



# Tregony with Cuby Parish Council

Clerk: Mrs Mary Symons

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## AGENDA

5<sup>th</sup> June 2023

To members of Tregony with Cuby Parish Council.

You are hereby summoned to attend the monthly meeting of Tregony with Cuby Parish Council.

On: **Monday, 12<sup>th</sup> JUNE 2023**

Commencing: **at 7.00pm**

At: **Tregony Church Hall, Back Lane, Tregony**

for the purpose of transacting the following business:

**TREGONY with CUBY PARISH COUNCIL ANNUAL MEETING**

Mary Symons, Clerk to the Council

1. **Apologies for absence**
2. **Declarations of interest:** agenda items, gifts over £50 Dispensations
3. **Open Period** – Public participation (up to 15 minutes) – For electors of Tregony with Cuby parish to make representation to the Parish Council.
4. **Minutes of the meeting** held on Tuesday, 9<sup>th</sup> May 2023
5. **Matters Arising** from the last meeting's minutes:
  - 141/23 – Petanque pitch –report on meeting with Chairman.
  - 142/23- Defibrillators – Goviley request.
  - 143/22 – Fore Street Crossing
  - 144/23 – Landmark Tree
6. **Planning** –
  - 6.1 Any other applications received
  - Planning applications determined by Cornwall Council
  - 6.2 PA23/002020PRE -24 Fore Street, Tregony – *Closed, advice given*
  - 6.3 PA23/01443-Gobans, Reskivers, Tregony – *Withdrawn*
  - 6.4 PA23/00410/PRE – Tregony Community Primary School, Tregony – *Closed, Advice given*
7. **Cornwall Councillor report** – Cllr Julian German
8. **Highways Working Group** – Update
9. **Youth Working Group** - Update / report on visit to Goonhavern for fact finding
10. **Sustainability Group** - Update

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Parish Councillors: - Mr B Egerton (Chair), Mr K Ashley, Mrs J Floyd Norris, Mrs E Gray, Mr M Greet, Mr K Harris, Mr G Laity, Mr Lytham, Mr S Matthews, Mr D Spackman

Note: this agenda and appendices are available to view on the website:  
[www.tregonywithcubyparishcouncil.gov.uk](http://www.tregonywithcubyparishcouncil.gov.uk)

- 11. Tregony Sports Field** – 11.1 Site visit discussion  
11.2 Under 11's football  
11.3 Sports Club  
11.4 Tregony Heavy Horse Show permission
- 12. Annual governance and accountability return 2022/23** – council to consider and approve the annual governance statement for Tregony with Cuby Parish Council.
- 13. Financial Report** –  
1. Clerk to report on the accounts and Schedule of payments for the month.
- 14. Correspondence** received by the parish council and which is relevant to the interests of the council: to be noted by members and to consider if any action is necessary as a result of such correspondence.
- 15. Items for future consideration/ Other Parish Concerns.**  
15.1 Sand Park – new seats and table
- 16. Confidential Item**
- 17. Date of next monthly meeting** – *Monday, 10<sup>th</sup> July 2023 – Tregony Church Hall, Back Lane.*



# Annual Internal Audit Report 2022/23

TREGONY WITH CUBY PARISH COUNCIL

ENTER WWW.TREGONYWITHCUBY.GOV.UK LESS

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 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 2022-23 AGAR period, were public rights in relation to the 2021-22 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 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

02/05/2023 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

CAROLYN MAY INTERNAL AUDITOR

Signature of person who carried out the internal audit

Carolyn M. May

Date

02/05/2023

\*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).



CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	TRECONY WITH WBY PARISH COUNCIL
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I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below:

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This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
12 JUNE 2023	

Signed (Clerk/RFO)

Print Name

MRS. M. SYMONS

Signed (Chair)

Print Name

MR. M. GREET

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Tregony with Cuby 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 2023, 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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.tregonywithcubyparishcouncil.gov.uk

WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2022/23 for

### Tregony with Cuby Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	84,521	79,353	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	25,000	25,106	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	13,968	16,241	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	8,512	9,811	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	35,623	43,327	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	79,353	67,562	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	79,353	67,562	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	0	0	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)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

12/06/23

FINANCE

Payments Schedule Presented:

	£
1. Sutcliffe Play SW – cradle swing seat	273.50
2. Aalgard Renshaw – Internal Audit 22-23	270.00
3. Enerveo – Routine Maintenance street lights – Oct/Dec & Jan/Mar	194.40
4. M Symons – Clerk’s expenses Apr-Jun	25.77
5. Google – email hosting	9.20 (DD)
6. ACE-ARB –parish maintenance - monthly contract	652.21 (STO)
7. Stripe (Sea Dog IT)	25.00 (DD)
8. HMRC – PAYE – Clerk	152.91 (STO)
9. NEST – pension – Clerk	62.76 (DD)
10. M Symons – Clerk’s salary	611.62 (STO)

Receipts:

National Grid – Wayleaves Cuby 24.82

*The schedule was agreed and payment authorised.*

*Proposed Cllr , Seconded Cllr*

Bank balances and reconciliation as at 31st May 2023 were noted.

**Tregony with Cuby Parish Council**  
**RECONCILIATION - Tregony with Cuby PC - Barclays Current a/c**

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From Accounts ..... £37,247.95

Payments not cashed ..... Add .....

Receipts not entered ..... Subtract .....

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**Statement should be ..... £37,247.95**