

# Annual Governance and Accountability Return 2022/23 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 2022/23

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
  - a) does not meet the qualifying criteria for exemption; or
  - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
  - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2023**. 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 2023**.

## 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 2022/23**, page 4
- **Section 1 – Annual Governance Statement 2022/23**, page 5
- **Section 2 – Accounting Statements 2022/23**, 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 2022/23 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

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

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) 2022/23, 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 2023. 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 2023**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?	✓	
Sections 1 and 2	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?	✓	
	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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



## Certificate of Exemption – AGAR 2022/23 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 2023, 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 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

### LAMPLUGH PARISH COUNCIL

certifies that during the financial year 2022/23, 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 2022/23: £12,109

Total annual gross expenditure for the authority 2022/23: £13,692

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 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

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

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2023.

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

Signed by the Responsible Financial Officer

Date

06/06/2023

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

07/06/2023

Signed by Chairman

Date

26.6.23

as recorded in minute reference:

AGM-2023

Generic email address of Authority

lamplughpc@gmail.com

Telephone number

07741301878

\*Published web address

www.lamplughparishcouncil.com

**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 2023. Reminder letters for late submission will incur a charge of £40 + VAT.**

# Annual Internal Audit Report 2022/23

## LAMPLUGH PARISH COUNCIL

www.lamplughparishcouncil.com

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

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

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

5.6.23 25.6.23

JOANNE PRICE

Signature of person who carried out the internal audit



Date 25.6.23

\*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 2022/23

We acknowledge as the members of:

### LAMPLUGH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<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:

6/7/06/2022

and recorded as minute reference:

AGM-2023

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

Chairman



Clerk



### 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
✓	

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## Section 2 – Accounting Statements 2022/23 for

### LAMPLUGH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	15,777	15,767	<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	10,838	10,838	<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	781	1,271	<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	2,950	5,345	<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	0	0	<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	8,059	8,346	<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	15,767	14,184	<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	15,767	14,184	<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	0	0	<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	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

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



Date

05/04/2023

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

07/06/2023

as recorded in minute reference:

AGM-2023

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



LAMPLUGH PARISH COUNCIL - Income & Expenditure Report of Accounts for Year 2022-2023

**INCOME**

PRECEPT	£10,838.00 ✓
REFUNDS	£553.40 ✓
Grants/Other Income	£717.44 ✓
INTEREST	£0.00

**EXPENDITURE**

Grass Cutting/Parks/Maintenance	2,919.46 ✓
Grants/Donations	2,070.00 ✓
Annual Subscriptions/Training	461.29 ✓
Cllrs/clerk/other expences	220.54 ✓
Equipment & Stationary	1,542.24 ✓
Salaries	5,345.34 ✓
Allowances/Home Working	309.68 ✓
Insurance	608.01 ✓
Village Hall Payments	45.00 ✓
Contact Magazine	170.00 ✓

**TOTAL INCOME** £12,108.84

**TOTAL EXPENDITURE** 13,691.56 ✓

**EXCESS INCOME OVER EXPENDITURE** -1,582.72

**CURRENT ASSETS**

CASH IN COMMUNITY ACCOUNT  
(new monthly statement total)

S/N Bank Statement No. 64 - 31/03/2023	£14,184.02 ✓
	£14,184.02

**CURRENT LIABILITIES**

Unpresented Cheques 0.00

0.00

**NET ASSETS**


Represented By;

Fund Balance at 31 March 2022	£15,766.74 ✓
Income over Expenditure	-£1,582.72
Unrepresented cheques	£0.00


**CBS STATEMENT 302 END BALANCE** £14,184.02

The above statement represents fairly the financial position of Lamplugh Parish Council as at the end of March 2022 and reflects its income and expenditure during that year

Responsible Financial Officer

SIGNATURE  Date 05 / 04 / 2023  
A MEEK

Checked by Internal Auditor

SIGNATURE  Date 05 / 06 / 2023

Approved by Council on

SIGNATURE  Date 21 / 06 / 2023  
(CHAIR)

LAMPLUGH PARISH COUNCIL - Income Report of Accounts for Year 2022-2023

Income

PRECEPT

ALLERDALE BC - Payment 1 £10,838.00 ✓  
 ALLERDALE BC - Payment 2

Grants/Other Income

wayleave payment 12.92 ✓  
 Village Hall Committee  
 income from QPJE 668.55 ✓  
 wayleave payment 12.92 ✓  
 contact magazine 23.05 ✓

**TOTAL** £10,838.00 ✓

**TOTAL** 717.44 ✓

Refunds

VAT Refund  
 VAT Refund £553.40 ✓  
 overpayment reimbursed

INTEREST

Treasurer Acc

**Total** £553.40 ✓

**Total** 0.00 ✓

Clerk, RFO

SIGNATURE

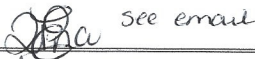


Date 05 / 04 / 2023

A MEEK

Checked by Internal Auditor

SIGNATURE



Date 05 / 06 / 2023

Approved by Council

SIGNATURE



Date 25 / 06 / 2023

CHAIR



LAMPLUGH PARISH COUNCIL - Expenditure Report of Accounts for Year 2022-2023

chq Grass Cutting/Parks/Maintenance

146 QUARTER 1	£480.00 ✓
155 QUARTER 2	£486.00 ✓
172 QUARTER 3	£702.00 ✓
QUARTER 4	
143 4th qtr for 2021/2022	£1,251.46 ✓

**Total** £2,919.46 ✓

Annual Subscriptions/Training

149 CALC	£200.62 ✓
152 Internal Audit	£80.00 ✓
internet security	
play inspection	
164 Cloud Hosting & domain	£114.00 ✓
150 Office 365 subscription	£26.67 ✓
171 Information Commissioner's Office	£40.00 ✓

**Total** £461.29 ✓

Village Hall Payments

167 Mission Church Hall Hire	45.00 ✓
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**Total** 45.00 ✓

Allowances/Home Working

150 Home Working Allowance (1st half)	£52.00 ✓
150 HP Internet Printing Costs [12mths]	£19.98 ✓
150 Phone/Broadband costs (6mths)	£82.86 ✓
165 Home Working Allowance (2nd half)	£52.00 ✓
165 Printing Costs	£19.98 ✓
165 Phone/Int. costs (6mths)	£82.86 ✓

**TOTAL** £309.68 ✓

Contact Magazine

145 Contact Magazine Apr-22 edition	£40.00 ✓
154 Contact Magazine-22 edition	£40.00 ✓
163 Contact Magazine-Sept edition	£40.00 ✓
166 Contact Magazine-Sept edition	£20.00 ✓
170 Contact Magazine-Nov edition	£30.00 ✓

**TOTAL** 170.00 ✓

chq Grants/Donations

148 217 Bus Group	£600.00 ✓
161 Lamplugh with Ennerdale PCC	£350.00 ✓
159 Lamplugh Sports Committee	£500.00 ✓
160 Kirkland Childrens' Playground	£600.00 ✓
169 Poppy Wreath	£20.00 ✓

**Total** 2,070.00 ✓

Salaries

156 Clerk Salary - Quarter 1	£808.10 ✓
156 income tax	£202.00 ✓
B/T Clerk Salary - Quarter 2	£808.10 ✓
income tax	£202.00 ✓
B/T Clerk Salary - Quarter 3	£886.10 ✓
income tax	£202.00 ✓
B/T Clerk Salary - Quarter 4	£886.10 ✓
income tax	£202.00 ✓
169 backpay	£156.00 ✓
150 Qtr 4 2021-22	992.94 ✓

**TOTAL** £5,345.34 ✓

Equipment & Stationary

156 Stamps	£5.44 ✓
162 defribulator	£1,520.40 ✓
165 Stamps	£8.40 ✓
165 paper	8.00 ✓

**Total** 1,542.24 ✓

Insurance

£2.02	153 Zurich Insurance	608.01 ✓
	Zurich Additional	
£19.98	<b>Total</b>	608.01 ✓

£22.00 to be reimbursed to pc bank

Cllrs/clerk/other expenses

151 presentation	136.30 ✓
150 travel	15.84 ✓
156 Travel & Expenses	9.90 ✓
165 travel costs	29.25 ✓
169 travel costs	29.25 ✓

**TOTAL** 220.54 ✓

Responsible Financial Officer

SIGNATURE

*A. Meek*

Date

05/06/2023

A MEEK

Checked by Internal Auditor

SIGNATURE

*[Signature]* see email

Date

05/06/2023

Approved by Council

SIGNATURE

*[Signature]*

Date

25.6.2023

LAMPLUGH PARISH COUNCIL - Transactions Report of Accounts for Year 2022-2023

Start Balance							£15,766.74
Date Cheque Issued	Pending Payments	Cheque No	Description of Payment	Invoice No.	Cheque Amount	Paid In	Balance
20-May-22			precept payment			£10,838.00	£26,604.74
19-May-22		143	Electricity NW Crossgates-LVH	654108		£12.92	£26,617.66
19-May-22		144	Replacing Chq 142 as cancelled	246	£1,251.46		£25,366.20
19-May-22		144	Spillt cheque				£25,366.20
19-May-22		145	Lamplugh with Ennerdale PCC	CA 1757	£40.00		£25,326.20
19-May-22		146	ARBORSCAPE Cut of hedge	I-WR07621A	£50.00		£25,276.20
			ARBORSCAPE Contract	HPCQ122-1	£430.00		£24,846.20
19-May-22		147	Rocket Sites [CANCELLED]	225			£24,846.20
19-May-22		148	217 Bus Group	GRANT	£800.00		£24,246.20
19-May-22		149	CALC Subscription	2022/2023	£200.62		£24,045.58
19-May-22		150	salary/travel/expenses	from 2021-22	£1,190.29		£22,855.29
19-May-22		151	Presentation JS	Receipt	£136.30		£22,718.99
19-May-22		152	Internal Auditor Services		£80.00		£22,638.99
25-May-22		153	Zurich Annual Insurance	Year 1 of 5yrs	£608.01		£22,030.98
20-Jul-22		154	Lamplugh with Ennerdale PCC	CA 1763	£40.00		£21,990.98
20-Jul-22		155	ARBORSCAPE Contract	HPCQ122-2	£486.00		£21,504.98
20-Jul-22		156	Salary & expenses	1st Qtr	£1,025.44		£20,479.54
24-Jul-22		157	Rocket Sites-CANCELLED	inv. 225			£20,479.54
24-Jul-22		158	SPOILT CHEQUE				£20,479.54
24-Jul-22			Income from QPJ Event			£668.55	£21,148.09
24-Jul-22			Electricity NW Crossgates-LVH			£12.92	£21,161.01
24-Jul-22		159	Lamplugh Sports Committee	GRANT	£500.00		£20,661.01
24-Jul-22		160	Kirkland Childrens' Playground	GRANT	£600.00		£20,061.01
24-Jul-22		161	L with E PCC	GRANT	£350.00		£19,711.01
20-Aug-22		162	WEL Medical	Invoice No.	£1,520.40		£18,190.61
21-Sep-22		163	Lamplugh with Ennerdale PCC	CA-1767	£40.00		£18,150.61
21-Sep-22		164	Rocket Sites- (replaced 147&157)	225	£114.00		£18,036.61
21-Sep-22		165	Expenses	Sep-Mar	£200.49		£17,836.12
23-Sep-22			Contact Magazine profits			£23.05	£17,859.17
28-Sep-22		BT	Clerks Salary	BANK TRFR Qtr	£1,010.10		£16,849.07
16-Nov-22		166	Contact Magazine Sep issue	CA1770	£20.00		£16,829.07
16-Nov-22		167	Kirkland Mission Church Room Hire	CA1712	£45.00		£16,784.07
		168	Spillt cheque				£16,784.07
16-Nov-22		169	replaces #168	expences	£205.25		£16,578.82
28-Dec-22		BT	Clerks Salary	BANK TRFR Qtr 3	£1,088.10		£15,490.72
18-Jan-23		170	Lamplugh with Ennerdale PCC	CA 1779	£30.00		£15,460.72
18-Jan-23		171	Information Commissioner's Office Renewal Confirmat		£40.00		£15,420.72
18-Jan-23		172	Arborscape landscaping	Invoice No.I-LPCQ	£702.00		£14,718.72
27-Mar-23			HMRC	VAT Refund		£553.40	£15,272.12
28-Mar-23		BT	Clerks Salary	BANK TRFE Qtr	£1,088.10		£14,184.02
					£13,691.56	£12,108.84	
					Exp	Income	

£0.00

VAT REBATE  
\*

Responsible Financial Officer

SIGNATURE

*A. MEEK*

Date

24/06.  
25/06/2023

A MEEK

Checked by Internal Auditor

SIGNATURE

*J. PRATT*

Date

25.6.23

J. PRATT

Approved by Council on

SIGNATURE

*[Signature]*

Date

25.6.23

(CHAIR)

\* corrects p4 including VAT REBATE IN RECEIPTS.

LAMPLUGH PARISH COUNCIL - Transactions Report of Accounts for Year 2022-2023

Start Balance

£15,766.74

Date Cheque Issued	Pending Payments	Cheque No	Description of Payment	Invoice No.	Cheque Amount	Paid In	Balance
			precept payment			✓ £10,838.00	£26,604.74
20-May-22			Electricity NW Crossgates-LVH	654108		✗ £12.92	£26,617.66
1 19-May-22		✓ 143 ✗	Replacing Chq 142 as cancelled	246	£1,251.46		£25,366.20
19-May-22		144	Spoilt cheque				£25,366.20
2 19-May-22		✓ 145 ✗	Lamplugh with Ennerdale PCC	CA 1757	£40.00		£25,326.20
3 19-May-22		✓ 146 ✗	ARBORSCAPE Cut of hedge	I-WR07621A	£50.00		£25,276.20
			ARBORSCAPE Contract	I-LPCQ122-1	£450.00		£24,846.20
4 19-May-22		147	Rocket Sites [CANCELLED]	225			£24,846.20
5 19-May-22		✓ 148 ✗	217 Bus Group	GRANT	£600.00		£24,246.20
6 19-May-22		✓ 149 ✗	CALC Subscription	2022/2023	£200.62		£24,045.58
7 19-May-22		✓ 150 ✗	salary/travel/expenses	from 2021-22	£1,190.29		£22,855.29
8 19-May-22		✓ 151 ✗	Presentation JS	Receipt	£136.30		£22,718.99
9 19-May-22		✓ 152 ✗	Internal Auditor Services		£80.00		£22,638.99
10 25-May-22		✓ 153 ✗	Zurich Annual Insurance	Year 1 of 5yrs	£608.01		£22,030.98
11 20-Jul-22		✓ 154 ✗	Lamplugh with Ennerdale PCC	CA 1763	£40.00		£21,990.98
12 20-Jul-22		✓ 155 ✗	ARBORSCAPE Contract	I-LPCQ122-2	£486.00		£21,504.98
13 20-Jul-22		✓ 156 ✗	Salary & expenses	1st Qtr	£1,025.44		£20,479.54
24-Jul-22		157	Rocket Sites-CANCELLED	inv. 225			£20,479.54
24-Jul-22		158 ✓	SPOILT CHEQUE				£20,479.54
24-Jul-22			Income from QPJ Event			✗ £668.55	£21,148.09
24-Jul-22			Electricity NW Crossgates-LVH			✗ £12.92	£21,161.01
14 24-Jul-22		✓ 159 ✗	Lamplugh Sports Committee	GRANT	£500.00		£20,661.01
15 24-Jul-22		✓ 160 ✗	Kirkland Childrens' Playground	GRANT	£600.00	✗ ? £500 receipt	£20,061.01
16 24-Jul-22		✓ 161 ✗	L with E PCC	GRANT	£350.00		£19,711.01
17 20-Aug-22		✓ 162 ✗	WEL Medical	Invoice No.	£1,520.40		£18,190.61
18 21-Sep-22		✓ 163 ✗	Lamplugh with Ennerdale PCC	CA-1767	£40.00		£18,150.61
19 21-Sep-22		✓ 164 ✗	Rocket Sites-CANCELLED	225	£114.00		£18,036.61
20 21-Sep-22		✓ 165 ✗	Expenses	Sep-Mar	£200.49	✗ ? £200	£17,836.12
23-Sep-22			Contact Magazine profits			✗ £23.05	£17,859.17
28-Sep-22		BT ✗	Clerks Salary	BANK TRFR Qtr 2	£1,010.10		£16,849.07
21 16-Nov-22		✓ 166 ✗	Contact Magazine Sep issue	CA1770	£20.00		£16,829.07
22 16-Nov-22		✓ 167 ✗	Kirkland Mission Church Room Hire	CA1712	£45.00		£16,784.07
		168	Spoilt cheque				£16,784.07
23 16-Nov-22		✓ 169 ✗	Expences		£205.25		£16,578.82
28-Dec-22		BT ✗	Clerks Salary	BANK TRFR Qtr 3	£1,088.10		£15,490.72
24 18-Jan-23		✓ 170 ✗	Lamplugh with Ennerdale PCC	CA 1779	£30.00		£15,460.72
25 18-Jan-23		✓ 171 ✗	Information Commissioner's Office	Renewal Confirmation	£40.00		£15,420.72
26 18-Jan-23		✓ 172 ✗	Arborscape landscaping	Invoice No. I-LPCQ322	£702.00		£14,718.72
28-Mar-23		BT ✗	Clerks Salary	BANK TRFE Qtr 4	£1,088.10		£13,630.62
							£13,630.62
					£13,691.56	£11,555.44	
					Exp	Income	

£0.00

Responsible Financial Officer

SIGNATURE

*[Signature]*

Date 08/06/2023

A MEEK

Checked by Internal Auditor

SIGNATURE

*[Signature]*

Date 05/06/2023

Approved by Council on

SIGNATURE

*[Signature]*

Date 25.6.23


(CHAIR)

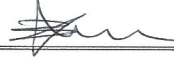
\* SUPPLEMENTED BY ATTACHED P4 £53.60 RECEIPT NOT MENTIONED ON THIS ORIGINAL REPORT IN ENCL.



LAMPLUGH PARISH COUNCIL - Significant variations from 2021-2022 to 2022-2023 in section 1

- 1) **Balances brought forward** - is as a result of purchase of equipment in 2022/2023 as opposed to 2021/2022
- 3) **Total other receipts** - Increase in grants and VAT reclaims being received
- 4) **Staff costs** - Increase in Clerk's salary and predicted running costs
- 6) **Total other payments** - This increase is a reflection of the small increases in commitments across the board **and therefore a decision was taken to increase the annual Percept for 2023/2024**
- 7/8) **Balances** - The balances have increased because of item 4 - Finances are now at a level which the Council believe that a small increase should be applied

A MEEK      SIGNATURE       Date 02/04/2025  
Responsible Financial Officer

ED SURMAN      SIGNATURE       Date 25.6.23.  
CHAIR

LAMPLUGH PARISH COUNCIL - CURRENT COUNCILLOR MEMBERS

- |   |                                      |                                |
|---|--------------------------------------|--------------------------------|
| 1 | Cllr Braithwaite, Roger (Vice Chair) |                                |
| 2 | Cllr Daghish, Robert                 | unattended meetings in 2022/23 |
| 3 | Cllr Maisey, Mark                    |                                |
| 4 | Cllr Surman, Ed (Chair)              |                                |
| 5 | Cllr Watts, Michael                  |                                |
| 6 | Cllr Whittaker, Julie                |                                |
| 7 | Cllr Wilson, Paul                    |                                |

0 Councillor Member Vacancy

Ex Parish Councillors 2022-2023

*Ed Surman*

*08/04/2023*

*[Signature]*  
*25.6.23.*