | | | | | | | |
| Grants / Donations | 3,000 | 3,000 | 1,000 | 1,060 | - 60 | - | - | - | |
| | 3,000 | 3,000 | 1,000 | 1,060 | - 60 | - | - | - | |
| Play Related | | | | | | | | | |
| Play Around the Parishes | 1,000 | 1,300 | 1,000 | 1,300 | - 300 | - | - | - | Play Ranger Days New Scheme |
| Playground Maintenance | 2,000 | 2,000 | - | - | - | - | - | - | |
| Playground Refurbishment | - | 167,250 | - | 167,627 | - 167,627 | - | 380 | - 380 | Disabled Friendly Picnic Bench |
| | 3,000 | 170,550 | 1,000 | 168,927 | - 167,927 | - | 380 | - 380 | |
| VAT on Payments | 19,070 | 19,070 | 7,946 | 36,610 | - 28,664 | 1,589 | - | 1,589 | |
| | 19,070 | 19,070 | 7,946 | 36,610 | - 28,664 | 1,589 | - | 1,589 | |
| | | | | | | | | | |
| TOTAL PAYMENTS | 348,480 | 520,770 | 91,366 | 259,596 | - 168,230 | 27,291 | 19,791 | 7,500 | |

| | | | | | | | | |
|------------------------------------|------------------|-----------------|----------------|---------------|---------------|-----------------|-----------------|----------------|
| Total Receipts | 328,240 | 506,450 | 138,970 | 324,118 | 185,148 | 9,400 | 8,238 | 1,162 |
| Total Payments | 348,480 | 520,770 | 91,366 | 259,596 | - 168,230 | 27,291 | 19,791 | 7,500 |
| Increase in / (Decrease in) | | | | | | | | |
| General Reserve | - 20,240 | - 14,320 | 47,604 | 64,522 | 16,918 | - 17,891 | - 11,553 | - 6,338 |
| | <u>Budgetted</u> | <u>Forecast</u> | <u>Current</u> | | | | | |
| Current Account | 5,714 | | | | | | | |
| Deposit Account | 316,948 | | | | | | | |
| Debit Card Account | 300 | | | | | | | |
| Balance 1st April 2023 | 322,962 | 322,962 | 322,962 | | | | | |
| Budgeted Movement | - 20,240 | | | | | | | |

| | Annual Budget | Forecast | Budget To Date | Actual Year to Date | Variance To Date | Monthly Budget | Monthly Actual | Monthly Variance | Comments |
|------------------------------|----------------|----------------|----------------|---------------------|------------------|----------------|----------------|------------------|----------|
| Forecast Movement | | - 14,320 | 64,522 | | | | | | |
| Balance 31 March 2024 | 302,722 | 308,642 | 387,484 | | | | | | |

Section 3 - External Auditor's Report and Certificate 2022/23

In respect of **Stoke Mandeville parish council – BU0175**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

 SIGNATURE REQUIRED

Date

26/07/2023