

Annual Governance and Accountability Return 2024/25 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2025**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - c) **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - d) **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - e) **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2024/25**, page 4
- **Section 1 – Annual Governance Statement 2024/25**, page 5
- **Section 2 – Accounting Statements 2024/25**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2024/25 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2024/25, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2025. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2025**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)		

Certificate of Exemption – AGAR 2024/25 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2025, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

CUCKMERE VALLEY PARISH COUNCIL

certifies that during the financial year 2024/25, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2024/25:

£10,540.00

Total annual gross expenditure for the authority 2024/25:

£10,725.00

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

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

- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

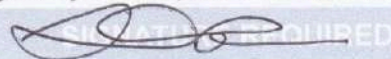
If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2025.

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

Signed by the Responsible Financial Officer

Date



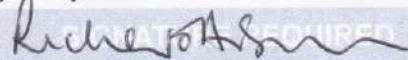
20/05/2025

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

20/05/2025

Signed by Chair

Date



20/5/2025

as recorded in minute reference:

12/1C REFERENCE

Generic email address of Authority

Telephone number

CLERK@CUCKMEREVALLEYPC.ORG.UK

01435 866319

*Published web address

WWW.CUCKMEREVALLEYPC.ORG.UK

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2025. Reminder letters for late submission will incur a charge of £40 + VAT

Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY
CUCKMERE VALLEY PARISH COUNCIL

ENTER PUBLICLY AVAILABLE WEBSITE/PAGE ADDRESS
WWW.CUCKMEREVALLEYPC.ORG.UK

During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 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 2024-25 AGAR period, were public rights in relation to the 2023-24 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 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
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

Name of person who carried out the internal audit

DD/MM/YYYY 11/04/2025

DD/MM/YYYY

NIGEL ANTHONY BUTTEN

Signature of person who carried out the internal audit

Nigel A Butten

Date

11/04/2025

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

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

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

CUCKMERE VALLEY 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 2025, that:

	Agreed		
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

20/05/2025

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

Clerk

[Signature]
[Signature]

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes No

☐ ☐

WWW.CUCKMEREVALLEYPC.ORG.UK

Section 2 – Accounting Statements 2024/25 for

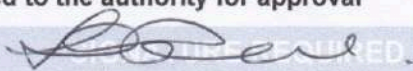
CUCKMORE VALLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	4764	2761	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	9421	10249	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	409	291	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	6263	7044	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	5570	3681	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	2761	2576	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	2761	2576	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	1611	1611	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	NIL	NIL	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 2025 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



Date

19/05/2025

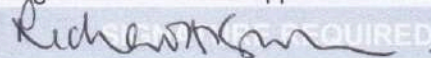
I confirm that these Accounting Statements were approved by this authority on this date:

20/05/2025

as recorded in minute reference:

12116 REFERENCE

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



Cuckmere Valley Parish Council

Statement of Accounts for the year ended 31st March 2025

	2025 £	2025 £	2024 £	2024 £
Opening Bank Balance		2,760.94		4,764.41
Receipts:				
Precept	10249.00		9421.00	
East Sussex County Council	0.00		283.70	
VAT Refund from HMRC	291.02		124.88	
Total Receipts		10,540.02		9,829.58
Payments:				
Staff Costs		7,044.04		6,262.90
Other Payments:				
Donation to Cuckmere Buses	500.00		1270.65	
Donation to Litlington Village Hall	250.00		750.00	
Donation to Wealden Citizens Advice Bureau	150.00		100.00	
Donation to Cuckmere Flood Forum	80.00		80.00	
Election Expenses	1004.00		1004.38	
Website	594.38		578.38	
Insurance	300.00		313.29	
Audit	180.00		150.00	
Village Improvements and Maintenance	160.80		397.20	
Payroll Expenses	120.00		120.00	
Assembly Expenses	48.28		47.01	
Conference/Training Courses	30.00		80.00	
Subscription to East Sussex Assn of Local Councils	53.06		52.37	
Subscription to Society of Local Council Clerks	17.40		47.36	
Subscription to Wealden Assn of Local Councils	9.39		9.00	
Bank Charges	8.50		0.00	
Laptop	0.00		247.49	
Subscription to Parish Online	0.00		32.00	
VAT Recoverable	175.04		291.02	
Total Other Payments		3,680.85		5,570.15
Total Payments		10,724.89		11,833.05
Deficit for the year		(184.87)		(2,003.47)
Closing Bank Balance		<u>£2,576.07</u>		<u>£2,760.94</u>
VAT Recoverable at 31st March		£175.04		£291.02

Cash Book

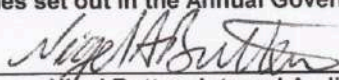
Opening Balance at 1 April 2024	2,760.94
Add: Receipts in the Year	10,540.02
Less: Payments in the Year	10,724.89
Closing Balance per Cash Book at 31 March 2025	<u>£2,576.07</u>

Bank Reconciliation

Lloyds Bank plc: Sort Code 30-95-01. Account 00991227.

Balance at 31 March 2025	2,576.07
Unpresented Cheques	0.00
Advised Credit Transfer in Transit	0.00
Balance at 31 March 2025	<u>£2,576.07</u>

The above Statement of Accounts agrees with the Cash Book and records of The Cuckmere Valley Parish Council for the year ended 31st March 2025. The Council has carried out its responsibilities set out in the Annual Governance Statement 2024/25.


Nigel Butten, Internal Auditor

11th April 2025

Cuckmere Valley Parish Council

Final Accounts for the year to 31 March 2025

	Unaudited 2025 £ Year	Unaudited 2025 £ Year
Opening Bank Balances		
Current Account		2760.94
Receipts		
Precept	10249.00	
HMRC	291.02	
Total Receipts		10540.02
Payments		
Staff Costs		7044.04
Other Payments		
Donation to Litlington Village Hall	500.00	
Donation to Cuckmere Buses	250.00	
Donation to Cuckmere Flood Forum	80.00	
Wealden Citizen's Advice	150.00	
Stationery	0.00	
Election Expenses(2nd part)	1004.00	
Training Courses for Cllrs / Clerk	0.00	
Village Improvements and Maintenance	0.00	
Insurance	300.00	
Audit	180.00	
Payroll	120.00	
Website	594.38	
Annual Assembly Expenses	48.28	
WDC Conference	30.00	
Subscription to ESALC	53.06	
Subscription to WDALC	9.39	
Subscription to SLCC	17.40	
Defibrillator consumables	160.80	
Bank Fees	8.50	
VAT Recoverable	175.04	
Total Other Payments		3680.85
Total Payments		10724.89
Deficit for the year for noting		-184.87
Closing Bank Balance		2576.07
VAT Recoverable at end of Year for noting		175.04
Cash Book		£
Opening Balance at 1 April 2024		2760.94
Add: Receipts in the Year		10540.02
Less: Payments in the Year		10724.89
Closing Balance per Cash Book at 31 March 2025		2576.07

Bank Reconciliation for the Year Ending 31 March 2025

Lloyds Bank Plc Account227	
	£
Balance as at 31 March 2025	2576.07
Unpresented Cheques	0.00
Credit Transfer in Transit	0.00
Net Balance as at 31 March 2025	2576.07

Note:

Reserves Held 24-25

Election Reserve	£750
Village Improvement Reserv	£450
General Reserve	£1,376

Prepared by Julie O'Donnell
Parish Clerk /RFO
1st April 2025

Cuckmere Valley Parish Council

Cash Book Y/E 31.03.25

<u>Date</u>	<u>Income</u>	<u>Precept</u>	<u>Bank Int</u>	<u>Other</u>	<u>Total Received</u>	<u>Total Income</u>
	Brought forward					2760.94
29.04.24	Wealden DC	5124.50			5124.50	5124.50
28.05.24	HMRC VAT			291.02	291.02	291.02
30.09.24	Wealden DC	5124.50			5124.50	5124.50
	Total Income	10249.00	0.00	291.02	10540.02	13300.96

<u>Date:</u>	<u>Details:</u>	<u>Chq</u> <u>No</u>	<u>Inv</u> <u>Ref</u>	<u>Donations/</u> <u>Grants</u>	<u>Subs/</u> <u>Ins</u>	<u>Staff</u> <u>Costs</u>	<u>Rates and</u> <u>Overheads</u>	<u>Post and</u> <u>Stat</u>	<u>Village</u> <u>Imp</u>	<u>VAT</u>	<u>Total</u>
15.04.24	Team 4	SO	1				10.00			2.00	12.00
18.04.24	HMRC PAYE	OLT	2			297.20					297.20
18.04.24	Vision ICT	OLT	3		300.00					60.00	360.00
15.05.24	Team 4	SO	7				10.00			2.00	12.00
22.05.24	Wealden DC	OLT	4				30.00				30.00
22.05.24	N Butten	OLT	5				180.00				180.00
22.05.24	ESALC	OLT	6		53.06						53.06
22.05.24	J O'Donnell Assembly)	OLT	8				48.28				48.28
	J O'Donnell (Jan, Feb,										
22.05.24	Mar, Apr)	OLT	9			1744.44					1744.44
22.05.24	A Stevens (Missed sala	OLT	10			475.12					475.12
22.05.24	Wel Medical	OLT	11				141.85			28.37	170.22
28.05.24	Zurich Town & Parish	OLT	12		300.00						300.00
14.06.24	Team 4	SO	13				10.00			2.00	12.00
17.07.24	Team 4	SO	14				10.00			2.00	12.00
17.07.24	HMRC PAYE	OLT	15			297.00					297.00
17.07.24	J O'Donnell (May, June)	OLT	16			872.32					872.32
17.07.24	Wel Medical	OLT	17				18.95			3.79	22.74
17.07.24	WDC	OLT	18				1004.00				1004.00
14.08.24	Team 4	SO	19				10.00			2.00	12.00
16.09.24	Team 4	SO	20				10.00			2.00	12.00
14.10.24	Team 4	SO	28				10.00			2.00	12.00
15.10.24	HMRC PAYE	OLT	21			297.20					297.20
15.10.24	J O'Donnell (Jul,Aug,Se	OLT	22			1308.28					1308.28
15.10.24	Litlington Village Hall	OLT	23	500.00							500.00
15.10.24	Wealden CAB	OLT	24	150.00							150.00
15.10.24	CCBuses	OLT	25	250.00							250.00
15.10.24	CFForum	OLT	26	80.00							80.00
15.10.24	Vision ICT	OLT	27				160.00			32.00	192.00
14.11.24	Team 4	SO	29				10.00			2.00	12.00
16.12.24	Team 4	SO	30				10.00			2.00	12.00
14.01.25	Team 4	SO	36				10.00			2.00	12.00
21.01.25	Vision ICT	OLT	31				134.38			26.88	161.26
21.01.25	J O'Donnell (Oct,Nov,Dc	OLT	32			1426.70					1426.70
21.01.25	HMRC PAYE	OLT	33			325.78					325.78
21.01.25	SLCC	OLT	34		17.40						17.40
21.01.25	WDALC	OLT	35		9.39						9.39
14.02.25	Team 4	SO	37				10.00			2.00	12.00
14.03.25	Team 4	SO	38				10.00			2.00	12.00
25.03.25	Lloyds Bank	PAY	39				4.25				4.25
28.03.25	Lloyds Bank	PAY	40				4.25				4.25
				980.00	679.85	7044.04	1845.96	0.00	0.00	175.04	10724.89

10724.89

Bank Reconciliation at 31st March 2025

	£
Bank balance at 31st March 2025	2576.07
Unpresented Cheques	
	0.00
	<hr/>
Balance at bank at 31st March 2025	2576.07
	<hr/>
	£
Opening Balance at 1st April 2024	2760.94
Add: Receipts	10540.02
Less: Payments	10724.89
	<hr/>
Closing Balance per Cash Book at 31st March 2025	2576.07
	<hr/>

Cuckmere Valley Parish Council

Cashbook payments £100+ or over £100 cumulatively 2024 -2025

<u>Date:</u>	<u>Details:</u>	<u>Chq</u>	<u>Inv</u>	<u>Donations/</u>	<u>Subs/</u>	<u>Staff</u>	<u>Rates and</u>	<u>Post and</u>	<u>Village</u>	<u>VAT</u>	<u>Total</u>
15.04.24	Team 4	SO	1				10.00			2.00	12.00
18.04.24	Vision ICT	OLT	3		300.00					60.00	360.00
15.05.24	Team 4	SO	7				10.00			2.00	12.00
22.05.24	N Bitten	OLT	5				180.00				180.00
22.05.24	Wel Medical	OLT	11				141.85			28.37	170.22
28.05.24	Zurich Town & Parish	OLT	12		300.00						300.00
14.06.24	Team 4	SO	13				10.00			2.00	12.00
17.07.24	Team 4	SO	14				10.00			2.00	12.00
17.07.24	WDC	OLT	18				1004.00				1004.00
14.08.24	Team 4	SO	19				10.00			2.00	12.00
16.09.24	Team 4	SO	20				10.00			2.00	12.00
14.10.24	Team 4	SO	28				10.00			2.00	12.00
15.10.24	Litlington Village Hall	OLT	23	500.00							500.00
15.10.24	Wealden CAB	OLT	24	150.00							150.00
15.10.24	CCBuses	OLT	25	250.00							250.00
15.10.24	Vision ICT	OLT	27				160.00			32.00	192.00
14.11.24	Team 4	SO	29				10.00			2.00	12.00
16.12.24	Team 4	SO	30				10.00			2.00	12.00
14.01.25	Team 4	SO	36				10.00			2.00	12.00
21.01.25	Vision ICT	OLT	31				134.38			26.88	161.26
14.02.25	Team 4	SO	37				10.00			2.00	12.00
14.03.25	Team 4	SO	38				10.00			2.00	12.00

CUCKMERE VALLEY PARISH COUNCIL
Asset Register 2024 - 2025

<u>Asset:</u>	<u>Location:</u>	<u>Year Acquired:</u>	<u>Values Ins:</u>
Defibrillator	The wall facing the Lane at The Plough And Harrow.	2016	£ 1381.75
Laptop	Clerk Office c/o Springwood Back Lane Cross in Hand	2023	£ 229.00
			<hr/>
			£ 1610.75
			<hr/>

Cuckmere Valley Parish Council Risk Assessment

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate risks, insofar as is practically possible.

This document has been produced to enable Cuckmere Valley Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) identified	H/M/L	Management/control of risk	Review/Assess/Revise
Precept	Adequacy of precept for the council to carry out its Statutory duties.	L	To determine the precept amount required, the council regularly receives budget update information. At the precept meeting Council receives a Budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the clerk/RFO. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total is resolved to be the precept amount to be requested from Wealden District Council. The figure is submitted by the Clerk in writing. The clerk informs the council when the monies are received.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L L	The council has Financial Regulations which sets out the requirements	Existing procedure adequate. Review the Financial Regulations when necessary.

Bank and banking	Inadequate checks Banks mistakes	L	The council has Financial Regulations which set out all banking requirements.	Existing procedure adequate.
		L	Monthly reconciliation	Existing procedure adequate.
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance report) and discussed/reviewed and approved at each meeting.	Existing procedure adequate.
Grants	Receipt of grant	L	Parish Council does not presently receive any regular grants.	Procedure would be formed, if required.
Charges – rents receivable	Payment of rents	L	Parish Council does not have any rents to collect	Procedure would be formed, if required.
Grants and support payable	Power to pay Authorisation of Council to pay.	L	All expenditure goes through the required council process of approval, is minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedure adequate.
Best value accountability	Work awarded incorrectly.	L	Normal parish council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the council.	Existing procedure adequate.
	Overspend on services	M		
Salaries and associated costs	Salary Calculation	L	Salary is calculated via an independent payroll bureau. PAYE is paid quarterly, along with salary.	Existing procedure adequate
Employees	Fraud by staff	L	Requirements of Fidelity Guarantee insurance is adhered to with regards to fraud.	Existing procedure adequate.

	Health and Safety	L	All employees to be provided adequate direction and safety equipment needed to undertake their roles.	Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/Charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate.
Annual return	Submit within the time limits	L	Employers Annual Return is completed and submitted online within the prescribed time frame by the Clerk/RFO. Annual Return completed and signed by the Council, submitted to the Internal Auditor for completion and signing and then checked and sent to the External Auditor within time frame.	Existing procedure adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the parish council to be resolved at Full Council Meetings, including reference to the power used under the finance section of the agenda and finance report monthly.	Existing procedure adequate.
Minutes/agendas/notices/statutory documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manor by the clerk and adhere to the legal requirements. Minutes are approved and signed at the next council meeting.	Existing procedure adequate.
	Business conduct	L	Agenda displayed according to legal requirements. Business conducted at council meetings should be managed by the Chair.	Members adhere to Code of Conduct.
Members interests	Conflict of interests	L M	Declarations of interest by members at council meetings.	Existing procedure adequate.

	Register of member's interest		Register of members interest forms reviewed regularly.	Members take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and employee liabilities are a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. Insurance reviewed annually.
Data Protection	Policy provision	L	The parish council is registered with the Data Protection Agency	Ensure annual renewal of registration.
Freedom of Information	Policy provision	L M	The council has a Model Publication scheme in place. To date there has been no requests made under FOI The parish council is aware that if a substantial request came in it could create a number of additional hours work. The parish council can request a fee to supplement the extra hours.	Monitor any requests made under FOI.

PHYSICAL EQUIPMENT OR AREAS

Subject	Risk(s) identified	H/M/L	Management/control of risk	Review/Assess/Revise
Assets	Loss or damage Risk/damage to third party (ies) property	L L	An annual review of assets is undertaken for insurance provision.	Existing procedure adequate.
Maintenance	Poor performance of assets or amenities	L	All assets owned by the parish council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is	Existing procedure adequate.

			actioned/authorised in accordance with the correct procedures of the parish council. Assets are insured.	
Notice Board	Risk of damage	L	The parish council has two notice boards. No formal inspection procedures are in place, but any reports of damage or faults are reported to the parish council and dealt with in accordance with the correct procedures of the council.	Existing procedure adequate.
Meeting locations	Adequacy Health and Safety	L M	The parish council meeting is held in a venue considered to have appropriate facilities for the clerk, members, and members of the public.	Existing procedure adequate.
Council records – paper	Loss through: Theft Fire Damage	L M L	The parish council records are stored at the clerk's home office. Records include historical correspondence, minutes, insurance, bank records. The documents are stored in a lockable filing cabinet.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft Fire Corruption of computer	L M L	The parish council electronic records are stored on the council laptop held with the clerk at the home office. Back-ups of electronic data are made at regular intervals.	Existing procedure adequate.

Explanation of variances – pro forma

Name of smaller authority: Cuckmere Valley Parish Council
County area (local councils and): East Sussex

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year;

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	4,764	2,761				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	9,421	10,249	828	8.79%	NO		
3 Total Other Receipts	409	291	-118	28.85%	YES	Explanation not required, difference less than £200	
4 Staff Costs	6,263	7,044	781	12.47%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	5,570	3,681	-1,889	33.92%	YES	A grant for £1021 was paid last year, a repair was made last year for £284, new emails were set up last year at an extra cost of £144. A laptop was purchased last year for £247. These are all one off purchases that have not been repeated this year.	
7 Balances Carried Forward	2,761	2,576				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	2,761	2,576				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,611	1,611	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

Cuckmere Valley Parish Council

County area (local councils and parish meetings only):

East Sussex

Financial year ending 31 March 2025

Prepared by (Name and Role):

Julie O'Donnell Parish Clerk/RFO

Date:

31/03/2025

	£	£
Balance per bank statements as at 31/3/25:		
Lloyds Community Account	2,576.1	2,576.1
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/25 (enter these as negative numbers)	0.00	-
Add: any un-banked cash as at 31/3/25	-	-
Net balances as at 31/3/25 (Box 8)		2,576.1

Smaller authority name: CUCKMERE VALLEY PARISH COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>30/05/2025</u> (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.</p> <p>Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>JULIE O'DONNELL - BY APPT ONLY</u> <u>CLERK @ CUCKMEREVALLEYPC.ORG.UK</u></p> <p>commencing on (c) <u>Tuesday 3 June 2025</u></p> <p>and ending on (d) <u>Monday 14 July 2025</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) - 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) <u>JULIE O'DONNELL (CLERK/RA)</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>