

All Councillors are summoned to a

BURTON OVERY PARISH COUNCIL MEETING

on Wednesday 25th May 2022 at 7.30 p.m. at Burton Overy Village Hall

- 22/016. Election of Chair
- 22/017. Election of Vice-Chair
- 22/018. Apologies for absence
- 22/019. Questions from members of the public
- 22/020. Declarations of Members interests
- 22/021. To approve as a correct record the minutes of the meeting held on 26.04.22 **Appendix A**
- 22/022. Matters arising and not on the agenda / Minutes Action List **Appendix B**
- 22/023. Council asset safety checks - to receive the periodic safety check reports and agree any action necessary
- 22/024. Annual Report of the Chair **Appendix C**
- 22/025. Review of Policies
- a. Standing Orders - <https://www.burtonoverypc.org.uk/uploads/bopc-standing-orders-2022.pdf>
 - b. Financial Regulations - <https://www.burtonoverypc.org.uk/uploads/bopc-financial-regulations-2022.pdf>
 - c. Code of Conduct & Declarations of Interests **Appendix D**
- 22/026. Schedule of Meetings 2022-23 **Appendix E**
- 22/027. Insurance Renewal **Appendix F**
- 22/028. Planning applications to consider
- a. Application Ref. No: 22/01012/FUL – Erection of oak framed garage/garden store, The Old Rectory, Rectory End
 - b. Application Ref. No: 22/01056/FUL – Front extension, alterations to roof, replacement windows, pent-roof sheds, entrance gate & landscaping, De Noveray House, Rectory End
- 22/029. Planning decisions to note -
Decisions Made
- a. 22/00819/TCA – Ivy Cottage, Rectory End – Tree Works - Approved (conditionally)
- Decisions Pending
- a. 22/00597/AGR - Erection of an agricultural building, Land East of Burton Overy Lane
 - b. 21/02079/FUL & 21/02180/LBC - Demolition of existing front boundary wall and erection of low-level boundary wall and railings above, with new vehicle & pedestrian gated access; The Old Coach House Main Street.
 - c. 22/00686/FUL – Conversion of Outbuildings, Caringa, Main Street (revised scheme)
 - d. 22/00807/FUL – Alterations to combine Stamford Cottage & South End Cottage, The Gravel
- 22/030. Finances
- a. To note the on-line bank statements as at 30.04.22 **Appendix G**
 - b. Internal Audit Certificate **Appendix H**
 - c. AGAR Section 1 - Annual Governance Statement **Appendix I**

- d. AGAR Section 2 - Accounting Statements
- e. Explanation of Variances in Annual Expenditure
- f. AGAR Form 2 – Certificate of Exemption
- g. Confirmation of dates for exercise of public rights of inspection
- h. Payments to be agreed / noted during May

Appendix J
Appendix K
Appendix L
Appendix M
Appendix N

22/031. Community Matters – update as required

- a. Jubilee Bench / Mugs
- b. Defibrillator Signage / Just Giving

22/032. Correspondence for discussion

‘Burton Overy Express’ (donation of painting)

22/033. Correspondence for information

- a. HDC Community Safety Update – (email – 09.05.22)
- b. Burton Overy History Documents – (email – 14.05.22)

22/034. Items for the next Agenda

Jubilee Review / Review of Direct Debits

22/035. To confirm the date of the next meeting – 14th June 2022.

22/036. To consider, if necessary, a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, should any items be considered of a confidential nature.

Members of the public and press may attend this meeting although Covid-secure measures will be in place in the village hall where required.

The meeting may be recorded, filmed or broadcast provided that such activity does not impede the conduct or business of the meeting.

All appendices may be seen on the website or by contacting the Clerk.

Clerk to the Council
Tel 07827 797125
Email: clerk@burtonoverypc.org.uk

18.05.22
www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Thursday 26th April 2022 at 7.30pm

- Present:** Cllr Bob Warwick
Cllr Sarah Rankine
Cllr Dave Fletcher
Cllr Bob Pain
Cllr Nina Garner
The Clerk
- 22/001** **Apologies** – None
- 22/002** **Questions from members of the public** – One member of the public was in attendance with an interest in item 22/007b.
- 22/003** **Declarations of interest** – Cllr Pain indicated a non-pecuniary interest in that he had appointed an architect for a personal project who was involved with planning applications for other properties in the village.
- 22/004** **Approval of Minutes of the parish council meeting on 15.02.21** – Approved and signed by Cllr Warwick.
- 22/005** **Matters arising not on the current agenda / Minutes Action Update**
21/130 - The chairperson advised that it had been agreed with the village hall management committee that the contribution to 'The Big Lunch' would be £300 instead of £500.
21/197 - Cllr Rankine had received a quotation for repainting the telephone box and Cllr Garner undertook to advise the clerk of an alternative contractor from whom to seek a quotation.
21/202 – the clerk advised that a questionnaire had been received from one of the insurance companies invited to tender for the council's insurance renewal. The council agreed to delegate the completion of the questionnaire to the clerk in consultation with the chair.
21/204a – the village directories had been circulated.
Updates on all actions were noted or were dealt with on the agenda.
- 22/006** **Council asset safety checks** – Cllr Warwick advised that a laminated monitoring record sheet was required for the second defibrillator. Cllr Garner undertook to amend the relevant signage in the village.
No other issues to report.
- 22/007** **Planning matters to consider** –
a. **22/00807/FUL** – Alterations to combine Stamford Cottage & South End Cottage, The Gravel.

No objections subject to any extension of the dwellings being carried out in materials which are in keeping with the existing buildings.

- b. **22/00757/FUL** - Demolition of existing dwelling and erection of replacement dwelling – 3 Baileys Lane.

No objections were raised and it was noted that the design of the new dwelling was sympathetic to the locality and had had regard to the Neighbourhood Plan. It was further noted that, although the new dwelling would have a larger footprint than the existing dwelling on the site, the proposal seemed in keeping with the size of the plot in which it sat.

- c. **22/00819/TCA** - Works to Trees (fell & pollard) – Ivy Cottage, Rectory End.

No objections, although the parish council would like to see the replacement on the site of any trees that are to be felled.

- d. **22/00902/PCD & 22/00903/PCD** – Discharge of Conditions (materials) – Ivy Cottage, Rectory End.

These applications were noted and no objections raised.

22/008 Planning decisions taken by HDC

The following decisions were noted -

- a. **21/02032/FUL** - Subdivision of dwelling to recreate 3 dwellings - 1 - 3 Oswin Cottages, Town Street – APPROVAL noted

The following decision remained pending -

- a. **22/00597/AGR** - Erection of an agricultural building, Land East of Burton Overy Lane

- b. **21/02179/FUL & 21/02180/LBC** – Demolition of front boundary wall & erection of low-level wall, new vehicle and gated pedestrian access; The Old Coach House, Main Street.

- c. **22/00686/FUL** - Conversion of Outbuildings, Caringa, Main Street (revised scheme)

22/009 Finances –

- a. The bank statements as at 31st March 2022 were noted and endorsed, with balances showing Reserve Acct - £ 222.26; Current Acct - £ 8500.07.
- b. The clerk presented details of the cash book for 2021-22 showing all payments and receipts for the year which was noted and endorsed.
- c. The clerk presented details of the year-end financial position as at 31st March 2022 showing an underspend of £ 2,484 during the year, which was to allocated to reserves.
- d. The clerk presented the bank reconciliation at 31st March 2022 both for current and reserve accounts which correlated with the bank statements for the same date.
- e. The clerk presented the annual statement of accounts (template extracted from the AGAR forms) representing the council's overall financial performance for 2021-22 compared with 2020-21.
- f. The clerk presented the report of the internal auditor who had recently carried out her audit of the financial affairs of the council for 2021-22. The report indicated a

comprehensive, clear and satisfactory set of accounting documents noting that all issues raised in the 2020-21 audit had been addressed.

- g. Payments (to be) made during April (See Annex A) were considered and endorsed / approved for payment.

22/010 Community Matters

- a. The chair presented an update on the new defibrillator in the village, which had recently been successfully installed at The Bell Inn. It was noted that the chair was to receive the funds generated via the JustGiving appeal and that these would be paid over to the parish council. It was agreed that a WhatsApp Noticeboard message be circulated thanking everyone who had made a donation. The chair offered his thanks to all councillors who had actively supported the initiative, particularly Cllr Pain who had undertaken the majority of the liaison work in procuring and installing the defibrillator.
- b. The reply from the County Councillor in response to the parish council's concerns over inconsiderate parking on various roads in the village was received. It was noted with some disappointment that practical solutions to this were very difficult to secure. Cllr Pain undertook to explore possibilities.
- c. Councillor Rankine updated the meeting on the filling and planting of the three planters that had recently been installed. The clerk was asked to secure the delivery of 12 bags of compost from Kibworth Nursery and liaise with Cllr Rankine regarding delivery. Cllr Rankine also undertook to arrange for the planting out of the planters with the village flower society and ensure the clerk was provided with relevant receipts.
- d. Councillors discussed the remaining options for the provision of china mugs and a memorial bench to commemorate the Queen's Platinum Jubilee. It was agreed to purchase 70 Topaz style mugs (boxed) from Edwards & Lockett Ltd and that a note (drafted by the Chair) would be delivered to every household in the parish seeking the names of all young people under the age of 16 who would be eligible to receive a mug. It was further agreed to sell any remaining mugs on a 'first-come first-served' basis.
The location for the commemorative bench was agreed as the grass verge on Washbrook Lane, immediately to the west of the entrance to Manor Farm. The clerk was asked to submit the necessary application to Leicestershire County Council seeking approval for this and the chair undertook to approach the owner of the farm to seek his agreement to the location, to seek his agreement to taking delivery of the bench and to seek a quote from him for the installation (two other quotes having previously been sought from alternative contractors).

22/011 Correspondence for Discussion

- a. The clerk presented further details to the meeting of arrangements now in place for its membership of the Harborough Lottery, which was a condition of receiving the grant aid from HDC towards the village planters. A discussion took place on whether the lottery should be publicised and promoted by the parish council and it was agreed that the clerk post a

relevant note on the council's website and provide a link to this via the WhatsApp Noticeboard.

- b. The details regarding the annual Parish Conference hosted by LCC and LRALC were noted.
- c. It was agreed to continue membership of LRALC for 2022-23 and the clerk was authorised to make the necessary subscription payment.

22/012 Correspondence for Information

- a. The clerk presented details of an email received from the New Normal Cancer Support Group asking that information regarding their meetings (at Kibworth Cricket Club) be posted in the village noticeboard. This was agreed by the council.
- b. The clerk presented details of two Temporary Traffic Regulation Orders, received from the County Council concerning imminent road closures in the village. These would affect Mayns Lane, Main Street, Carlton Lane and The Gravel. The clerk was asked to post details of these in the council's website with a link circulated via the WhatsApp Noticeboard.

22/013 - Items for the next agenda – - Election of Chair / SO & Fin Regs Update / AGAR / Insurance / Code of Conduct.

22/014 - Date of next meeting – 25th May 2022

22/015 - Exclusion of the Public
No confidential matters were considered at the meeting.

Signed

Date

Annex A

Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
APRIL						EXPENDITURE			INCOME
1	HDC Grant	5 Income	5.2 - Misc	04.04.22	I				750.00
2	Defibrillator installation	2 Community	2.2 - Defibrillator	06.04.22	E	198.50	39.70	238.20	
3	Dog Waste Bin Emptying (Oct-Dec)	2 Community	2.3 - Dog waste bins	12.04.22	E	90.51	18.10	108.61	
4	Bank Interest	5 Income	5.2 - Bank Interest	12.04.22	I				0.08
5	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	12.04.22	I				1.50
6	Precept (1)	5 Income	5.1 - Precept	13.04.22	I				6,863.00
7	Corido (Jubilee Bench)	2 Community	2.1 - Projects	20.04.22	E	556.66	111.33	667.99	
8	Dog Waste Bin Emptying (Jan-Mar)	2 Community	2.3 - Dog waste bins	25.04.22	E	90.51	18.10	108.61	
9	Village Hall donation to defib	5 Income	5.2 - Misc	25.04.22	I				250.00
10	LRALC - Subscription	3 Staffing	3.4 - Subscriptions		E	171.92	0.00	171.92	
11	Homeworking All'ce (Nov Dec Jan Feb Mar)	3 Staffing	3.1 - Homeworking All'ce		E	130.00	0.00	130.00	
12	HMRC - PAYE (Apr)	3 Staffing	3.2 - PAYE		E	134.80	0.00	134.80	
13	Clerk - Salary (Apr)	3 Staffing	3.3 - Salaries		E	202.71	0.00	202.71	
14	Plusnet Broadband	1 Administration	1.2 - Broadband		E	25.46	5.09	30.55	
Monthly Total						1,601.07	192.32	1,762.84	7,864.58

BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – April 2022

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
21/130	Make payment (£300) to village hall management committee for Platinum Jubilee event.	Clerk	Paid – 16.05.22
21/169b	Schedule item for September meeting agenda regarding Christmas tree	Clerk	Pending (until Sept)
22/004	Post the agreed March minutes and the draft April minutes on website	Clerk	Posted online – 03.05.22
21/197	CLlr Rankine to contact local contractors to obtain quote for repainting phone box	CLlr Rankine	Pending
22/007	Submit comments to HDC re planning applications - Ref. 22/00807/FUL Ref. 22/00757/FUL Ref – 22/00819/TCA	Clerk	Comments submitted – 29.04.22
22/009g	Make payments agreed at the meeting.	Clerk	Payments made when due.
21/183b	Transfer Vodafone tariff to monthly account from pay as you go	Clerk	Transferred – (17.05.22)
21/202	Select tender for Insurance renewal	Clerk	Agenda Item – May Meeting
22/010a	Chair to pay over JustGiving funds to parish council when received.	Chair	Pending
22/010a	Chair to draft WhatsApp message of thanks to all contributors to defibrillator appeal	Chair	
22/010b	Order 12 bags compost (from Kibworth Nursery) for delivery to CLlr Rankine	Clerk	Ordered – 06.05.22
22/010d	Order 70 Topaz style Jubilee mugs in boxes. Order Jubilee bench. Copy letter to residents re eligible children Submit application to LCC for placement of bench on the highway verge on Washbrook Lane to the west of the entrance to Manor Farm. Liaise with owners of Manor Farm re placement & delivery of bench and construction of base	CLlr Warwick Clerk Clerk Clerk Chair / Clerk	Ordered 27.04.22 Ordered 27.04.22 Copied 05.05.22 Submitted 03.05.22 Email sent – 14.05.22
22/011a	Draft & post article for website re Harborough Lotto and post a related WhatsApp message	Clerk	Posted – 15.05.22
22/011c	Renew annual subscription to LRALC	Clerk	Paid – 29.04.22
22/012a	Erect poster re New Normal Cancer Support Group in notice board / website	Clerk / CLlr Garner	Posted – 18.05.22

APPENDIX B

22/012b	Post notices re impending TTRO's on website & on WhatsApp	Clerk	Posted – 06.05.22
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Burton Overy Parish Council

Annual Chairperson's Report for the Period: May 2021 – April 2022

Current Councillors:

Chair: Cllr Bob Warwick

Vice Chair: Cllr Sarah Rankine

Cllr Dave Fletcher

Cllr Nina Garner

Cllr Bob Pain

Clerk to the Council:

Phil Woodward

The last twelve months has seen the Covid pandemic overtaken in the headlines by new pressing issues including the war in Ukraine and inflationary pressures. At least for the Parish Council, there has been a welcome return to normality with its traditional face-to-face meetings resuming in the village hall. Members of the public are warmly welcomed to council meetings, the agendas for which are advertised beforehand both on the Parish Council Noticeboard (which is located on the wall opposite Wheatridge on Main Street) and on the Burton Overy Noticeboard WhatsApp Group.

A total of thirteen parish council meetings were held in the reporting period, namely one per month with an additional (extra-ordinary) meeting in August. In total the council reviewed 21 planning applications including 12 full planning applications and 6 applications concerning trees in the conservation area. Three of the full planning applications generated significant interest within the village. The first application, involving the rebuilding of a property in Scotland Lane, drew 7 members of the public to the relevant council meeting. This application was eventually withdrawn by the applicants. The second, relating to a development on Carlton Lane, generated such concern that 26 members of the public attended the council meeting which considered the application. In the event, this application was refused by the planning authority, namely Harborough District Council (HDC). The third application, which involved the splitting of an existing dwelling in Town Street into three smaller units, was approved by HDC after due consideration by its full planning committee. These cases illustrate the very important role of the parish council in providing a focus for local opinion on plans that may impact upon the unique character of the village of Burton Overy. It is also worth remarking that the Burton Overy Neighbourhood Plan which was made in 2019, under the auspices of the parish council, is a crucial document when considering planning applications of importance to the environs of the village.

As reported last year, following significant earlier expenditure on street lighting and the replacement of office equipment, the parish council has set itself the goal of rebuilding its cash reserve up to a prudent and sustainable level (as advised by organisations such as the Leicestershire and Rutland Association of Local Councils). As virtually all of the parish council's income comes via the precept, namely the parish council component of the council tax collected by HDC, this has necessarily required an increase in the precept request both for 21/22 and 22/23. The latter has now been implemented (as evident from your recent council tax demand!). We are very grateful to the village for supporting the council in this way.

In October 2021, the parish council established two new WhatsApp Groups as replacements for those first set up to support the community during the early phases of the Covid crisis. The first of the new groups is the **Village Forum**, which provides a channel for the discussion and highlighting of topics of interest to village residents and also a route for seeking help or advice as and when required. The second new group is the **Burton Overy Noticeboard**, which is used by the parish council for the occasional dissemination of information relating to matters of local interest or concern. The latter is not a true chat group but more an information channel in that the parish clerk is the only person able to post messages as the designated "Admin". These new WhatsApp Groups continue to prove very useful and popular with currently 101 participants in the Village Forum and 86 participants in the Burton Overy Noticeboard group.

The Parish Council has joined forces with a registered charity called SADS (Sudden Arrhythmia Death Syndromes) to provide a second public access defibrillator for the village. The second defibrillator is now in place on the outside wall of the Bell to the right of the entrance porch, where it is stored in an unlocked yellow cabinet. The cost of supplying and fitting the new defibrillator has been met by donations from village residents (via a dedicated *JustGiving* page), a grant from SADS and a contribution from the Village Hall Committee.

In November 2021 we hosted a short training course in the village hall on how to provide immediate help to someone suffering from cardiac arrest, including the use of a defibrillator. Following the success of this endeavour we hope to rerun this course in 2022.

If you have walked along Back Lane, you cannot fail to have noticed the four blue hearts staked into the grass verges near the junction with Main Street. The blue hearts mark out Burton Overy's first official wildflower area. By agreement, the County Council does not cut back these verges so as to encourage native flower species. A team of local volunteers has been formed to help with maintenance, cutting, raking and, of course, the exciting bit, sowing and planting. We look forward seeing the development of these verges as wildflower havens in future months and years. On a related theme, you may have noticed the three planters which have appeared at the foot of the village signs on the three approaches to the village (Mayns Lane, Washbrook Lane and Carlton Lane). These were funded in large part by a grant awarded by HDC. The planters will be tended by local volunteers who will plant them up with seasonal flowers and greenery and then maintain them as attractive features at the entrances to the village.

The parish council circulated a newsletter in March 2022 together with an updated version of the Burton Overy Village Directory. Hopefully the latter will prove useful for both newcomers to the village and residents of longstanding.

In July 2021 Kate Goddard resigned her position as the parish councillor. We thank her for all her hard work in support of the village community and wish her well for the future. To fill the vacancy, Nina Garner was co-opted as a councillor in September 2021.

Cllr Bob Warwick
May 2022

BURTON OVERY PARISH COUNCIL

Member Code of Conduct

BACKGROUND TO THIS CODE OF CONDUCT

This section sets out general interpretation and background to the Code of Conduct, including definitions used within the code, the purpose of the code, the principles the code is based on and when the code applies. It does not form part of the Code of Conduct itself and consequently does not contain any obligations for you to follow, as these are contained in the 'Code of Conduct' section below.

All councils are required to have a local Member Code of Conduct.

Definitions

For the purposes of this Code of Conduct, a “member” means a member or co-opted member of Burton Overy Parish Council (‘the Council’).

A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a member, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow members, Council officers and the reputation of the council and local government. It sets out general principles of conduct expected of all members and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of member and local government.

General principles of member conduct

Everyone in public office at all levels; i.e. all who serve the public or deliver public services, including ministers, civil servants, members and council officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles, which are set out in Appendix A.

Building on these principles, the following general principles have been developed specifically for the role of member and these principles underpin the obligations in the Code of Conduct that follows.

In accordance with the public trust placed in you, you should:

- act with integrity and honesty
- act lawfully
- treat all persons fairly and with respect; and
- lead by example and act in a way that secures public confidence in the role of member.

In undertaking your role, you should:

- impartially exercise your responsibilities in the interests of the local community
- do not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence;
- ensure that public resources are used prudently in accordance with your Council's requirements and in the public interest; and
- uphold high standards of conduct, show leadership at all times and not misuse your position when acting as a member

Application of the Code of Conduct

This Code of Conduct applies to you as a member or co-opted member of the Council. It applies as soon as you sign your declaration of acceptance of the office of member or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a member.

This Code of Conduct applies to you when you:

- act in your capacity as a member or co-opted member of the Council; and
- conduct the business of the Council (which, in this Code, includes the business of the office to which you are elected or appointed).

Where you act as a representative of the Council:

- on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
- on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

The local Monitoring Officer (employed by Harborough District Council) has statutory responsibility for the implementation of the Code of Conduct. It is your own responsibility to comply with the provisions of this Code and to ensure all its obligations are met.

You are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct which you are unsure of.

[Town and parish members are encouraged to seek advice from their Monitoring Officer or Clerk in the first instance (who may refer matters to the Monitoring Officer).]

THE CODE OF CONDUCT

Standards of member conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a member. Should your conduct be perceived to fall short of these standards or the Nolan Principles, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a member:

1.1 I will treat other members with respect.

1.2 I will treat council officers, employees and representatives of partner organisations and those volunteering for the council with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a member, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in members.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and notify them to the Council, the relevant social media provider or the police. This also applies to fellow members, where action could then be taken under the Member Code of Conduct, and council officers where concerns should be raised in line with the (Harborough District) council's member-officer protocol.

2. Bullying, harassment and discrimination

As a member:

2.1 I will not bully any person.

2.2 I will not harass any person.

2.3 I will promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be

a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Equality Act 2010 places specific duties on local authorities. Members have a central role to play in ensuring that equality issues are integral to the Council's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the Council

As a member:

3.1 I will not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the council.

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a member:

4.1 I will not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the Council; and**

3. I have consulted the Monitoring Officer or Clerk prior to its release.

4.2 I will not improperly use knowledge gained solely as a result of my role as a member for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I will not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a member:

5.1 I will not bring my role or Council into disrepute or conduct myself in a manner which could reasonably be regarded as bringing my role or Council into disrepute.

As a member, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other members and/or the Council and may lower the public's confidence in you or the Council's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring the Council into disrepute.

You are able to hold the Council and fellow members to account and are able to constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a member:

6.1 I will not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

6.2 I will not place myself under a financial or other obligation to outside individuals or organisations that might seek to influence me in the performance of my official duties.

Your position as a member of the Council provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

As a member you need to be able to act impartially in the exercise of your responsibilities and ensure that you make decisions in the interests of the local community. You should

therefore avoid any financial or other obligations to outside individuals or organisations whose influence may prevent you from acting impartially.

7. Use of Council resources and facilities

As a member:

7.1 I will not misuse council resources.

7.2 I will, when using the resources of the Council or authorising their use by others:

- a. act in accordance with the Council's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Council or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the Council to assist you in carrying out your duties as a member.

Examples include:

- office support
- stationery
- equipment such as phones, ipads, dongles computers etc.
- transport
- access and use of council buildings and rooms.

These are given to you to help you carry out your role as a member more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the council's own policies regarding their use.

8. Making decisions

As a member:

8.1 When reaching decisions on any matter I will have regard to any relevant advice provided to me by officers and professional third parties.

8.2 I will give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed.

8.3 I will make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on individual and independent merit

8.4 I will be as open as possible about my decisions and actions and the decisions and actions of the authority and will be prepared to give reasons for those decisions and actions, notwithstanding my other obligations under this Code.

To assist members in acting lawfully, officers may give advice from time to time. It is important that as a member you have due regard to any such advice given and consider it fully, even if (for good reason) you may choose not to follow that advice.

In making any decisions, giving reasons helps instil public confidence in the role of the member and can be a legal requirement in certain situations. You should ensure that you always give reasons in accordance with any specific requirements and having regard to the benefits of transparency generally.

As a member you must act impartially and not improperly seek to confer an advantage, or disadvantage, on any person. It is therefore important that when you are making decisions that involve choosing one party over another, that you do so based on independent merit. You should be open and transparent about the decisions that you have made and the actions of the authority.

9. Complying with the Code of Conduct

As a member:

9.1 I will undertake Code of Conduct training provided by my Council.

9.2 I will cooperate with any Code of Conduct investigation and/or determination.

9.3 I will not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

9.4 I will comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a member to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the Council or its governance. If you do not understand or are concerned about the council's processes in handling a complaint you should raise this with the Monitoring Officer.

Protecting your reputation and the reputation of the Council

10. Interests

As a member:

10.1 I will register and disclose my interests in accordance with the provisions set out in Appendix B

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, Council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that

might have to be disclosed by you or other members when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as defined in Appendix B, is a criminal offence under the Localism Act 2011.

The provisions of this paragraph 10.1 shall be applied in such a manner as to recognise that this Code of Conduct should not obstruct a member's service on more than one local authority. For the avoidance of doubt, participation in discussion and decision-making at one local authority will not by itself normally prevent you from taking part in discussion and decision-making on the same matter at another local authority. This is on the basis that a reasonable member of the public will see no objection in principle to such service or regard it as prejudicing a member's judgement of the public interest and will only regard a matter as giving rise to an interest which might lead to bias in exceptional circumstances.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Monitoring Officer, or from the clerk in the case of town and parish councils.

11. Gifts and hospitality

As a member:

- 11.1 I will not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.**

- 11.2 I will register with the Monitoring Officer or Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

- 11.3 I will register with the Monitoring Officer or Clerk any significant gift or hospitality with an estimated value of at least £50 that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the Council, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a member. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a member. If you are unsure, do contact the Monitoring Officer or Clerk for guidance.

12. Dispensations

As a member:

- 12.1 I may request a dispensation from the Proper Officer for one meeting only.**
- 12.2 I must make the request in writing detailing what my interest is, why the dispensation is required and for what meeting.**
- 12.3 I must make my request 5 days prior to the meeting at which the Dispensation is required.**
- 12.4 If I wish to make a further request for dispensation, this must be made to the Council.**
- 12.5 I will only be granted a Dispensation where there are reasonable grounds for doing so and where such grounds are in the public interest.**

Appendix B sets out the situations where a member's personal interest in a matter may prevent them from participating in the decision-making process. In certain circumstances, however, there may be reasonable grounds to allow a member to participate in decision-making on that matter where it would be in the public interest to do so. Where you consider that there may be good grounds for you to continue to participate you should request a dispensation from the Monitoring Officer or Clerk.

Appendix A

The Seven Principles of Public Life

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B – Interests

1. Definitions

“**Disclosable Pecuniary Interest**” means any interest described as such in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#) and includes an interest of yourself, or of your Partner (if you are aware of your Partner's interest) that falls within the descriptions set out in the following table. A Disclosable Pecuniary Interest is a Registerable Interest.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the member during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.

Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the council; and the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/ her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

"Other Registerable Interest" is a personal interest in any business of your authority which relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority; or
- b) any body

- (i) exercising functions of a public nature
- (ii) any body directed to charitable purposes or
- (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

“Registrable Interests” are interests that you are required to register in accordance with this Code of Conduct and include both Disclosable Pecuniary Interests and Other Registerable Interests.

“Non-Registrable Interests” are interests that you are not required to register but need to be disclosed in accordance with section 3.3.

A **“Dispensation”** is agreement that you may continue to participate in the decision-making process notwithstanding your interest as detailed at section 12 of the Code of the Conduct and this Appendix B.

A **“Sensitive Interest”** is as an interest which, if disclosed, could lead to the member, or a person connected with the member, being subject to violence or intimidation. In any case where this Code of Conduct requires to you to disclose an interest (subject to the agreement of the Monitoring Officer in accordance with paragraph 2.2 of this Appendix regarding registration of interests), you do not have to disclose the nature of the interest, if it is a Sensitive Interest. In such circumstances you just have to disclose that you have an interest.

A matter **“directly relates”** to one of your interests where the matter is directly about that interest. For example the matter being discussed is an application about a particular property in which you or somebody associated with you has a financial interest.

A matter **“affects”** your interest where the matter is not directly about that interest but would still have clear implications for the interest. For example, the matter concerns a neighbouring property.

2. Registering Interests

- 2.1. Within 28 days of becoming a member or co-opted member or your re-election or re-appointment to office you must register with the Monitoring Officer any Disclosable Pecuniary Interests and any Other Registerable Interests.
- 2.2. Where you have a Sensitive Interest you must notify the Monitoring Officer with the reasons why you believe it is a Sensitive Interest. If the Monitoring Officer agrees they will withhold the interest from the public register.
- 2.3. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

3. Declaration at and Participation in Meetings

If you are present at a meeting and you have either a Registerable or Non-Registerable Interest in any matter to be considered or being considered, and the interest is not a Sensitive Interest, you must disclose that interest to the meeting (whether or not it is registered).

To determine whether your interest affects your ability to participate in a meeting, you must first determine what type of interest you have and, if necessary, go on to apply the tests as set out below.

3.1. Disclosable Pecuniary Interests

3.1.1. Where a matter arises at a meeting which **directly relates** to one of your Disclosable Pecuniary Interests:

- a. you must disclose the interest;
- b. not participate in any discussion or vote on the matter; and
- c. must not remain in the room unless you have been granted a Dispensation.

3.2. Other Registerable Interests

3.2.1. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests:

- a. you must disclose the interest;
- b. may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and
- c. must not remain in the room unless you have been granted a Dispensation.

3.3. Non-Registerable Interests

3.3.1. Where a matter arises at a meeting which **directly relates** to a financial interest or the well-being of yourself or of a friend, relative or close associate (and is not a Registerable Interest):

- a. you must disclose the interest;
- b. may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and
- c. must not remain in the room unless you have been granted a Dispensation.

3.3.2. Where a matter arises at a meeting which does not directly relate to but **affects**

- a. a financial interest or the well-being of yourself or of a friend, relative or close associate; or
- b. a financial interest or wellbeing of a body included in those you need to disclose under Other Registerable Interests

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test in paragraphs 3.3.3 and 3.3.4 should be applied.

3.3.3. Where a matter under paragraph 3.3.2 **affects** the financial interest or well-being or body:

- a. to a greater extent than it affects the financial interests or wellbeing of the majority of inhabitants of the ward affected by the decision; and
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest;

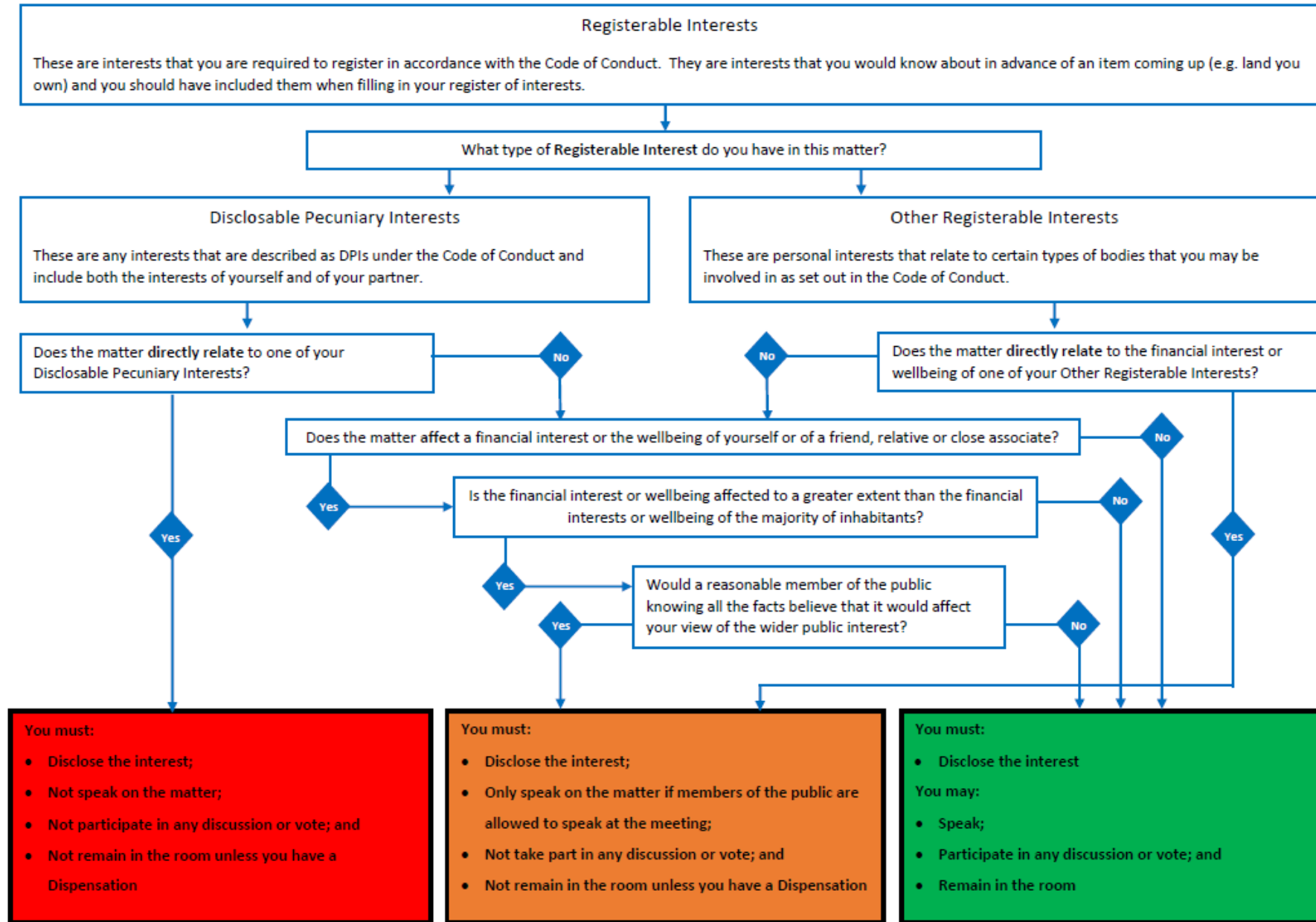
you may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a Dispensation.

3.3.4. Where a matter under paragraph 3.3.2 does not affect the financial interest or well-being or body:

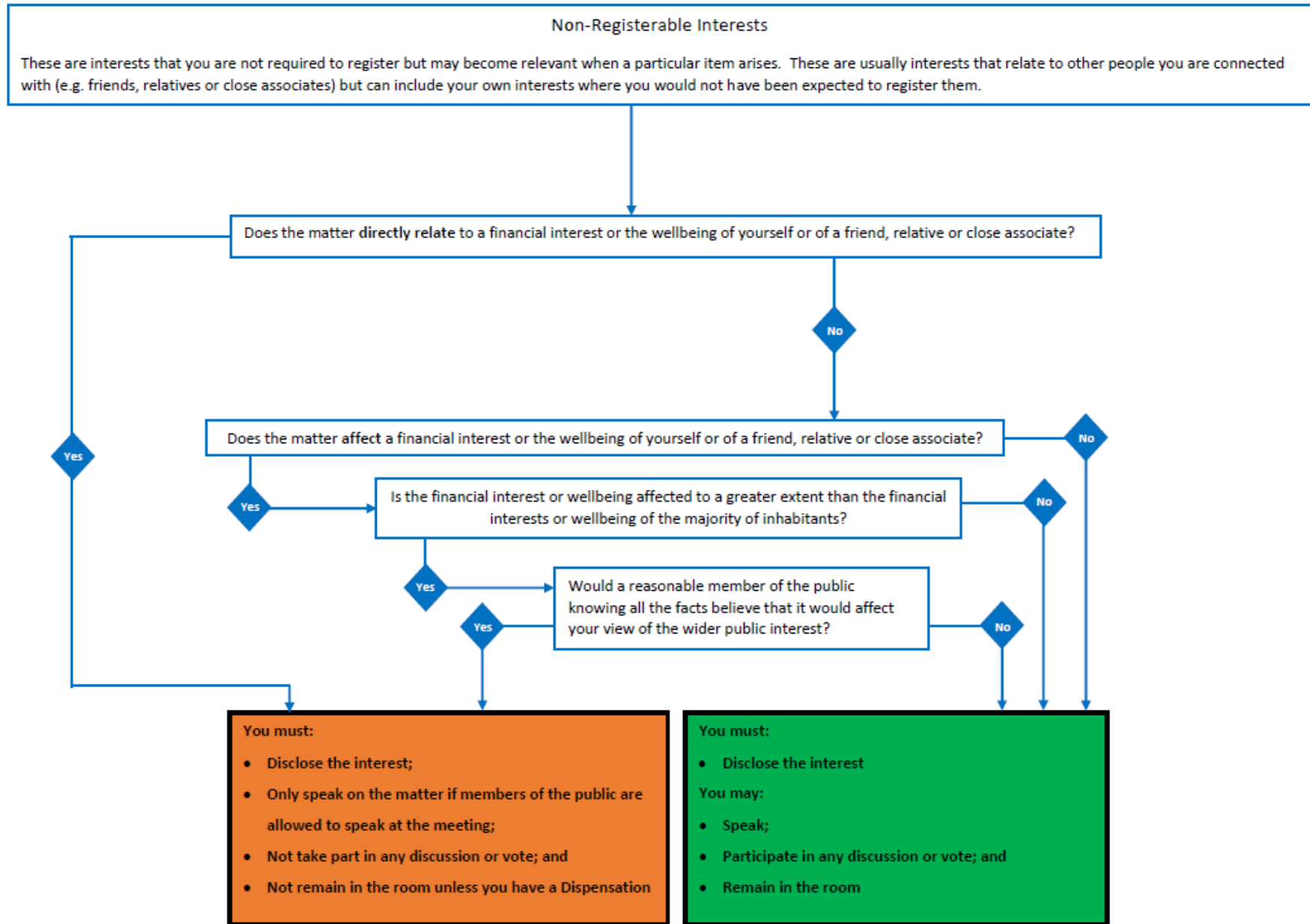
- a. to a greater extent than it affects the financial interests or wellbeing of the majority of inhabitants of the ward affected by the decision; and/or
- b. a reasonable member of the public knowing all the facts would not believe that it would affect your view of the wider public interest;

you may remain in the room, speak if you wish to and take part in any discussion or vote on the matter, provided you have disclosed your interest under paragraph 3.3.2.

BURTON OVERY PARISH COUNCIL – CODE OF CONDUCT (ADOPTED MAY 2022)



BURTON OVERY PARISH COUNCIL – CODE OF CONDUCT (ADOPTED MAY 2022)



Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring members to comply with any formal standards investigation and prohibiting trivial or malicious allegations by members.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both members and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the

allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish member towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing its Model Code on an annual basis to ensure it is still fit for purpose.

REGISTER OF INTERESTS (Appendix D)

Registration of Disclosable Pecuniary Interests and Other Interests by Members of an Authority (including Co-Opted Members).

I, (full name) capitals) _____

being an elected/co-opted member of

_____ Parish/Town Council give notice, as I am required to do **under S29 Localism Act 2011**, that I have set out below under the appropriate headings the interests which I am required to declare by law and under Harborough District Council's Code of Conduct. I have put "none" where I have no such interests under any heading.

The interest relates to either my own, my spouse or my civil partner or someone with whom I live with as if they were my spouse or civil partner.

(i) Employment – details of employment / office / trade / profession / vocation carried on for profit or gain.

Name of person with Interest	Name and Brief Description of Business

(ii) Sponsorship – details of any payment or provision of any other financial benefit (other than from the relevant Authority) made or provided to you within the relevant period in respect of any expenses incurred in carrying out duties as a Member, or towards election expenses. This includes payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).

Name of Provider	Financial / Other Benefit

(iii) Contracts – details of any contract which is made between the relevant person, (or a body in which the person has a beneficial interest) and the relevant Authority – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged:

Name of Person / Body with Interest	Nature of Contract Including Duration

(iv) Land – please specify the address or other description of any beneficial interest in land which is within the area of the relevant Authority.

Address / Description of Land

(v) Licences - please specify the address or other description of any Licence (alone or jointly with others) to occupy land in the area of the relevant Authority for a month or longer.

Address / Description of Land

(vi) Corporate Tenancies please specify the address or other description of any tenancy where (to your knowledge) - (a) the landlord is the relevant Authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.

Address / Description of Land

(vii) Securities – details of any beneficial interest in the securities of a body where - (a) that body (to your knowledge) has a place of business, or land in the area of the relevant Authority; and (b) either (i) the total nominal value (i.e. the face value recorded on the share certificate) to the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Name of Body

OTHER REGISTRABLE INTERESTS

The Localism Act also allows other interests to be registered. The Authority has determined that the following should be registered.

(a) I am a member or hold a position of general control or management of the following private clubs or organisations

Name of Body	Interest (Member, Trustee, Governor)

(b) The interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50

Date and Detail of Gift / Hospitality	Name of Person / Body Offering Gift / Hospitality and Estimated Value

MEMBERS SIGNATURE

Date	
Member's Name <i>(Capitals – in full)</i>	
Member's Signature	

NOTIFICATION OF CHANGE OF CIRCUMSTANCES

A Member must, within 28 days of becoming aware of any change to the interests specified above, provide written notification to the Parish Clerk and/OR Monitoring Officer of that change at the Council Offices, Adam and Eve Street, Market Harborough, Leicestershire, LE16 7AG

RECEIPT BY MONITORING OFFICER

RECEIVED

Date received by the Council	
Signature of Monitoring Officer	

Original completed forms should be returned to the Monitoring Officer, Harborough District Council, The Symington Building, Adam and Eve Street, Market Harborough, Leicestershire, LE16 7AG.

BURTON OVERY PARISH COUNCIL

SCHEDULE OF PARISH COUNCIL MEETINGS 2022-23

25 th MAY 2022	-	VILLAGE HALL
14 th JUNE 2022	-	VILLAGE HALL
19 th JULY 2022	-	VILLAGE HALL
16 th AUGUST 2022	-	VILLAGE HALL (IF REQUIRED)
20 th SEPTEMBER 2022	-	VILLAGE HALL
18 th OCTOBER 2022	-	VILLAGE HALL
15 th NOVEMBER 2022	-	VILLAGE HALL
13 th DECEMBER 2022	-	VILLAGE HALL
17 th JANUARY 2023	-	VILAGE HALL
21 st FEBRUARY 2023	-	VILLAGE HALL
21 st MARCH 2023	-	VILLAGE HALL

(All Parish Council meetings to commence 19:30 hrs unless otherwise specified)

P Woodward
Clerk – Burton Overy Parish Council

CORE COVER COMPARISONS

Core Cover	Gallagher	BHIB	CAS
QUOTED PREMIUM	£590.56 (590.56)	£383.52 (362.26)	Not Yet Received (18.05.22)
Public Liability *	10,000,000	10,000,000	10,000,000
Employers Liability *	10,000,000	10,000,000	10,000,000
Asset & Property Damage / Vandalism	As BOPC Asset Register	As BOPC Asset Register	As BOPC Asset Register
Business Interruption	10,000	10,000	-
Money (in transit etc.) *	2,500	2,500	5,000
Personal Accident & Assault	500/week (max 100,000)	200/week (max 100,000)	200/week (max 20,000)
Officials Indemnity *	500,000	500,000	500,000
Employee Dishonesty (Fidelity) *	150,000	50,000	100,000
Legal Expenses *	500,000 (max. cover)	250,000	250,000
Libel & Slander *	500,000	250,000	500,000
Key Person	250/week (max 2500)	500/week (max 5000) – clerk only	- ?

NOTES

* = Mandatory Elements

Gallagher excess is generally £250 / BHIB excess is generally £125

Burton Overy Parish Council
 9 LLOYD GEORGE AVENUE
 KIBWORTH BEAUCHAMP
 LEICESTER
 LEICESTERSHIRE
 LE8 0UZ

Your Account

Sort Code 30-94-97
Account Number 00228552

TREASURERS ACCOUNT

01 April 2022 to 30 April 2022

Money In	£7,864.50	Balance on 01 April 2022	£222.26
Money Out	£1,793.39	Balance on 30 April 2022	£6,293.37

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
04 Apr 22	HARBOROUGH DC	BGC	750.00		972.26
07 Apr 22	MAINS ELECTRICAL L 200000000912152366 SI-340	FPO		238.20	734.06
12 Apr 22	CLIENTS DEPOSIT HARBOROUGH LOTTO	FPI	1.50		735.56
12 Apr 22	HARBOROUGH DISTRIC 500000000918577877 D0019322	FPO		108.61	626.95
13 Apr 22	HARBOROUGH DC	BGC	6,863.00		7,489.95
25 Apr 22	JATI LTD 200000000920148244 T14999 543036 10 24APR22	FPO		667.99	6,821.96
25 Apr 22	HARBOROUGH DISTRIC 600000000924467393 D0019366	FPO		108.61	6,713.35
25 Apr 22	BURTON OVERY VILLA BOVH 300000000928099289 301597	FPI	250.00		6,963.35
28 Apr 22	PNET3122091-1 PNET3122091-1	DD		30.55	6,932.80
28 Apr 22	LRALC LIMITED 100000000922825235 INVOICE	FPO		171.92	6,760.88
28 Apr 22	P WOODWARD 200000000922160703 HWA	FPO		130.00	6,630.88
28 Apr 22	HMRC - ACCOUNTS OF 100000000923118409	FPO		134.80	6,496.08
28 Apr 22 (Continued on next page)	P WOODWARD 600000000926136405 SALARY	FPO		202.71	6,293.37

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			



BUS BANK INSTANT Statement

Printed: 01 May 2022

Burton Overy Parish Council Sort code 30-94-97 Account number 07249083
 9 LLOYD GEORGE AVENUE
 KIBWORTH BEAUCHAMP
 LEICESTER
 LEICESTERSHIRE
 LE8 0UZ

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

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Date	Description	Type	In (£)	Out (£)	Balance (£)
11 Apr 22	INTEREST (GROSS)		0.08		8500.15

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Annual Internal Audit Report 2021/22

BURTON OVERY PARISH COUNCIL

www.burtonoverypc.org.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 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.			✓

No PETTY CASH

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

04/04/2022

Name of person who carried out the internal audit

Hayley Cawthorne

Signature of person who carried out the internal audit

LRALC Internal Audit Service

Date

06/04/2022

*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).

Assertion	Procedure	Evidence
Assertion 1 We have put in place arrangements for effective financial management during the year and for the preparation of the accounting statements.	Budget & precept setting timely & transparent.	Nov–Jan meetings each year.
	Bank reconciliation quarterly.	Quarterly to council meeting
	Payments recorded accurately & promptly, checked at meetings	Monthly meeting agenda and minutes
	Payments exceeding budget agreed.	Agreed by Council as needed
	Budget Out-turn Reports	Quarterly
	AGAR successfully completed	Annually
Assertion 2 We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Standing Orders & Financial Regulations followed & reviewed. Internal audit report considered.	Last reviews in June 2021
	Risk Assessment reviewed annually	January 2022
	Compliant with employment legislation	No complaints, notices or fines
	Proper practices ensure all VAT is recovered	VAT expenditure recorded and refund claim submitted
	Assets reviewed annually	Reviewed & updated March 2022
	Annual review of effectiveness of internal control system	During AGAR approval process
Assertion 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 on its finances.	Acts within powers available to parish councils	Ongoing – considered with all new initiatives
	Routine review of compliance with statutory regulations & applicable proper practices.	Ongoing

<p>Assertion 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.</p>	<p>Information published annually as required during audit process.</p>	<p>Posted on website & noticeboard in accordance with timescales</p>
<p>Assertion 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.</p>	<p>Risks identified, assessed and addressed. Insurance reviewed.</p>	<p>January 2022. Review of insurance requirements underway.</p>
<p>Assertion 6 We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p>	<p>Internal Audit completed</p>	<p>Annually (March-April)</p>
<p>Assertion 7 We took appropriate action on all matters raised in reports from internal and external audit</p>	<p>No formal issues raised. Comments in 'Other Matters' addressed</p>	<p>Minutes</p>
<p>Assertion 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.</p>	<p>No significant events (litigation, liabilities) with a financial impact identified. Ongoing commitments with financial implications addressed in the budget setting process.</p>	<p>None Annually</p>
<p>Assertion 9 Trust funds including charitable (if applicable). 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.</p>	<p>N/A</p>	<p>N/A</p>

Annual Governance and Accountability Return 2021/22 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 2021/22

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following 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 2022**. 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:
 - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - **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 2022**.

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 2021/22**, page 4
- **Section 1 – Annual Governance Statement 2021/22**, page 5
- **Section 2 – Accounting Statements 2021/22**, 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 2021/22 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 **£200 +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.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2021/22, 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 2022. 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 2022**. 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. Avoid making amendments to the completed annual return. 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 Chairman, 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 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- 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 2022**.

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 authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	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>)		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2021/22 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 2022, 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 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2021/22, 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 2021/22:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2021/22:

ENTER AMOUNT £00,000

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 **£200 +VAT** will be payable.

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

- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), 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 you are able to confirm that the above statements apply and that 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 2022.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

*Published web address

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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 2022. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2021/22

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

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 DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*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 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2022, 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.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

*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:

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

Other 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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>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.</i>
1. Balances brought forward			<i>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.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>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.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>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.</i>
9. Total fixed assets plus long term investments and assets			<i>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.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 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

APPENDIX K

Explanation of variances – pro forma								
Name of smaller authority:								
County area (local councils and parish meetings only):								
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:								
<ul style="list-style-type: none"> 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; a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2). 								
	2020/21	2021/22	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	5,639	6,238				Explanation of % variance from PY opening balance not required - Balance brought forward agrees		
2 Precept or Rates and Levies	10,265	12,427	2,162	21.06%	YES		Precept increased to cover additional allocation to achieve satisfactory level of reserves	
3 Total Other Receipts	963	2,114	1,151	119.52%	YES		Increase reflects the grant received from HDC towards new village planters (£1125)	
4 Staff Costs	3,327	3,665	338	10.16%	NO			
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO			
6 All Other Payments	7,302	8,392	1,090	14.93%	NO			
7 Balances Carried Forward	6,238	8,722				VARIANCE EXPLANATION NOT REQUIRED		
8 Total Cash and Short Term Investments	6,238	8,722				VARIANCE EXPLANATION NOT REQUIRED		
9 Total Fixed Assets plus Other Long Term Investments and	16,893	16,893	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								

APPENDIX M

WHAT EXEMPT AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The statement of accounts prepared by the authority (i.e. the Annual Governance & Accountability Return (AGAR) Form 2), the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for an exempt authority must, on behalf of that authority, publish **(which must include publication on the authority's website)**:
 - a) the Accounting Statements (i.e. Section 2 of the AGAR Form 2), accompanied by:
 - i) a declaration, signed by that officer to the effect that the statement of accounts will not be audited on account of that authority's self-certified status as exempt, unless either a request for an opportunity to question the auditor about the authority's accounting records under section 26(2) or an objection under section 27(1) of the Act, results in the involvement of the local auditor;
 - ii) the Annual Governance Statement (i.e. Section 1 of the AGAR Form 2); and
 - iii) the Certificate of Exemption (i.e. Page 3 of the AGAR Form 2); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 25 (inspection of statements of accounts etc), section 26 (inspection of documents etc) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document; and publish **(including publication on the smaller authority's website)** the following documents, the day before the public rights period commences:

- a) the approved Sections 1 and 2 of Form 2 of the AGAR; and
- b) the completed Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority). Please note that we have pre-completed it with the following suggested dates: Monday 13 June – Friday 22 July 2022. (The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022); and
- c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

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Smaller authority name: **BURTON OVERY PARISH COUNCIL**

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

**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 - Thursday 9th June 2022 (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. 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 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) PHILLIP WOODWARD (CLERK & RESPONSIBLE FINANCE OFFICER) Tel. – 07827 797125 E-mail – clerk@burtonoverypc.org.uk 9 Lloyd George Avenue, Kibworth Beauchamp, Leicestershire, LE8 0UZ</p> <p>commencing on (c) - Monday 13 June 2022</p> <p>and ending on (d) - Friday 22 July 2022</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) Phillip Woodward (Clerk & Responsible Finance Officer)</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>

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LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

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

The basic position

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

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

The right to inspect the accounting records

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

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30-working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30-working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

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

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

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means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

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

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

The right to make objections at audit

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

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

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

A final word

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

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

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

Actual / Anticipated Payments – May 2022

Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
MAY									
						EXPENDITURE	INCOME		
15	Planter compost (Kibworth Nursery)	2 Community	2.1 - Projects	06.05.22	E	72.00	0.00	72.00	
16	Bank Interest (May)	5 Income	5.2 - Misc	10.05.22	I				0.07
17	HDC Lotto	5 Income	5.2 - Misc	10.05.22	I				2.00
18	BO Village Hall	2 Community	2.5 - Grants	13.05.22	E	300.00	0.00	300.00	
19	HMRC - PAYE (May)	3 Staffing	3.2 - PAYE	28.05.22	E	134.80	0.00	134.80	
20	Clerk - Salary (May)	3 Staffing	3.3 - Salaries	28.05.22	E	202.71	0.00	202.71	
21	Plusnet Broadband	1 Administration	1.2 - Broadband	28.05.22	E	25.46	5.09	30.55	
Monthly Total						734.97	5.09	740.06	2.07