

Dartmoor Forest Parish Council



Parish Clerk: Jackie Bennetts

Applegarth, Walkhampton, Yelverton, PL20 6JP Tel: 01822 859104

Email: clerk@dartmoorforestparishcouncil.gov.uk Website: www.dartmoorforestparishcouncil.gov.uk

Councillor Briefing Notes for 27th June 2023

1. **Apologies –**
2. **Declarations of interest -**
3. **Acceptance of minutes -** As previously circulated for meeting on 23rd May 2023.
4. **Urgent decisions since last meeting – none**
5. **Co-option of Councillors to fill remaining vacancy in Princetown Ward -** Candidates to make short statement to Council regarding why they want to be a Councillor. Council will then vote for candidates to fill vacancies.
6. **Proposal to hold Pony Sale in Princetown –** Charlotte Faulkner Chair of Dartmoor Hill Pony Association has been invited to attend to present the proposal and answer any questions from Council. Yet to confirm. Council to consider the proposal and decide if any action is to be taken. See Appendix 1 for information.
7. **Governance Documents and Policy Review –** Review of progress to date. See Appendix 2. Please let the Clerk know when you have reviewed the documents and inform of any amendments necessary.
8. **20's Plenty –** Council to consider, discuss and agree on action to be taken. There are two webinars taking place 28 June, 1-2pm and 6 July, 7.30-8.30pm to find out more. See Appendix 3 for email.
9. **Parking issues (Princetown)-**
 - a) Residents Parking – As raised at the April meeting by Cllr Williams, Council to discuss and consider options for resolving the issue of residents not being able to park on their roads due to visitors parking there instead of the car park. [See information on Implementing Residents Parking Permits on the DFPC Website](#)
Also look at [Parking permits - Roads and transport](#)
10. **1st PUBLIC SESSION -** Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration
11. **Residents' issues or concerns –**
 - a) Parking on/near dropped curbs preventing people with mobility scooters, pushchairs etc from accessing the pavement. A resident has raised the issue stating that this often occurs on the corner of the pavement at the Prince of Wales.
 - b) Noise complaint from resident – I have several emails regarding this and am waiting for resident to send me a statement to be read out at the meeting.
12. **Planning –** [Search for an application | Dartmoor](#)
Council to discuss the following applications and agree on response to DNPA
[0235/23](#) at The Forest Inn, The Forest Inn, Hexworthy, PL20 6SD
Please can **ALL** Councillors look at the planning application before Tuesday, so any discussion is informed, constructive and enables Council to make a decision whether to support or object to the application.
13. **Financial management -** see Financial Report for details
 - a) Payments to be approved;

b) Bank reconciliation;

14. 2022/23 Annual Governance and Accountability Return See Appendix 4

- a) Council to receive and note the report from Internal Auditor.
- b) Council to approve the Annual Governance Statement, to be signed by Chair & Clerk.
- c) Council to consider the Bank Reconciliation, Variance Analysis and Accounting Statement. To be signed by Chair if approved by Council.
- d) Council to approve the rights of public to view accounts.

15. Updates on correspondence/ actions from previous meetings - See 'Briefing Notes' for updates regarding matters listed below, and ongoing matters being dealt with.

- a) Noticeboards – Hexworthy and Postbridge
- b) Natural England plans to reduce levels of stock on Dartmoor – Cllr Geen to update on situation. Council to consider if any action is to be taken.
- c) Princetown Benches – update on refurbishment

16. Reports from Committees, Sub Groups and Special Interests:

- a) Play Park Inspections & Action Plan – Update on progress and confirm next actions to be taken
- b) Tidy Princetown Session – Cllr Williams to update
- c) Princetown 'Pots & Plants' – Cllr Williams to update
- d) Speedwatch – Cllr Manning to update
- e) Princetown Churchyard Maintenance Fund – Cllr Williams to update

17. 2nd PUBLIC SESSION - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration

18. Exchange of information -

Round table discussion for any matters to be shared for information or to request they are put on agenda for next meeting

19. Date of next 'Tidy Princetown' - 10am until 11am - Sunday 2nd July 2023.
Meet outside Post Office.

20. Date of next meeting - 1930 on 25th July 2023
Princetown Community Centre

Appendix 1



April 2023

To Whom It May Concern

I am writing to ask if you would write a letter of support for the proposal by the Dartmoor Hill Pony Association to hold a Pony Drift Sale at Princetown.

The demand for Dartmoor Hill Pony foals, purchased to become domesticated riding ponies, has risen steadily in the last five years, with purchasers paying an average of E250 per pony (including auction and passporting costs). As a consequence, the number of ponies coming to the Sale has outgrown the single annual Drift Sale at Chagford.

The Dartmoor Hill Pony Association therefore proposes that a second Drift Sale is held at Princetown in the Autumn of 2023. This brings back an annual Fair which was last held in Princetown in 1956 drawing people from far and wide.

The Drift Sale brings footfall to its host venue with Buyers and Vendors seeking accommodation, food and drink before and on the day. As well as the spectacle of the Sale event, we believe it will bring benefits to Princetown businesses and the community. All suggestions, ideas or potential involvement regarding the day would be happily received.

All letters of the support should be emailed or posted to the contact addresses given below.

Yours faithfully,

Charlotte k
Chair

Appendix 2

Cllr Review of Governance Documents 2023

All documents due for review by June 2023

	Governance Docs	Policy	Procedure	Assessment	Notices
	Documents	Reviewers 2023		Completed	
	Risk Register	Clerk, Cllrs Manning & Geen		GM JB - updated comms with Clerk re workload	
1.	Standing Orders	All		25/4/23	
2.	Financial Regulations	Clerk, Cllrs Geen & Byrom		JB	
2.1	Grants and Donations Procedure	Clerk, Cllrs Geen & Byrom		JB	
3.	Members' Code of Conduct	All		JB	
3.1	Complaints Procedure	Cllrs Manning & Watson		GM	
4.	Transparency Code	All		JB	
4.1	Community Engagement Policy	Cllrs Watson, Byrom, Wood		JB 6.9 review	
4.1.1	Publication Scheme	Clerk		JB – needs amending to include costs	
4.1.2	Privacy	Clerk		JB	
4.2	Princetown CCTV Policy	Clerk, Cllrs Manning, Williams		MW, GM JB	
4.2.1	Princetown CCTV Data Protection Impact Assessment	Clerk, Cllrs Manning, Williams		MW GM JB	
5.	Risk Management Strategy	Clerk, Cllrs Manning & Geen		GM JB	
5.1	Play Area Inspections Procedure	Cllrs Williams, Byrom, Butterworth & Wood		JB – included google sheet for inspections	
5.2	Lengthsman and Grounds Maintenance Procedure	Clerk & Cllr Williams		MW JB – removed Churchyard	
5.2.1	Lengthsman and Grounds Maintenance Risk Assessment	Clerk & Cllr Williams		MW JB – removed Churchyard	
5.3	Snow Warden Procedure	Cllrs Butterworth & Easton		GE JB- updated Lead Warden	
5.3.1	Snow Warden Risk Assessment	Cllrs Butterworth & Easton		GE JB	
5.4	Memorial Inspections Procedure	Cllr Greatrex & Watson		JG JB – removed Churchyard Annual Inspection – Who/When?	
5.5	Burials Procedure	Cllr Greatrex & Watson		JG JB – needs site plan adding	
5.6	Public Seating	Cllr Greatrex		JG JB	

Appendix 3 – 20's Plenty

From: Sustainability Officer <greentravel@totnestowncouncil.gov.uk>

Sent: 02 June 2023 15:19

Dear Parish Clerk,

You may be aware that a growing number of Devon Parish Councils are campaigning to make 20mph the default speed limit where people and motor vehicles mix, with 30mph being an exception.

These Parish Councils have started their campaigns with the support of 20's Plenty for Us, a not-for-profit organisation which campaigns to make cities, towns and villages better places to be.

I am supporting the campaign through my role at Totnes Town Council as any effort put into getting 20mph limits locally might as well be put into the Devon-wide campaign to get DCC to change their default policy.

We are now trying to contact those Parish Councils that are not yet involved (as far as we know) to ensure that everyone has an opportunity to participate in this countywide initiative. Could you therefore please bring this email to the attention of your councillors.

If you already support this campaign, please do let us know and we will add you to our ever-growing map:

www.google.com/maps/d/viewer?mid=1yyGDauH8ekqP1zMRdF3fiNDt2swB4WU&ll=50.66439961042637%2C-3.047845635035533&z=9

We have two webinars coming up: **28 June, 1-2pm** and **6 July, 7.30-8.30pm**.

We can also arrange for 20's Plenty for Us to give you a Zoom presentation directly if neither of these dates are suitable.

- There is increasing evidence that residents (and voters) want a 20mph default speed limit. They are fed up with intimidatory and anti-social driving, air and noise pollution and in particular they are concerned for their own safety and that of their families.
- There is now a considerable amount of research showing that the introduction of 20mph limits can be low cost and bring wide benefits, including fewer road casualties, less air and noise pollution, and increased walking and cycling.
- At present, Devon County Council's process for introducing 20mph limits is expensive, slow, ad-hoc and village-by-village. We are asking them to change their speed management policy to make 20mph affordable for local communities.
- Devon and Cornwall Police have indicated that they are supportive of 20mph limits. Even without their support, the evidence suggests that the imposition of 20mph limits means that drivers voluntarily reduce their speeds by up to 6 mph on faster roads.

If you or your Parish Council are interested in becoming part of this campaign, please reply to this email or visit the 20's Plenty for Us website (<https://www.20splenty.org>) or ask any questions.

Attached is template resolution that we are suggesting that parish councils can adopt, together with a suggested email to Cllr Andrea Davis, the Cabinet Member for Climate Change, Environment and Transport, asking them to take action. Whatever you decide to do, please let us know.

We have also prepared a map showing which parishes are already supporting 20mph. It would be great to see your parish represented there:

www.google.com/maps/d/viewer?mid=1yyGDauH8ekqP1zMRdF3fiNDt2swB4WU&ll=50.66439961042637%2C-3.047845635035533&z=9

Kind regards,

Maiken Hutchings , Sustainability Officer, Totnes Town Council

Annual Internal Audit Report 2022/23

DARTMOOR FOREST PARISH COUNCIL

<https://www.dartmoorforestparishcouncil.gov.uk>

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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')	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

01/06/2023 07/06/2023 08/06/2023

DONALD CRAIGIE PATERSON ICAEW

Signature of person who carried out the internal audit

Date

08/06/2023

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

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

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

DARTMOOR FOREST PARISH COUNCIL
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 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>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

27/06/2023

and recorded as minute reference:

Item 14 b MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.dartmoorforestparishcouncil.gov.uk> ENTER FULL WEBSITE/WEBPAGE ADDRESS

Annual Financial Report 2022-23

End of Month Report of Accounts			31st March 2023		
Report of Accounts	To Date	Budget 2023-24	Budget 2022-23	Expenditure To Date	Variance at end of March
Report of Accounts			Expenditure (ex VAT)		
Brought Forward Account 1/4/22	£ 27,883.00		£ 564.00	£ 554.15	£ 9.85
<u>Income</u>		<u>Income</u>			
Precept	£ 17,995.00	£ 17,995.00	£ 7,055.00	£ 6,795.45	£ 259.55
Grass Cutting & Lengthsman	£ 1,849.74	£ 1,925.00	£ 362.00	£ 318.24	£ 43.76
VZSW Grant	£ 6,306.21		£ 610.00	£ 274.29	£ 335.71
Others	£ 608.56		£ 760.00	£ 539.29	£ 220.71
Vat reclaim	£ 999.39	£ 1,175.15	£ -	£ 32.40	£ (32.40)
Total	£ 27,758.90	£ 21,095.15	£ 6,306.21	£ 5,641.95	£ 664.26
Bank Reconciliation			Tools & equipment		
Cash in Bank as on 31/3/23	£31,877.01		£ -	£ -	£ -
Plus Outstanding Income	£ -		£ 150.00	£ 150.00	£ -
Less Outstanding Cheques	-£ 838.35		£ 164.00	£ 261.81	£ (97.81)
Balance carried forward	£ 31,038.66		£ 945.00	£ 978.26	£ (33.26)
			£ 1,650.00	£ 1,474.33	£ 175.67
			£ 4,924.80	£ 5,218.95	£ (294.15)
			£ 610.00	£ 901.59	£ (291.59)
			£ 0.00	£ 0.00	£ -
			£ 1,175.15	£ 1,175.15	£ -
			Total	£24,451.01	£24,602.94
					£ 1,023.22
Annual Budget Reconciliation			Notes		
Brought Forward 1/4/22	£ 27,883.00	To Year End	Bank reconciliation correct as of statement	31/03/2023	
Total Income	£ 27,758.90		VAT to be reclaimed	£1,175.15	
Total Expenditure (inc VAT)	£ 24,602.94		Underspend allocated at March meeting		
TOTAL 31/3/23	£ 31,038.96		RoSPA Inspection fee & any repair works		Dartmoor Forest PC: £566 to be ringfenced to Road Safety
Allocated Reserves	£ 10,268.45		Tree Works Postbridge Cemetery		
General Reserve	£ 20,770.51		Replace notice board Hexworthy		
			Service Mower		
			Build Reserve to replace Defib		
Reserves Held by the Parish Council			Dartmoor Forest PC:		
Allocated:	Start of Year	Transfer In	Transfers Out	Balance	To be used for King's Coronation Celebrations in 2023
Platinum Jubilee/King's Coronation	£ -	£ 1,000.00		£ 1,000.00	
Skate Park	£ 500.00			£ 500.00	
Speed Reduction & Animal Safety	£ 1,336.45			£ 1,336.45	Dartmoor Forest PC: Speedwatch funds
Contested Election	£ 2,432.00			£ 2,432.00	
Grass cutting equipment	£ 5,000.00			£ 5,000.00	
	£ 9,268.45	£ 1,000.00	£ -	£ 10,268.45	
Unallocated:					
General Reserve at start of year	£ 18,614.55	Expected at end of year		£ 20,770.51	
Assets Held by the Parish Council			£ 100,619.66		
Playground Equipment	£ 63,485.63		Tools and Other Equipment	£ 6,020.73	
Community Assets	£ 19,112.71		Miscellaneous	£ 601.71	
Information Systems Equipment	£ 843.34		VZSW equipment	£ 6,280.20	
CCTV System	£ 4,275.34				

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority:	Dartmoor Forest Parish Council		
County area (local councils and parish meetings only):			
Financial year ending 31 March 2023			
Prepared by (Name and Role):	Jackie Bennetts Clerk & RFO		
Date:	29/05/2023		
			£
Balance per bank statements as at 31/3/23:			£
	Lloyds		31,877.01
			31,877.01
Petty cash float (if applicable)			-
Less: any un-presented cheques as at 31/3/23 (enter these as negative numbers)			
	Admin Ref	Payee	Cheque No
	1612	Room Hire Postbridge Village Hall Inv 010/2023	1819
	1620	South Brent Parish Council DALC Training Councillors x3	1826
	1621	Tony Parker - Re-imbursing for refurbishment of telephone box and €	1827
	1622	David Cole Lengthsman Pay	1828
	1625	Jake Cook - litter picker fee	1831
	1626	HMRC Clerk Tax	1832
			£ (15.00)
			£ (46.59)
			£ (114.56)
			£ (528.00)
			£ (45.00)
			£ (89.20)
			- 838.35
Add: any un-banked cash as at 31/3/23			-
			-
Net balances as at 31/3/23 (Box 8)			31,038.66
CASH BOOK (receipts and payments/income & expenditure schedules)			
	Opening Balance 1 April 2022: (from AGAR Section 2)	£	27,882.48
	Add: Receipts in the year:	£	27,758.90
	Less: Payments in the year:	£	24,602.72
	CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2023	£	31,038.66
	Variance	£	-

Section 2 – Accounting Statements 2022/23 for

DARTMOOR FOREST PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	24,606	27,883	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	17,995	17,995	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,789	9,764	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	11,576	11,555	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	7,931	13,047	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	27,883	31,039	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	28,016	31,039	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	90,450	100,620	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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

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

Jackie Bennett

Date

26/06/2023

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

27/06/2023

as recorded in minute reference:

Item 14 c

MINUTE REFERENCE



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

SIGNATURE REQUIRED

Explanation of variances – pro forma

Name of smaller authority: **DARTMOOR FOREST PARISH COUNCIL**

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:

- 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).

	2021/22	2022/23	Variance	Variance	Explanation	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (<u>must</u> include narrative and supporting figures)
	£	£	£	%	Required?		
1 Balances Brought Forward	24,606	27,883				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	17,995	17,995	0	0.00%	NO		
3 Total Other Receipts	4,789	9,764	4,975	103.88%	YES		See box below (Yellow)
4 Staff Costs	11,576	11,555	-21	0.18%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	7,931	13,047	5,116	64.51%	YES		See box below (green)
7 Balances Carried Forward	27,883	31,039			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	27,950	31,039				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	90,450	100,620	10,170	11.24%	NO		Purchase of VZSW equipment £6817 and adding 2x Defib £1600 not previously listed
10 Total Borrowings	0	0	0	0.00%	NO		
Rounding errors of up to £2 are tolerable							
Variances of £200 or less are tolerable							
BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)							
INCOME							
	2021/22	2022/23	Difference	Variance			
Credited Cancelled cheques	0	65.75	66				
Income from Grasscutting decreased from	1955	1850	-105				
Income from 'other' decreased from	1191	543	-648				
VZSW Grant received		6306	6306				
VAT reclaim decreased from	1643	999	-643				
							4975
EXPENDITURE							
Increase mainly due to							
	2021/22	2022/23	Difference	Variance			
Expenditure relating to VZSW grant	0	5642	5642				
Vat paid on purchases related to grant	999	1474	1175				
			6817				
Offset by reduction in costs relating to							
Improve and repair costs	1741	287	-1453				
Less grass cutting = less fuel costs	626	459	-166				
Cemetery expenditure	112	32	-79				
			-1699				

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **DARTMOOR FOREST PARISH COUNCIL**

County Area (local councils and parish meetings only): _____

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on **Monday 3rd July 2023**

and ending on **Friday 11th August 2023**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2023 (i.e. Monday 3 July – Friday 14 July).

We have suggested the following dates: Monday 5 June – Friday 14 July 2023. The latest possible dates that comply with the statutory requirements are Monday 3 July – Friday 11 August 2023.)

Signed: 

Role: RFO & Clerk

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.