



Complaints Procedure

	Date	Minute Reference	Amended
Adopted:	May 2018		New
Reviewed Annually:	May 2019	FR19-21b	No
	May 2020	FR20-91c	Yes
	May 2021	FC21-294b	Yes
	May 2022	FC22-460b	Yes
	May 2023	FC23-612b	Yes
	May 2024	FC24-773b	No
Next Review	May 2025		

GALLEYWOOD PARISH COUNCIL

CODE OF PRACTICE FOR HANDLING COMPLAINTS

This Code of Practice is designed for those complaints that cannot be satisfied by less formal measures provided to the complainant by the Clerk, or the Chairman or nominated deputy Councillor.

The Code is aimed at those situations where a complaint has been made about the administration of the Council or about its procedures.

It is not an appropriate procedure for a complaint against individuals, these should be dealt with by the Monitoring Officer of Chelmsford City Council

CODE OF PRACTICE FOR HANDLING A COMPLAINT ABOUT THE COUNCIL'S PROCEDURES OR ADMINISTRATION

Procedure

1. The complainant shall be asked to put the complaint about the Council's procedures or administration in writing to the Clerk.
2. If the complainant does not wish to put the complaint to the Clerk, they shall be advised to put it to the Chairman of the Council.
3. The Clerk shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the Council or by the Committee established for the purposes of hearing complaints.
4. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
5. Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

At the Meeting

6. The Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the Council meeting in public.
7. Chairman to introduce everyone.
8. Chairman to explain procedure.
9. Complainant (or representative) to outline grounds for complaint.

10. Members to ask any question of the complainant.
11. If relevant, Clerk to explain the Council's position.
12. Members to ask any question of the Clerk.
13. Clerk and complainant to be offered opportunity of last word (in this order).
14. Clerk and complainant to be asked to leave room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).
15. Clerk and complainant return to hear decision, or to be advised when decision will be made.

After the Meeting

16. The decision shall be confirmed in writing, within seven working days together with details of any action to be taken.



Press and Media Policy

	Date	Minute Reference	Amended
Adopted:	May 2019	FR19-21d	Yes
Reviewed Annually:	Nov 2020	FR20-91e	Yes
	May 2021	FC21-294d	No
	May 2022	FC22-460d	No
	May 2023	FC23-612	No
	May 2024	FC24-773c	No
Next Review	May 2025		

1. Introduction

- 1.1 The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media.
- 1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

2. Key Aims

- 2.1 The Council is accountable timely to the local community for its actions, and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.
- 2.2 It is important that the press have access to the Clerk/Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3. The Legal Framework

- 3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988, The Freedom of Information Act 2000 and the Transparency Code 2015, as a minimum. The Council must also have regard to the governments Code of Recommended Practice on Local Authority Publicity.
- 3.2 The Parish Council's adopted Standing Orders should be adhered to.

4. Contact with the Media

- 4.1 The Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.
- 4.2 Confidential documents, exempt Minutes, reports, papers, and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and appropriate action taken.
- 4.3 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.
- 4.4 There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

- 4.5 When responding to approaches from the media, the Clerk and Chairman are authorised to make contact with the media. In specific cases the Clerk and/or Chairman may authorise other Member/s to respond to media requests.
- 4.6 Statements made by the Chairman and the Clerk should reflect the Council's opinion.
- 4.7 There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk.
- 4.8 Should a member decide to submit a letter to the press on any subject they should not use the term 'Parish Councillor' or give the impression, directly or implied, that they are writing on behalf of the Council.

5. Attendance of Media at Council Meetings

- 5.1 The Local Government Act 1972 requires that agendas, reports, and minutes be sent to the media on request.
- 5.2 The media are encouraged to attend Council meetings and seating and workspace will be made available.

6. Press Releases

- 6.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.
- 6.2 All Parish Council press releases must be issued by the Clerk in consultation with the Chairman and/or Vice Chairman of the Parish Council in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

Galleywood Parish Council



ANNUAL PARISH MEETING WORKING PARTY

TERMS OF REFERENCE

Members

- Membership shall consist of up to three council members who shall initially be appointed at a Full Council Meeting and thereafter at the Annual Council meeting.
- Councillors may join in the year if authorised by the Full Council.
- Up to two advisors from outside bodies may be appointed to the Working Party. These persons do not have the right to vote or to move or second a motion.
- Three members or one-third of the Working Party shall constitute a quorum for meetings whichever is the greater. Appointed members may not be part of the quorum.
- The Chairman of the Working Party shall be appointed at the first meeting of the Working Party.

Commented [KW1]: Suggest changing this wording to Sub committee.
Working groups do not require ToR's, they are informal groups, they fact find and look into something specific requested by a council. They cannot make decisions and have no powers to act.

Commented [KW2]: Change this wording to Sub committee.

Commented [KW3]: Change this wording to Sub committee.

Commented [KW4]: Change this wording to Sub committee.

Commented [KW5]: Change this wording to Sub committee.

Frequency of Meetings

Meetings to be held as deemed necessary.

Reporting

The Working Party shall report to the Full Council.

Commented [KW6]: Change this wording to Sub committee.

Delegated Powers

Galleywood Parish Council requires the Working Party to consider:

Commented [KW7]: Change this wording to Sub committee.

1. To consider and recommend to Full Council the format and guest speakers.

Date effective from:	18 January 2023
Last review date:	18 May 2024
Next review:	May 2025
Committee:	Full Council

Galleywood Parish Council



FINANCE AND RESOURCES COMMITTEE TERMS OF REFERENCE

Members

- Membership shall consist of seven Council members who shall be appointed at the Annual Council Meeting
- The Chairman and Vice Chairman of the Committee shall be appointed at the Annual Council Meeting
- Councillors may join in the year if authorised by the Council.
- Three members or one-third of the Committee shall constitute a quorum for meetings whichever is the greater

Frequency of Meetings

Bi-monthly or as otherwise determined by the Council, to expedite the work of the Committee.

Delegated Powers

1. To abide by the Financial Regulations adopted by the Council.
2. To consider expenditure from General and Earmarked Reserves and will consider requests from other Committees provided such expenditure is within the approved budget for the financial year in question. (Expenditure not budgeted for will require the approval of Council).
3. To carry out planned reviews on all assets and financial resources and to report with recommendations, as necessary to the Council.
4. To present to Committee Members a regular income and expenditure account and bank reconciliation certified by the Chairman of the Committee.
5. To monitor, review and implement policies and procedures of the Council for relevance and compliance to law and best practice.
6. To monitor, review and report with recommendations on various issues as appropriate.
7. To ensure that all financial procedures are correct and lawful and updated with any new legislation.
8. To manage the Council's Grants scheme including the approval of funding.
9. To be responsible for the delivery of the Council's annual programme of events.
10. To receive reports from Essex YMCA (service provider) on the provision of the Youth Club.
11. The Committee is authorised to establish Working Groups and Sub-Committees and to appoint advisors as and when necessary, to assist in its work.
12. Working Groups and Sub-Committees shall be chaired by a Councillor and have agreed Terms of Reference set by the Committee.
13. The Committee is authorised to agree Extra-ordinary meetings.
14. Advisors shall have no voting rights.

Commented [KW1]: Members to discuss and agree if this is Full Council responsibility

Commented [KW2]: Suggest removing this wording as only Sub-Committees need ToFR's.

Working groups do not require ToFR's, they are informal groups, they fact find and look into something specific requested by a council. They cannot make decisions and have no powers to act.

Agendas and Minutes will be provided to all Parish Councillors, City and County Councillors representing Galleywood Parish Council.

Date effective from:	May 2022
Last review date:	16 May 2024
Next review:	May 2025
Committee:	ANNUAL COUNCIL

Galleywood Parish Council



FINANCE AND RESOURCES WORKING PARTY

TERMS OF REFERENCE

Members

- Membership shall consist of up to five council members who shall initially be appointed at a Finance and Resources Meeting and thereafter at the Annual Council meeting.
- Councillors may join in the year if authorised by the Finance and Resources committee.
- Up to two advisors from outside bodies may be appointed to the Working Party. These persons do not have the right to vote or to move or second a motion.
- Three members or one-third of the Working Party shall constitute a quorum for meetings whichever is the greater. Appointed members may not be part of the quorum.
- The Chairman of the Working Party shall be appointed at the first meeting of the Working Party.

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Commented [KW5]: change this wording to Sub committee.

Frequency of Meetings

Meetings to be held as deemed necessary.

Reporting

The Working Party shall report to the Finance and Resources Committee.

Commented [KW6]: change this wording to Sub committee.

Delegated Powers

The Working Party to consider and make such recommendations to the Finance and Resources Committee as the working party feel appropriate, in relation to:

Commented [KW7]: change this wording to Sub committee.

Commented [KW8]: change this wording to Sub committee.

1. Assets
2. Action Plan / Forward Plan
3. Financial Regulations

Date effective from:	23 Nov 2023
Last review date:	16 May 2024
Next review:	May 2025
Committee:	Finance and Resources

Galleywood Parish Council



PERSONNEL COMMITTEE TERMS OF REFERENCE

Members

- Membership shall consist of four Council members and shall be appointed at the Annual Council Meeting
- Membership shall consist of the Chairman and Vice Chairman of the Council, the Chairman of the Planning and Highways and Finance and Resources Committees. If a Committee Chairman is not available because they are already a member through their position as either Chairman or Vice Chairman of the Council, any other Councillor may be nominated at the Annual Council Meeting
- The Chairman and Vice Chairman of the Committee shall be appointed at the Annual Council Meeting
- Three members or one-third of the Committee shall constitute a quorum for meetings whichever is the greater

Frequency of Meetings

Quarterly and other meetings may be called as and when required.

Delegated Powers

1. To consider levels of staffing and make recommendations to the Council; thereafter to implement decisions to recruit in accordance with current guidance from NALC.
2. To consider current contracts and conditions of employment and ensure that they follow the current guidance from NALC.
3. To review annually the currently agreed form and method of appraisal and after consultation with staff, implement appropriate changes.
4. To receive a summary of all Staff Appraisals in line with the Council's Appraisal Policy.
5. To consider training needs that arise from staff appraisals and as a result of other initiatives.
6. To review salaries in accordance with current contracts and guidance from NALC and make recommendations to the Council.
7. To consider recommendations relating to Health & Safety at Work and Risk Management made by the Clerk and implement necessary changes provided that any cost does not exceed £250. Recommend changes exceeding £250 are to be referred to the Council.
8. When dealing with issues of a confidential nature, the public and press be temporarily excluded *(in accordance with the Public Bodies (Admission to Meetings) Act 1960)*
9. The Committee is authorised to establish Working Groups and Sub-Committees and to appoint advisors as and when necessary, to assist in its work.
10. Working Groups and Sub-Committees shall be chaired by a Councillor and have agreed Terms of Reference set by the Committee.
11. Advisors shall have no voting rights.

Commented (KW1): Suggest removing this wording as only Sub committees need ToR.

Working groups do not require ToR's, they are informal groups, they fact find and look into something specific requested by a council. They cannot make decisions and have no powers to act.

Agendas and Minutes will be provided to all Parish Councillors, City and County Councillors representing Galleywood Parish Council.

Date effective from:	2022
Last review date:	16 May 2024
Next review:	May 2025
Committee:	ANNUAL COUNCIL

Galleywood Parish Council



PERSONNEL SUB COMMITTEE

TERMS OF REFERENCE

Purpose

The Sub Committee is appointed to consider grievance or disciplinary matters (not including any appeal therefrom) referred from the Personnel Committee and to manage the Clerk.

Members

- Membership shall consist of three Council members who are currently members of the Personnel Committee and shall be appointed at the Annual Council Meeting
- The Chairman of the Sub Committee shall be appointed at the first meeting of the Sub Committee

Frequency of Meetings

As required.

Reporting

The Sub Committee shall report to the Personnel Committee.

Delegated Powers

1. To consider grievance or disciplinary matters in accordance with the Council's grievance or disciplinary policies.
2. To manage, supervise and appraise the Clerk, administer leave requests, record, and monitor absences from work.
3. To consider any appeal by the Clerk against a decision on pay.

Date effective from:	2022
Last review date:	16 May 2024
Next review:	May 2025
Committee:	ANNUAL COUNCIL

Galleywood Parish Council



PLANNING AND HIGHWAYS COMMITTEE TERMS OF REFERENCE

Members

- Membership shall consist of seven Council members who shall be appointed at the Annual Council Meeting
- The Chairman and Vice Chairman of the Committee shall be appointed at the Annual Council Meeting.
- Councillors may join during the year if authorised by the Council
- Members from outside bodies may be invited to join the Committee. These persons do not have a right to vote or to move or second a motion
- Three members or one-third of the Committee shall constitute a quorum for meetings whichever is the greater

Frequency of Meetings

Monthly or as otherwise determined by the Council, to expedite the work of the Committee.

Decision/Delegated Powers

1. To consider and respond to all applications for planning permission and planning appeals referred to the Council by Local Planning Authorities.
2. To consider all matters relating to Highways and Parking. Listed Building Consents, Buildings of Special Architectural Interest, Historic Buildings, and the Conservation Area.
3. To identify, comment upon and refer to the relevant authorities any matter considered to be in breach of planning permission.
4. To consider and comment on all planning matters relating to the Parish of Galleywood and advise the Council, as necessary.
5. To comment upon and monitor Tree Preservation Orders and to seek approval for further TPO's if deemed necessary.
6. To agree the Annual Open Space Plan of annual plan of maintenance. To refer all financial matters to the Finance and Resources Committee.
7. To consider and comment on Winter Tree Planting and any other planting/maintenance projects.
8. To respond to all relevant consultation documents relating to planning and associated matters.
9. To review the Parish Plan, Planning Framework periodically and at least every five years.
10. The Committee is authorised to establish Working Groups and Sub-Committees and to appoint advisors as and when necessary to assist in its work.
11. The Committee is authorised to agree Extra-ordinary meetings.
12. Working Groups and Sub-Committees shall be chaired by a Councillor and have agreed Terms of Reference set by the Committee.
13. Advisors shall have no voting rights.

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Date effective from:	May 2022
Last review date:	16 May 2024
Next review:	May 2025
Committee:	ANNUAL COUNCIL



Galleywood Parish Council

YOUTH CLUB SUB COMMITTEE

TERMS OF REFERENCE

Members

- Membership shall consist of four Council members who shall be appointed at the Annual Council Meeting. In addition, an advisor from the YMCA may be appointed.
- The Chairman and Vice Chairman of the Sub Committee shall be appointed at the first meeting of the Sub Committee
- Councillors may join in the year
- Three members shall constitute a quorum for meetings

Frequency of Meetings

As required. Performance review meetings shall be held twice a year with the Youth Services Manager.

Reporting

The Sub Committee shall report to the Finance and Resources Committee.

Delegated Powers

1. To ensure the proper management of the Youth Club.
2. To consider and recommend to the Finance and Resources Committee proposals for the Youth Club.
3. To consider and recommend to the Finance and Resources Committee estimates of expenditure for the Youth Club.
4. To approve expenditure within the limits previously agreed by the Council.
5. Advisors shall have no voting rights.

Date effective from:	2022
Last review date:	16 May 2024
Next review:	May 2025
Committee:	ANNUAL COUNCIL

Asset Inventory - Galleywood Parish Council 2024-2025									
Zurich Municipal Policy - YLL-2720417683 - Period 01.06.24-31.05.25									
Insurance Category	Item Description	Location	Site	Date purchased	Supplier	Unit Cost £	Qty	Purchase Cost £	
Part A (Buildings)	Public Conveniences	Watchouse Road		01.05.13	CCC		1	£ 1.00	
Part C (Fixtures and fittings)									
Additional items a	Notice Board 4	Watchouse Road (KH) Frontage		2008			1	£ 2,150.00	
Additional items a	Notice Board 2	Watchouse Village Shops		2004			1	£ 1,750.00	
Additional items a	Notice Board 3	Barnard Road		2022			1	£ 3,115.00	
Additional items a	Notice Board 5	Bus Shelter - Watchouse Rd		2023			1	£ 330.77	
Additional items f	Village Sign	Galleywood Shops		2014			1	£ 4,024.00	
Additional items f	Village Sign	Pipers Tye		1999	Jackie Crosby		1	£ 200.00	
Additional items a	Village Map	GPC Office		2021	Fastsigns		1	£ 38.00	
Not insured	Information Board	Twitten Green		2022	Fastsigns		1	£ 49.00	
Not insured	Information Board	The Spinney					1	£ 689.00	
Additional items b	Village Seat 1	Galleywood Shops - Milbury Meats		2000			1	£ 889.00	
Additional items b	Village Seat 2/A	Galleywood Shops - Morrisons		2000			1	£ 890.00	
Additional items b	Village Seat 2	Galleywood Shops - T Tennis Area		2013			1	£ 890.00	
Additional items b	Village Seat 3	Pym's Rd/Jct with Watchouse Road		2018			1	£ 960.00	
Additional items b	Village Seat 4 - WW1	Keene Hall, Wrought Iron		2024	David Ogilvie Engineering	£ 1,275.00	1	£ 1,275.00	
Additional items b	Village Seat 5 'Happy to Chat'	Jubilee Park		2024	Chelmsford City Council	£ 1,275.00	1	£ 1,275.00	
Additional items b	Village Seat 6	Jubilee Park		2024	Chelmsford City Council	£ 1,275.00	1	£ 1,275.00	
Additional items b	Village Seat 7	Jubilee Park		2020	Chelmsford City Council	£ 780.00	4	£ 3,040.00	
Not insured	Recycled benches 5 - 8	Twitten Green		2020	Glasdon UK Limited		1	£ 560.00	
Not insured	Picnic Bench 9	Twitten Green		2020	MBB Recycled Furniture		1	£ 680.00	
Additional items e	Story Telling Chair 10	Twitten Green		2020	MBB Recycled Furniture		1	£ 680.00	
Not insured	Story Telling Seats 11	Twitten Green		2020	TEG		1	£ -	
Not insured	Bug Hotel	Twitten Green		2020	Grants Maintenance		1	£ 100.00	
Not insured	Tawny Owl Boxes x 2	The Spinney		2021	Nest Box	£ 37.48	2	£ 74.92	
Not insured	Blue Tit Boxes x 5	Twitten Green		2021	SHS Trading	£ 3.12	5	£ 15.60	
Not insured	Robin Boxes x 3	Twitten Green		2021	Yorkshire Trading Co	£ 4.49	3	£ 13.47	
Not insured	Robin Box x 1	The Spinney		2021	Yorkshire Trading Co		1	£ 4.49	
Not insured	Sparrow Box x 1	Twitten Green		2021	Garden Selections		1	£ 17.99	
Not insured	Bee/Bug Boxes x 3	Twitten Green		2021	HIS Global	£ 14.95	3	£ 44.85	
Not insured	Hedgehog box x 1	Twitten Green		2021	Schilling		1	£ 31.00	
Not insured	Toad Abode x 1	Twitten Green		2021	CJ Wildlife		1	£ 18.00	
Additional items d	Badge of Office	Chairman		2022	Thomas Fattorini Ltd	£ 19.83	30	£ 1,347.00	
Not insured	Stick Pins	GPC Office - For councillors		2015			1	£ 594.90	
Additional items g	Defibrillator 1	Keene Hall		2015			1	£ 1,264.36	
Additional items g	Defibrillator 2	Barnard Road (Co-op)		2015			1	£ 1,264.36	
Additional items g	Defibrillator 3	The Library		2015	returned to GPC 2022		1	£ 1.00	
Additional items g	Defibrillator 4	St Michael's Junior School		2015	returned to GPC 2022		1	£ 1.00	
Additional items g	Defibrillator 5	The Heritage Centre		2015	returned to GPC 2022		1	£ 1.00	
Additional items g	Defibrillator 6	St Michael's Church		2022	WeMed 2023		1	£ 1,295.00	
Not insured	Bleed bags	located with defibs		2022		£ 85.00	4	£ 340.00	
Additional items c	War Memorial	Keene Hall		2012			1	£ 1.00	
Not insured	Flag Pole	Keene Hall		2000			1	£ 80.00	
Not insured	Union Jack Flag	Interview Room		2016			1	£ 120.00	
Additional items i	BT Telephone Kiosk	Pipers Tye		2008			1	£ 530.00	
Additional items j	Water Pump	Pipers Tye		1997			1	£ 1,319.00	
Additional items k	Bus Shelter 5	Watchouse Road (NW) opp no 186					1	£ 4,473.00	

Insurance Category	Item Description	Site	Date purchased	Supplier	Unit Cost £	Qty	Purchase Cost £
Additional items k	Bus Shelter 7	Barnard Road - West Lawn		Commupart		1	£ 4,473.00
Additional items k	Bus Shelter 8	Barnard Road - opp Co-op	2003	Commupart		1	£ 4,473.00
Additional items k	Bus Shelter 9	Skimmers Lane - Car Park	2001	Commupart		1	£ 4,473.00
Additional items k	Bus Shelter 10	Watchhouse Road - opp Keene Hall	2002	Commupart		1	£ 4,473.00
Additional items k	Bus Shelter 11	Watchhouse Road (NW) near Pipers Tye	1998	Maceman & Amstad		1	£ 4,473.00
Additional items k	Bus Shelter 12	Stock Road (W) opp Youth Centre	2008	Littlethorpe of Leicester		1	£ 4,473.00
Additional items k	Bus Shelter 13	Stock Road near Youth Centre	2008	Littlethorpe of Leicester		1	£ 4,473.00
Not insured	Litter Bin 1	Barnard Road opp garage	2018	CCC		1	£ 325.00
Not insured	Litter Bin 2	Barnard Road opp inf school	2018	CCC		1	£ 325.00
Not insured	Litter Bin 3	Barnard Road opp co-op	2018	CCC		1	£ 325.00
Not insured	Litter Bin 4	Barnard Road bus stop (West Lawn)	2018	CCC		1	£ 325.00
Not insured	Litter Bin 5	Barnard Road jct Well Lane	2018	CCC		1	£ 325.00
Not insured	Litter Bin 6	Ponds Road/Pyne Gate	2018	CCC		1	£ 325.00
Not insured	Litter Bin 7	Watchhouse Road jct Well Lane	2018	CCC		1	£ 325.00
Not insured	Litter Bin 8	Well Lane nr no 37	2018	CCC		1	£ 325.00
Not insured	Litter Bin 9	Skimmers Lane car park	2018	CCC		1	£ 325.00
Not insured	Litter Bin 10	Skinner Lane bus stop	2018	CCC		1	£ 325.00
Not insured	Litter Bin 11	Chelmer Park bus stop	2018	CCC		1	£ 325.00
Not insured	Litter Bin 12	Stock Road bus stop opp Youth Centre	2018	CCC		1	£ 325.00
Not insured	Litter Bin 13	Stock Road bus stop outside youth centre	2018	CCC		1	£ 325.00
Not insured	Litter Bin 14	The Street outside Keene Hall	2018	CCC		1	£ 325.00
Not insured	Litter Bin 15	The Street jct Chaplin Close	2018	CCC		1	£ 325.00
Not insured	Litter Bin 16	The Street on the green	2018	CCC		1	£ 325.00
Not insured	Litter Bin 17	Watchhouse Road bus stop opp Keene Hall	2018	CCC		1	£ 325.00
Not insured	Litter Bin 18	Watchhouse Road bus stop opp 150 by Buttercu	2018	CCC		1	£ 325.00
Not insured	Litter Bin 19	Watchhouse Road bus stop opp 186	2019	CCC		1	£ 325.00
Not insured	Dog Bin 1	Galleydene Avenue	2013	CCC		1	£ 270.00
Not insured	Dog Bin 2	Watchhouse Road	2021	CCC		1	£ 280.00
Not insured	Dog Bin 3	Pavitt Meadow / Ponds Road	2022	CCC		1	£ 280.00
Not insured	Dog Bin 4	Parklands Way	2022	CCC		1	£ 280.00
Not insured	Dog Bin 5	Bekewells Place	2023	CCC		1	£ 300.00
Not insured	Land						
Not insured	Parcel of Land 1	Twitten Green					£ 1.00
Not insured	Parcel of Land 2	The Spinney	19.07.1991	Gt Baddow			£ 1.00
Not insured	Parcel of Land 3	Galleywood Shops	01.05.2013				£ 1.00
Not insured	Trees						
Not insured	Oak	Deadmans Lane	2010			1	
Not insured	Hornbeams	Marklands Close/Roughtons	2010			3	
Not insured	Scots Pine		2010			1	
Not insured	Misc Trees	The Spinney					
Not insured	Misc Trees	Twitten Green					
Not insured	Oak (Golden Jubilee) 6	The Common	2012			1	
Not insured	Scots Pine	Churches View	2014			3	

Insurance Category	Item Description	Site	Date purchased	Supplier	Unit Cost £	Qty	Purchase Cost £
Not insured	Oak (Verdun) 8	Twitten Green	2021			1	
Not insured	Oak (Platinum Jubilee)	Jubilee Park					
Not insured	Tree Plaque	Jubilee Park	2022	Rowland Brothers Trade Ltd		1	183.18
Not insured	Public Toilets						
Not insured	Cleaning Equipment						
Not insured	Ladders						
Not insured	Traffic Cone		2018	B&Q		1	20.00
Not insured	Graffiti Kit		2018	Chelmsford Safety		1	30.00
Not insured	Event Data Logger		2018	CCC		1	9.00
Not insured	Dual Channel Thermomètre	Public Conveniences	2015			1	20.00
Not insured	Toilet roll holder	GPC Office		Amazon		1	90.00
Not insured	Staff Equipment	Public Conveniences	2022	Nisbetts	£ 50.99	2	101.88
Not insured	Litter Pickers						
Not insured	Florescent Jackets			Chelmsford Safety	£ 14.50	4	58.00
Not insured	Florescent Jackets			Chelmsford Safety	£ 50.00	2	100.00
Not insured	Summer Hi Viz		2022	Chelmsford Safety	£ 36.00	2	72.00
Not insured	Bag Hoops			Chelmsford Safety	£ 6.00	4	24.00
Not insured	Notice Board Cleaning Kit			Chelmsford Safety	£ 8.00	4	32.00
Part A	Internal Goods - Keene Hall			CCC			50.00
Part A	KH Foyer						
Part A (Contents a)	Galleywood Map	Keene Hall Foyer	1999	Jackie Crosby		1	350.00
Part A (Contents a)	Assistance Buzzer	Keene Hall Foyer	2016			1	50.00
Additional Items a	Notice Board 1	Keene Hall Foyer	2016			1	350.00
Part A (Contents a)	Leaflet holder	Keene Hall Foyer	2022	Amazon	£ 11.81	2	23.62
Part A (Contents a)	Leaflet holder	Keene Hall Foyer	2022	Amazon	£ 11.49	1	11.49
Part A	Interview Room						
Part A (Contents d)	Samsung Monitor	Interview Room	2019			1	139.97
Part A (Contents a)	Window Blinds	Interview Room	2008		£ 100.00	2	200.00
Part A (Contents a)	Office Desk Chair	Clerks Home Address	1999		£ 45.00	1	45.00
Part A (Contents a)	White Board/Flip Chart	Interview Room				1	50.00
Part A (Contents d)	Projector Screen	Interview Room				1	145.00
Part A (Contents d)	Extension Cable Block	Interview Room	2008			1	8.00
Part A (Contents d)	Extension Cable Reel	Interview Room				1	30.00
Part A (Contents a)	Pedestal Fan	Interview Room	2008	B&Q		1	18.00
Not insured	Christmas Lights	Interview Room	2021	unknown	£ 972.00	1	972.00
Part A (Contents a)	Cupboard	Cleaners Room	2000			1	100.00
Part A	GPC Office						
Part A (Contents a = £3294	Filing Cabinets	GPC Office		gifted	£ 151.00	4	604.00
Part A (Contents a)	Power Surge Protector	Interview Room	2012	Argos		1	30.00
Part A (Contents a)	Library Open Cabinet	GPC Office		gifted		1	180.00
Part A (Contents a)	Stationery Cabinet	GPC Office		gifted		1	190.00
Part A (Contents a)	Table	GPC Office		KH Ownership		1	160.00
Part A (Contents a)	Desk - Clerks	GPC Office		gifted		1	287.00
Part A (Contents a)	Pedestal drawers - Clerks	GPC Office		gifted	£ 250.00	2	500.00
Part A (Contents a)	Desk - Admin Asst	GPC Office		gifted		1	242.00
Part A (Contents a)	Pedestal drawers - Admin Asst	GPC Office		gifted		1	100.00
Part A (Contents a)	Stand - Admin Assistant	GPC Office		gifted		1	100.00
Part A (Contents a)	Office Chair - Clerk	GPC Office	2018	Office Is		1	180.00
Part A (Contents a)	Office Chair - Admin Asst	GPC Office	2018	Office Is		1	180.00
Part A (Contents a)	Footrest - Clerk	GPC Office	2018	Office Is		1	20.00
Part A (Contents a)	Window Blinds	GPC Office	2008		£ 150.00	3	450.00

Insurance Category	Item Description	Site	Date purchased	Supplier	Unit Cost £	Qty	Purchase Cost £
Part A (Contents a)	First Aid Kit - Large	GPC Office	2018			1	£ 30.00
Part A (Contents a)	First Aid Kit - Small	GPC Office				1	£ 10.00
Part A (Contents a)	Wall Mounted Bracket	GPC Office	2013	Thompsons		1	£ 20.00
Part A (Contents c)	Cash Box	GPC Office	1999		£ 20.00	2	£ 40.00
Part A (Contents c)	Wall Mounted Key Cabinet	GPC Office	1999			1	£ 30.00
Part A (Contents c)	Ron White Photo (The Village)	GPC Office				1	£ 30.00
Part A (Contents c)	Notice Board	GPC Office	1999			1	£ 30.00
Part A (Contents c)	Clock - Wall Mounted	GPC Office	2015	gifted		1	£ 15.00
Part A (Contents c)	Galleywood Common Map	GPC Office	1999	Jackie Crosby		1	£ 200.00
Part A (Contents c)	Tower - Clerk	GPC Office	2010	Lodge		1	£ 708.00
Part A (Contents c)	Monitor - Clerk	GPC Office	2010	Lodge		1	£ 180.00
Part A (Contents c)	Tower - Admin Asst	GPC Office	22.12.2021	Lodge		1	£ 607.00
Part A (Contents c)	Monitor - Admin Asst	GPC Office	25.06.13			1	£ 180.00
Part A (Contents c)	Keyboard - Admin Asst	GPC Office	03.02.20			1	£ 19.99
Part A (Contents c)	Printer - HP Colour	GPC Office	2018	Lodge		1	£ 360.00
Part A (Contents c)	Hub - Draytek	GPC Office	2018	Lodge		1	£ 180.00
Part A (Contents c)	Telephones x 2 handsets	GPC Office	2011	Currys		1	£ 40.00
Part A (Contents c)	Telephones x 2 handsets	GPC Office	2015	Asda		1	£ 43.00

[illegible]

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Public Conveniences, Address, Watchouse Road, Chelmsford, Essex, CM2 8PU	£183,515.08	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Council Offices, Address, Keene Hall, Watchouse Road, Chelmsford, Essex, CM2 8PT	£0.00	N/A	£5,160.00	£0.00	£3,960.00	£419.00	£0.00	£0.00	£0.00

For Premises: 1, 2

Insured Perils applicable to Material Damage : 1-13, 15 & 16

Excesses Applicable to Premises 1

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Excesses Applicable to Premises 2

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100

Part C – All Risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the territorial limits.

Item Description	Sum Insured	Excess
5 x Noticeboards, Village map	£7,350.00	£100
Wrought Iron Seat and Village Seat	£8,320.00	£100
War Memorial	£14,784.26	£100
Badge Of Office	£1,854.21	£100
Seat - story telling chair	£1,612.11	£100
2 x Galleywood Village Sign	£11,411.40	£100
6 x Defibrillators valued at £1500 each	£9,450.00	£100
2 x Laptops	£1,470.00	£100
BT Telephone Kiosk	£9,081.98	£100
Water pump (pipers tye)	£1,816.40	£100
8 x Bus Shelters	£49,269.36	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Cover	Material Damage	Public Conveniences, Watchhouse Road, Chelmsford, Essex, CM2 8PT	Sum Insured	Excess
Part A	Contents a,c,d	Council Office Keene Hall, Watchhouse Road, Chelmsford, Essex, CM2 8PT	£183,515.08	Varies
Part C - Additional Items				
	(No fixed address):			
a	5 x Noticeboards, Village Map		£7,350.00	£100.00
b	8 x Wrought Iron Seat and Village Seats		£8,320.00	£100.00
c	War Memorial		£14,784.26	£100.00
d	Badge Of Office		£1,854.21	£100.00
e	1 x Seat - Story telling chair		£1,612.11	£100.00
f	2 x Galleywood Village Sign		£11,411.40	£100.00
g	6 x Defibrillators valued at £1500 each		£9,450.00	£100.00
h	2 x Laptops		£1,470.00	£100.00
i	BT Telephone Kiosk (Pipers Tye)		£9,081.98	£100.00
j	Water pump (Pipers Tye)		£1,816.40	£100.00
k	8 x Bus Shelters		£49,269.36	£100.00
			£309,474.76	

Part A	Contents a,c,d	Council Office Keene Hall, Watchhouse Road, Chelmsford, Essex, CM2 8PT
	a = £5160	approximate
	c = £3960	approximate
	d = £419	approximate
	Total	£9539.00



Adequate and Effective Systems

	Date	Minute Reference	Amended
Adopted:	May 2019	FR19-11	No
Reviewed Annually:	May 2021	FR21-141	No
	May 2022	FR22-191	No
	May 2023	FR23-271	No
	May 2024	FC24-781	No
Next Review	May 2025		

Adequate and Effective Systems:

a. The Effectiveness of the System of Internal Audit

The Parish Council is required to carry out, at least annually, a review of the effectiveness of its system of internal audit. The system of internal audit at Galleywood Parish Council currently consists of:

1. Appointment of Internal Auditor;
2. One visit after the end of the financial year when the year-end accounts have been completed;
3. Ensuring the work covered during the visits is wide-ranging and includes the proper treatment of receipts and payments; bank reconciliations; payroll; petty cash; adherence to statutory requirements; financial procedures; systems and regulations; insurance; assets; risk management; budget setting and monitoring and VAT;
4. Receipt of a report from the Internal Auditor after each visit, stating the areas covered and the findings and making any necessary recommendations for change;
5. Sending all Members of the Parish Council a copy of the report;
6. Reporting any recommendations to the Finance and Resources Committee;
7. Acting upon any decisions made by the Committee in respect of the recommendations.

As detailed in the Internal Auditor's reports, the work carried out by them in the last twelve months has included detailed reviews and inspections of:

- i. Accounting arrangements and bank reconciliations;
- ii. Corporate Governance;
- iii. Review of expenditure;
- iv. Assessment and management of risk;
- v. Precept determination and budgetary control.

b. The Effectiveness of the System of Internal Control

The Parish Council is required to carry out, at least annually, a review of the effectiveness of its system of internal control. The system of internal controls at Galleywood Parish Council currently consists of:

1. Appointment of Clerk/Responsible Financial Officer;
2. Adoption of Code of Conduct for Members and employees;
3. Standing Orders and Financial Regulations;
4. Review of internal audit arrangements and reporting;
5. Safe and efficient arrangements to safeguard public money;
6. Regular scrutiny of financial records and proper arrangements for the approval of expenditure;
7. Regular employer returns to HM Revenue and Customs;
8. Completion of annual vat return and training the Clerk/Responsible Financial in matters of VAT and other taxation issues as necessary;
9. Regular budget monitoring statements;
10. Procedures for dealing and monitoring the Parish Council's Grants Scheme;
11. Minutes properly numbered and paginated with a master copy kept in safekeeping;
12. Documented procedures for document receipt, circulation, response, handling, and filing;
13. Procedures in place for recording and monitoring Members' Interests and Gifts and Hospitality received.

STATEMENT OF INTERNAL CONTROL

1. Scope and Responsibility

Galleywood Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently, and effectively.

In discharging this overall responsibility, Galleywood Parish Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Parish Council's functions, and which includes arrangements for the management of risk.

2. Purpose of the Systems of Internal Control

The system of internal control is designed to manage risk at a reasonable level rather than to eliminate all risks of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Parish Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised and to manage them effectively and economically.

3. The Internal Control Environment

The system of internal control is based on a framework consisting of the Code of Conduct, internal regulations (including but not limited to Financial Regulations) and administrative procedures. It is further enhanced by the regular provision of management and financial information as appropriate to fit the Parish Council's policy of delegation and responsibility. The system is constantly monitored by members as well as officers within the Parish Council. In particular, the system incorporates:

- Budgeting systems.
- Regular reports of service delivery.
- Preparation and dissemination of regular financial reports comparing actual expenditure against forecasts.
- Regular review of such reports by officers, and by members in Committee and Council.

4. Review of Effectiveness

The authority has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. The review is informed by the work of:

- The Council and its Committees.
- The Clerk/Responsible Financial Officer.
- The Internal Auditor.
- The External Auditor.

HEELIS&LODGE

Local Council Services • Internal Audit

Internal Audit Report for Galleywood Parish Council – 2023/2024

The following Internal Audit was carried out on the adequacy of systems of control in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2023. The following recommendations/comments have been made:

Income: £128,434.25 Expenditure: £133,339.39 Reserves: £135,529.27

AGAR Completion:

Section One: Yes

Section Two: Yes – draft figures

Annual Internal Audit Report 2023/2024: Yes

Certificate of Exemption: No

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

All were found to be in order. LGAs137 and VAT payments are tracked and identified within the year end accounts.

The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes
Reviewed: 19/10/2023 (Ref: FC-673)
Financial Regulations in place: Yes
Reviewed: 24/11/2022 (Ref: FR22-234)

VAT reclaimed during the year: Yes Registered: No

General Power of Competence: No

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

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Heather Heelis Dip HE Local Policy FILCM
Lynne Lodge Dip HE Local Policy

Committee Terms of Reference were reviewed and approved at the Annual Parish Council meeting held on 16/5/2023 (Ref: 23-603).

The Council have a comprehensive suite of policies in place.

The following policies were reviewed and adopted on 15/2/2024 (Ref: FC24-28):

- *CCTV Policy*
- *Environmental Policy*
- *Tree Management Policy*

The following policies were reviewed and adopted on 18/1/2024 (Ref: FC24-18):

- *Vexatious and Persistent Policy*
- *Social Media Policy*
- *Community Engagement Strategy*

The following policies were reviewed and adopted on 21/9/2023 (Ref: 23-655):

- *Home Working Policy*
- *Flexible Working Policy*

The following policies were reviewed and adopted on 16/5/2023 (Ref: 23-612):

- *Complaints Procedure*
- *Freedom of Information*
- *Press and Media Procedure*

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: Yes
Data Protection registration: Yes (Ref: Z2719096)

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.

Privacy Policy published: Yes

Insurance was in place for the year of audit and reviewed at the Annual Parish Council meeting held on 16/5/2023 (Ref: 23-611). The Risk Assessment was reviewed at a meeting held on 25/5/2023 (Ref: FR23-273). Internal Controls were reviewed on 25/5/2023 (Ref: FR-271.b).

The Council have effective internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Bank mandates were reviewed and confirmed at a meeting held on 18/1/2024 (Ref: FC24-712).

Fidelity Cover: £250,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No

Website: www.galleywoodparishcouncil.gov.uk

The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

Under **The Accounts & Audit Regulations 2015 15** councils must publish on their website:

External audit report

2023 Annual Return, Section One Published – Yes

2023 Annual Return, Section Two Published – Yes

2023 Annual Return, Section Three Published – Yes

Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights
Published – Yes

Period of Exercise of Public Rights

Publish Date: 23/6/2023 Start Date: 26/6/2023 End Date: 7/8/2023

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** council are required to display AGARs for the five years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 on their website.

The Council have met the publication requirements.

*It is noted that there is a broken link on the 2018-2019 Section 3 (External Auditor's Opinion). It is **recommended** that this is corrected.*

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP
Tel: 07732 681125
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Heather Heelis Dip HE Local Policy FILCM
Lynne Lodge Dip HE Local Policy

Budgetary controls
supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £113,150 (2023-2024)

Date: 15/12/2022 (Ref: 22-529)

Precept: £124,332 (2024-2025)

Date: 21/12/2023 (Ref: 23-706)

Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and a sample of income received and banked cross referenced with the Cash Book and bank statements.

Fees were reviewed at a meeting held on 16/5/2023 (Ref: FC23-612.a).

Petty Cash

Associated books and established system in place

A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held.

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: Yes

Employer's Reference: 083/CH2022

P60s issued: Yes

The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. Supporting paperwork is in place and P60s have been produced as part of the year end process. Eligible employees have joined the nominated pension scheme.

It is noted that the Council undertook a review of salaries at a meeting held on 16/11/2023 (Ref: 23 – 697).

A staff appraisal process is in place.

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place. Values are recorded at cost value/insurance value. The total value of assets are recorded at £220,659. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR. The asset register was reviewed on 16/5/2023 (Ref: 23-310).

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Bank Balances at 31 March were confirmed as:

NatWest Business Reserve	xxxx6864	£48,375.13
Barclays Active Saver	xxxx6291	£85,000.00
NatWest Current	xxxx4346	£2,154.14

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have adequate general reserves (£101,242.62) and have identified earmarked reserves of £34,286.65 in their year end accounts.

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

End of year accounts are prepared on a Receipts & Payments basis.

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

Internal Audit Procedures

The 2023 Internal Audit report was considered by the Council at a meeting held on 25/5/2023 (Ref: FR23-271.a).

A review of the effectiveness of the Internal Audit was carried out on 25/5/2023 (Ref: FR23-270).

Heelis & Lodge were appointed as Internal Auditor at a meeting held on 14/10/2021 (Ref: FR21-143).

External Audit

The Council formally approved the 2023 AGAR at a meeting of the full Council held on 15/6/2023 (Ref: 23 – 626).

The External Auditor's report was considered at a meeting held on 28/9/2023 (Ref: FR23-304).

There were no matters arising from the External Audit.

Additional Comments/Recommendations

- The Annual Parish Council meeting was held on 16/5/2023. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for their assistance during the course of the audit work and the quality of documentation presented for the audit.



Heather Heelis
Heelis & Lodge
22 April 2024

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Galleywood 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
			✓

*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:

04/06/2024

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

ENTER PUB www.galleywoodparishcouncil.gov.uk ADDRESS

Section 2 – Accounting Statements 2023/24 for

Galleywood Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	149,323	140,434	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. 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	109,812	113,150	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11,767	15,284	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	81,288	87,213	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	49,180	46,126	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	140,434	135,529	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	140,434	135,529	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	221,631	220,659	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 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

SIGNATURE REQUIRED

Date

22/04/2024

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

04/06/2024

as recorded in minute reference:

MINUTE FC24- REFERENCE

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

SIGNATURE REQUIRED

Report to Galleywood Parish Council

KW/16.05.2024

Internal Auditor

The Parish Council's current Internal Auditor is Heelis and Lodge. They were appointed in October 2021, and for a further three years. The cost of their service is £320.

Other providers can be sourced via [Directory of Internal Auditors - Internal Audit Forum](#)
Three companies that cover Essex are:

vale.bruindell@gmail.com – Has no availability as up to capacity at the moment.

Michelle@BBBAssociates.co.uk – Has not responded to quote request

tcdbrown01@yahoo.co.uk - Has not responded to quote request

Members are asked to note the previous information provided:

- Council has the right to appoint their own Internal Auditor
- Councils are required to have an effective Internal Audit
- The Internal Auditor must be independent from the Parish Council
- There are no formal qualifications for Parish and Town Council Internal Auditors
- The Internal Audit is a review of systems and processes of the Council, it is not the checking of bank reconciliations.
- It is good practice to review the Internal Auditor every three years

Clerk comments:

The clerk is very happy with the current services being received.

Members are asked to consider resolving an internal auditor for the next three years.