



Minutes of the Meeting Held Wednesday 10th January 2024 at the Cavendish Memorial Hall at 7.30pm.

Councillors present: Malcolm Halliday (Chair), Nicky Welch, Edward Gittins, Nicholas Vosper, Mark Freeman, Annette Williamott and Richard Dawkins.

Also present: Kay Garner (Clerk), District Councillor Karen Richardson, County Councillor Bobby Bennett and 4 members of the public.

1. Acceptance of apologies for absence.

Apologies were received from District Councillors Marion Rushbrook and Nick Clarke.

2. Declaration of Interest in items on the agenda and dispensation requests.

No councillors declared an interest in any items on the agenda. No dispensation requests were received.

3. Approval of minutes of the meeting held on Wednesday 8th November 2023.

It was resolved that the minutes were correct. The Chair signed them.

4. Public Session (20 minutes)

The following issues were raised:

- Flooding and road condition on Colts Hall Lane leading to Peacocks Road. A parishioner stated that he had been in correspondence with the County Council for almost 50 years regarding the water and damaged road. The discussion also involved the County Councillor (6)
- Potholes. A parishioner hi-lighted the poor repair and subsequent re opening of the pothole at the exit of the village towards Glemsford. They would also like better communications from the County Council regarding notification of proposed road closures and repair work scheduled. The discussion also involved the County Councillor. (6)
- Gigaclear. A parishioner reported that the repair outside his property after their works was substandard. Consequently, he reported it to Suffolk County Council. They inspected it. Agreed and compelled Gigaclear to redo the repair. He noted that should Gigaclear not comply within a specified timeframe they would be fined by the Council. He also noted that photographic evidence would also be useful in collating evidence. He also asked if they had completed the work in the village. The Chair advised that they were not.
- Tommy Statue (10) The parishioner who proposed the erection of the statue gave details of the statue's dimensions and materials and how it would be displayed in response to questions from the councillors. It was noted that further discussion would be taken as part of the agenda (10).

5. Finance

- a) External Audit. This has now been completed. Copy attached. Councillors had no questions.
- b) Internal Audit. Copy attached and Finance meeting will be arranged to discuss. (Provisional date January 29th 2024)
- c) Financial Report November/December 2023
This was approved and signed by the Chair.
- d) Copy of Draft Finance Meeting Minutes
These will be approved at the next finance meeting (b)
- e) Precept 2023/2034.



This was approved and signed by the Chair.

f) Allotment fees.

Revised fees proposed by the Finance committee were approved.

This will be included in the renewal letters sent to the allotment holders.

6. Councillor Reports

Bobby Bennett (Report Attached). The following points were also made and discussed:

Focus is on the budget currently. In particular the cuts to arts subsidies. Historically 9 institutions in Suffolk were subsidised to the tune of £500,000 and this is no longer possible. The plan is to work with them on specific projects and priorities are children, those with special educational needs and vulnerable adults.

Flooding. Cavendish has been identified as a village that will have a section 19 report done.

A Section 19 flood investigation report is a public statement of the circumstances of a flood event and what parties have a role in managing the risks. The investigation is not an in-depth analysis of the flood risk or mechanisms, and hydraulic modelling of the risks and reduction options are not part of the investigation.

A review of Section 19 investigations was conducted by the Flood and Coastal Erosion Risk Management Research and Development Programme and Department for Environment, Food & Rural Affairs to help practitioners identify the factors that contribute to surface water flooding and limitations in procedures. The review aimed to identify the factors that contributed to surface water flooding, and how common they are. The report concluded that many factors contribute to surface water flooding, including the capacity of drains and sewerage, higher than expected rainfall, failure to make accurate assessments of runoff, absence of information about the impact of new development, and inadequate maintenance of sustainable urban drainage systems (SuDS).

Potholes. The councillor agreed with parishioner comments (4) and urges everyone to continue reporting them as and when they occur. Including photographic evidence where possible.

Removal of Free Parking (13) Is the responsibility of Babergh district council not theirs.

Karen Richardson (Report Attached) She also participated in the discussion of the public issues raised along with Grounds Maintenance Contract (11) and correspondence received regarding the abolishing of free parking in Sudbury (13).

Nicky Welch Active Suffolk delivering the Fit Project. This had been investigated to see if this would be of benefit to either the Warm Wednesday attendees or other parishioners. After a discussion it was decided that it did not offer anything extra or new to what is currently available. Therefore this will not be pursued.

Annette Williamott Advised a new replacement Hot Water Urn is required for use in the Memorial Hall. It was agreed that a new one would be purchased. Action: **Annette**
Kitchen Floor in hall needs replacing. Quotes are required.

Expressed gratitude for the £1000 received for Warm Wednesday from the Suffolk Winter Response Fund.

Mark Freeman Advised that the council can apply for a flood map from the County Council.

Speed Watch Sign. Temporary sign condition is poor. To refurbish as required. Action: **Mark**

Advised he is investigating funding for the replacement of the Play Area Action: **Mark**

Richard Dawkins Raised the issue of the Sports Field Trust fund and that maybe it should be available for all sports organisations in the village. It was decided that this would be discussed when the new treasurer/secretary of the trust is appointed.



Edward Gittins Advised that should the Tommy Statue require planning permission (**10**) then if it is submitted by the parish council this would be half the cost charged to the public. This would enable the council to contribute to the cost of the statue. Check to see if Planning permission is required.

Action: **Edward**.

Requested that at the Chairs meeting (**7**) with the person responsible for the orchard include a request for wild flower planting or a wild flower meadow using seeds that were surplus to the Peacocks Close area.

Nicholas Vosper Requested that at same meeting suggestion be made for a 'Fruit Picking Day' to be organised at the orchard.

7. Chair Report

- Mirrors – Request from parishioner that the viewing mirror be replaced at the corner of Water Lane opposite footpath entrance. Action **Chair**
- Orchard – **Chair** to meet with George Hardy on future of orchard management on Friday 12th – Report of meeting to be circulated.
- Pond – **Chair and Councillor Vosper** to investigate poor pond (Waver) inlet flow on Friday 12th.
- Memorial Hall Premises License – **Chair** to update contact details.
- Replacement Bridge, Church to Nether Rd footpath – Confirmation of approval to SCC Rights of Way officer to proceed with installation. Action: **Chair**
- Quiz Night Hall Hire – Request from Cavendish Community Association (Council) that we give FOC hire to various groups holding quizzes. As previously agreed we are to charge a nominal £10 per quiz night.
- Police and Crime Commissioner Precept Survey – All councillors encouraged to complete survey and promote to parishioners. Survey is on website.
- We have been informed that Cavendish Community Council are to change their name to Cavendish Community *Association*.

8. To receive an update on the list of actions agreed at the last meeting.

All actions had been completed.

9. Planning

- a) DC/23/1819/HH Proposal: Householder planning application - a. side extension b. side infill extension c. rear extension (following demolition of existing extensions and car port) d. changes to fenestration and doors e. render to all elevations Location Rossett 2 Mill Lane Cavendish Suffolk CO10 8BJ Applicant Mr A Bradford
- b) DC/23/1835/TCA Proposal: Trees in a conservation area notification – one silver birch (T1 on plan) fell. Location: 3 The Terrace, High Street, Cavendish, Suffolk. CO10 8AS Applicant: Mrs J Braham, C/O Preview
- c) DC/23/1773/HH Proposal: Householder planning application a. single storey rear extension; b. detached two bay cart lodge with home office. Location: Thatched Cottage, High Street, Cavendish. CO10 8AZ. Applicant: Mr T Halket
- d) DC/23/1836/TCA Proposal: Trees in a conservation area notification – one Hazel (T1 on plan) fell. Location: 4 The Terrace, High Street, Cavendish, Suffolk. CO10 8AS Applicant: Mrs J Braham, C/O Preview
- e) DC/23/1837/TCA Proposal: Trees in a conservation area notification – one Salix caprea (T1 on plan) fell. Location: 5 The Terrace, High Street, Cavendish, Suffolk. CO10 8AS Applicant: Mrs J Braham, C/O Preview



- f) DC/23/1834/TCA Proposal: Trees in a conservation area notification – one Acer (T1 on plan) fell. Location: 4 The Terrace, High Street, Cavendish, Suffolk. CO10 8AS Applicant: Mrs J Braham, C/O Preview
- g) DC/23/1774/LB Proposal: Application for listed building consent – a. conversion of existing cart lodge to habitable space with link infill to main dwelling; b. reconfiguration of layout, to sitting room and study, reopening an existing doorway between the rooms; c. removal of stud wall at first floor level to form master suite at southern end of wing with dressing room and storage at the north end; d. reduce dormer window to dressing room; e. replacement of windows; removal and replace glazed door/window from south elevation; replace cement render with chalk lime render; h. re-thatching of roof. Location: Thatched Cottage, High Street, Cavendish, Suffolk. CO10 8AZ. Applicant: Mr T Halket

No comment (objections) for all the above. All have been approved by West Suffolk District Council Planning.

10. Tommy Soldier Statue

All in agreement on having the statue. Site of statue to be agreed. Decision to be made at the next meeting on Wednesday 13th March 2024. Action: **All Councillors**

11. Grounds Maintenance Contract

New quote has been received from Suffolk County Council. Quote is competitive but the parish council is not happy with the standard of the service in particular the cemetery area. Chair has reported this as part of the review issued by the County Council. It was questioned whether the council would offer part of the current service as a quote and use our contractor for the other areas. Councillor Karen Richardson advised that this may be possible and an extension to the acceptance date of the quote. (31/01/24). She has offered her services to assist/liaise in this matter along with contact details of who can also assist.

The Chair has advised that two companies will also be providing quotes and that he would be meeting with them (W/C 15/01/24)

12. Gigaclear

An email had been received from Andrew Lipski on behalf of Gigaclear (Attached)

It was decided that the Parish Council will not take up this offer. This is due to the council being unwilling to endorse Gigaclear and its services.

13. Correspondence

A parishioner asked the Council if they would be opposing the proposed change in removing the free parking in Sudbury. (Copy attached) Karen Richardson advised that this is the responsibility of Babergh district council and didn't fall within their remit. Therefore, they and the parish council would not be asked to make any representation. However, we have every right, as Bobby Bennett also advised, to oppose this.

She noted that there is not free parking in Haverhill currently. There should be a consultation first then it would proceed to either a working group or to the cabinet. Therefore, she encouraged all to send their opposition as soon as possible.

It is thought that there is also a petition currently in operation doing this.

14. Any other business for noting or including on the next agenda of the next meeting on Wednesday 13th March 2024.

Tommy Soldier Statue (see 10)



There being no further business the meeting closed at 9:30pm.

Signed *N. Mulheas* (Chair) Dated 13.03.2024.



Cavendish Parish Council Finance Committee
DRAFT Minutes of the Meeting held Monday 20th November 2023

Held at 19 Grey Close, Cavendish

Councillors present: Malcolm Halliday (Chair), Mark Freeman and Annette Williamott. Also present: Chris Turner (Clerk), Kay Garner (Clerk).

1. Acceptance of apologies for absence.

None

2. Declaration of Interest in items on the agenda and dispensation requests.

Annette Williamott withdrew from the discussion regarding Warm Wednesday funding.

3. Approval of minutes of the previous meeting held.

Not applicable.

4. Precept 2024_2025

Draft Proposal Attached. Details of amounts of/in excess of £1000:

- g) Refurbishment of the Memorial Hall Kitchen Floor. The figure of £8000 includes £2000 from reserves and £5000 from the Memorial Hall Trust. (If agreed by Trustees).
- h) Replacement of the Play area equipment located on the village green. £3000 from reserves. As the cost will exceed this figure Councillor Mark Freeman is pursuing Grants to fund this project. **Action:** Mark Freeman.
- i) Pond Management. £1000 has been allocated from reserves. The pond has become excessively silted, partly due to the recent floods. Grants may be available to enable work to be carried out as a result of these. **Action:** Malcolm Halliday
- j) Warm Wednesday. It was agreed that this was a valuable service provided to parishioners and funds have been allocated of £1400 to enable this to continue. This comprises of £400 from Parish Council Funds plus £1000 that has been received from the Suffolk Winter Response Fund.

5. Allotments

It is proposed that the charges are changed as follows:

£40 Full Allotment Plot

£20 Half Allotment Plot

Both to include water use.

Action: To be approved at the January Cavendish Parish Meeting by the councillors.

6. Any other business for noting or including on the next agenda (Date To be Confirmed)

None.

There being no further business the meeting closed at 3pm.

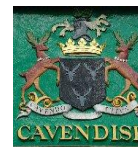
Signed  (Chair) Dated 10.01.2024.



Proposed Precept 2024_2025

Precept 24-25	24-25		
ADMIN			
Audit Fee	600		
Election	0		
Clerk incl expenses	7000		
Other Expenses (Ink etc)	300		
Training	500		
SALC/Subs	650		
Sub Total	9050		
OTHER SERVICES		Reserves	*Trust
Insurance	3000		
Cavendish Flowers net	0		
Grass Cutting	8000		
Memorial Hall net	8000	2000	5000
Cemetery waste	0		
Seats/Playground	3300	3000	
Trees etc	1000		
Allotments-waste/water	500		
Sub Total	23800	5000	5000
SECTION 137 LGA 1972			
Grants/Donations-total	300		
Additional:			
Bowls Club	0		
Cricket Club/Football Club			
Sub Total	300		
Maintenance			
Contractors Fees	6000		
Consumables	200		
Sub Total	6200		
MISC- see below	3400		
TOTALS	44150	5000	5000

Less Income (See below)	7500
Net	36650
Less From Reserves	7000
Net requirement	29650



MISC costs as follows		
Environmental	500	
Speed watch	100	
Village signs	400	
Warm Wednesday	1400	1000
Pond management	1000	1000

**

TOTAL	3400	2000
Income estimated		
Cemetery Net		
Glass re-cycling/ wayleaves etc	1000	
Allotments	500	
*Memorial Hall Trust Fund	5000	
**Suffolk Winter Response Fund	1000	
TOTAL	<u>7500</u>	

**



Supplier ID:
500652

West Suffolk

Council

Application for Parish/Town Council
 Precept 2024/25

Please complete the following and return to the Chief Financial Officer by
 22 January 2024

PARISH COUNCIL OF:

Cavendish

Please select your Parish Council from drop down list

Date of Parish/Town Council Meeting, approving the precept 10/1/2024

.....

Contact details of the Parish/Town Clerk Name: K Garner

Address: West Haven, Poole
 Street
 Cavendish. C010
 8BD

Tel No: 07417 546046 E-Mail: cavvpc@outlook.com

.....

Bank Details:

Sort Code: 09-01-55 Account Number: 48520909

.....

The amount requested by the above mentioned Parish/Town Council by way of precept from
 West Suffolk Council for the year 1 April 2024 to 31 March 2025 is as
 follows:

The 2023/24 figures below are those submitted by Parishes in January 2023 and are included for information purposes only.

	2023/24	2024/25
Expenditure (excluding contributions to reserves)	£ 30,500	£ 36,650
Contribution to (+ve)/from(- e) Reserves	£ -3,000	£ -7,000
Net Expenditure	27,500	29,650



Parish Precept		27,500	29,650
Tax Base (see explanatory note)	c	426.00	434.37
Parish Band D Council Tax		£ 64.55	£ 68.26
Increase/-Decrease			3.71
Percentage Increase/-Decrease			5.75%

Signed by:-

Chair of Parish Council:

Date:

M. Mulholland

10/1/24

K. Games

10/01/2024

Parish Clerk:Date:



External Audit

Section 1 — Annual Governance Statement 2022/23

We acknowledge as the members of:

Cavendish 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

No* 'Yes' means that this authority:

1. We have put in place arrangements for effective financial prepared its accounting statements in accordance management during the year, and for the preparation of with the Accounts and Audit Regulations. the accounting statements.
2. We maintained an adequate system of internal control made proper arrangements and accepted responsibility including measures designed to prevent and detect fraud for safeguarding the public money and resources in and corruption and reviewed its effectiveness. its charge.
3. We took all reasonable steps to assure ourselves has only done what it has the legal power to do and has that there are no matters of actual or potential complied with Proper Practices in doing so. 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.
4. We provided proper opportunity during the year for during the year gave all persons interested the opportunity to the exercise of electors' rights in accordance with the inspect and ask questions about this authority's accounts. requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this considered and documented the financial and other risks it authority and took appropriate steps to manage those faces and dealt with them properly. risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and arranged for a competent person, independent of the financial effective system of internal audit of the accounting controls and procedures, to give an objective view on whether records and control systems. internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised responded to matters brought to its attention by internal and in reports from internal and external audit. external audit.
8. We considered whether any litigation, liabilities or disclosed everything it should have about its business activity commitments, events or transactions, occurring either during the year including events taking place after the year during or after the year-end, have a financial impact on end if relevant. this authority and, where appropriate, have included them in the accounting statements.
9. (For local councils only) Trust funds including has met all of its responsibilities where, as a body charitable. In our capacity as the sole managing corporate, it is a sole managing trustee of a local trustee we discharged our accountability trust or trusts. responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

*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.



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

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

12th July 2023

and recorded as minute reference:

4 (2)

Chairman

Clerk

Cavendish Village, UK.



Local Councils, Internal Drainage Boards and other Smaller Authorities*
Section 2 — Accounting Statements 2022/23 for

Cavendish Parish Council

Year ending
 31 March 2022 31 March 2023 boxes blank and report EO or Nil balances. All figures must agree to underlying financial records.

Notes and guidance
 Please round all figures to nearest £1. Do not leave any

1. Balances brought forward as recorded in the financial records. Value must agree to Box 7 of previous year
2. (+) Precept or Rates and Levies Total amount of precept (or for IDBs rates and levies) 2673 27960 received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts 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 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 Total expenditure or payments of capital and interest repayments p, O made during the year on the authority's borrowings (if any).
6. (-) All other payments 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 equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	60035	5073			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	860759	861167			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					The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only	Yes	No	N/A		
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>	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
were Statements in this Annual Governance and
Return have been prepared on either a receipts and payments
expenditure basis following the guidance in
Governance and Accountability for Smaller Authorities — a
Practitioners' Guide to Proper Practices and present
minute reference: the financial position of this
Signed by Responsible na cial Officer before being
f

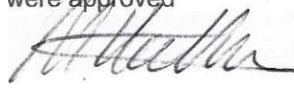
Accounting confirm that these Accounting Statements
Accountability approved by this authority on this date:

12th July 2023 or income and

fairly as recorded 4(2) in
authority.

presented to the authority

were approved

Signed the 

by Chairman of
meeting where
the Accounting

Statements were

Date



Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Cavendish Parish Council - SF0080**

Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-auditpractice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has submitted its AGAR and supporting documentation prior to 30 September 2023; however, we have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and ‘other’ matters.

Our fee note for the limited assurance review will be issued when we certify completion.

External auditor certificate 2022/23

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

We do not certify completion because:

We have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements.



External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

27/09/2023

Final External Auditor Report and Certificate 2022/23 in respect of Cavendish Parish Council SF0080

Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor's limited assurance opinion 2022/23

On 27 September 2023, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2023. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority failed to approve the AGAR in time to publish it before 1 July 2023, the date required by the Accounts and Audit Regulations 2015, and did not disclose this by answering 'No' to Section 1, Box 1.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Boxes 4 and 7, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2023/24 for the exercise of public rights, since the approval date of section 2 was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2023/24 and ensure that it makes proper provision for the exercise of public rights during 2024/25.





We note that Section 2, Boxes 11 (a) and (b) in respect of trust funds has been answered Yes and No respectively, the smaller authority has since confirmed that the figures in the accounting statements do not include Trust transactions and thus the response to Box 11 (b) should have been 'Yes'.

External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

PKF Littlejohn LLP

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London E14 4HD

T: +44 (0)20 7516 2200 www.pkf-l.com



**Internal Audit Report for Cavendish Parish Council for the
period ending 31 March 2023**

Clerk	C R Turner
RFO (if different)	
Chairperson	Malcolm Halliday
Precept	£ 27,450
Income	£ 47,617
Expenditure	£ 47,580
General reserves	£ 38,088
Earmarked reserves	£ 21,986
Audit type	Annual
Auditor name	Linda Harley

Introduction

The primary objective of internal audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council. To achieve this SALC adopt a predominantly systems-based approach to audit.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with reference to:

- the effectiveness of operations
- the economic and efficient use of resources
- compliance with applicable policies, procedures, laws, and regulations
- the safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity, and corruption
- the integrity and reliability of information, accounts, and data

Methodology

When conducting the audit, the internal auditor may:

- conduct a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete the Annual Internal Audit Report 2022/23 of the Annual Governance and Accountability Return (AGAR)
- review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- review the established systems to ensure compliance with those policies, procedures, laws, and regulations which could have a significant impact on operations, and determine whether the council complies
- review the operations and activities to ascertain whether results are consistent with objectives and whether they are being conducted as planned



Section 1 – proper bookkeeping		
<p>The internal auditor will look at the methods and processes used to manage the council's accounts and in particular that it provides clear data for reporting and monitoring purposes. This includes checking information is accurate, kept up to date, referenced and verified.</p>		
Evidence		<i>Internal auditor commentary</i>
<i>Is the ledger maintained and up to date?</i>	Yes	The RFO has put in place effective procedures to accurately and promptly record all financial transactions. The Council's ledger (computerised cash sheet) is well maintained and accurate. The ledger and the minutes clearly identify the spending power used for each item, evidencing the council is operating within its mandate.
<i>Is the cash book up to date and regularly verified?</i>	Yes	Up to date accounting records are maintained throughout the year and referenced which provides evidence to support the Council's underlying accounting statements.
<i>Is the arithmetic correct?</i>	Yes	Spot checks were made and were found to be correct.
Additional comments:		
Section 2 – Financial Regulation and Standing Orders		
<p>The internal auditor will check the date the Council conducted its annual review of both Standing Orders and Financial Regulations and in particular check if these are based on NALC'S latest model which include legislative changes.</p>		
Evidence		<i>Internal auditor commentary</i>
Have Standing Orders been adopted, up to date and reviewed annually?	Yes	The Council's Standing Orders, as seen on the website, were those reviewed at the meeting of 8/3/23 and are based on the Model Standing Orders produced by NALC in 2018. Comment: To bring their Standing Orders fully up to date Council may wish to: increase the procurement threshold from £25,000 to £30,000 to comply with the full requirements of the Public Contract Regulations 2015 updated on 21/12/2022 and review Standing Order 18f (NALC Model Standing Orders) relating to the value of a contract exceeding the specified threshold.
Are Financial Regulations up to date and reviewed annually?	Yes	The Council's Financial Regulations, were reviewed at a meeting on 8/3/23 and are based on the Model Financial Regulations produced by NALC in 2019. Comment: To bring their Financial Regulations fully up to date Council may wish to increase the procurement threshold from £25,000 to £30,000 to comply with the full requirements of the Public Contract Regulations 2015 updated on 21/12/2022 and update the figures relating to public contracts.
Has the Council properly tailored the Financial Regulations?	Yes	The Financial Regulations are tailored to the Council.
Has the Council appointed a	Yes	The Council appointed the Clerk as the Responsible Financial Officer and this was noted in the minutes of 8/3/23.



Responsible Financial Officer (RFO)? ¹		
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Additional comments:

Section 3 – Payment controls

The internal auditor will specifically check bank reconciliation including credit/debit cards and management approval processes and evidence that internal Financial Regulations (FO) are being followed. The internal auditor will examine how regular payments are managed and specifically seek evidence that these have been brought back to the Council for verification purposes especially where the actual payment made differs from the amount previously agreed. VAT should be clearly identified including evidence that claims have been correctly managed. The internal auditor will check if the Council has a clear understanding on eligibility in relation to the General Power of Competence and that s.137 has been correctly applied and managed.

Evidence		Internal auditor commentary
Is there supporting paperwork for payments with appropriate authorisation?	Yes	The Council complies with its Financial Regulations and a sample of payments confirmed they were supported by invoices. At each full Council Meeting a list of all payments is presented to the meeting with formal approval of such expenditure being shown in the minutes and evidence of such paperwork in the files submitted for internal audit. A sample taken shows that the Council had the legal power to approve payments. Invoices are initialled by 2 Councillors.
Where applicable, are internet banking transactions properly recorded and approved?	N/A	The Council does not use internet banking.
Is VAT correctly identified, recorded, and claimed within time limits?	Yes	VAT is identified in the cash book. The claim for the period 28/2/22 to 24/11/22 in the sum of £3141.07 was settled during the year under review. This agrees to supporting accounting records.
Has the Council adopted the General Power of Competence (GPOC) and is there evidence this is being applied correctly? ²	N/A	The Council has not adopted the General Power of Competence.

Section 4 – Risk management

The internal auditor will expect to find evidence of the management of risks from identification of what those are for each individual Council through to how these will be managed and the controls in place to mitigate these and that these have been approved by the Council.

Evidence	Internal auditor commentary

¹ Section 151 Local Government Act 1972 (d)

² Localism Act



<p><i>Is there evidence of risk assessment documentation?</i></p>	<p>Yes</p>	<p>The Risk Assessment Document for the period 1st April 2022 to 31st March 2023 was considered at a meeting of the Parish Council on 8/3/23 and covers in general terms the matters which could possibly prevent a smaller relevant body from functioning. They have taken appropriate steps to manage those risks including the introduction of internal controls and external insurance cover. The Council has appropriate arrangements in place for the inspection of play areas. Comment: Within its Risk Management Document, Council has identified a number of risks to property; finances and personnel and has taken steps to control the risk - all of which are clearly identified within the document as approved by Full Council.</p>
<p><i>Is there evidence that risks are being identified and managed?</i></p>	<p>Yes</p>	<p>Council has a comprehensive Financial Risk Assessment which identifies the risks associated with ensuring that public finances are adequately protected and managed and has taken steps to mitigate such risks. Comment: The documentation of the specific control procedures that have been adopted by the council for payments not only protects the RFO but also fulfils an internal control objective. It is noted in the minutes of 14/9/22 the receipt of the annual play inspection report and that a monthly report is carried out.</p>
<p><i>Does the Council have appropriate and adequate insurance cover in place for Yes employment, public liability and fidelity guarantee and has been reviewed on an annual basis?</i></p>	<p>Yes</p>	<p>General Insurance is in place under a Zurich Commercial Policy Schedule, under a long term agreement until March 2025, and shows core cover including Business Interruption, Public Liability £12m and Employer’s Liability of £10m. Fidelity Guarantee Cover is £250,000 which is within the recommended guidelines of the Council’s balance at 31/3/23 + the annual precept. Council reviewed its current insurance cover at the meeting of 8/3/23.</p>
<p><i>Evidence that internal controls are documented and regularly reviewed³</i></p>	<p>Yes</p>	<p>The Council has shown that it has a sound system of internal control which facilitates the effective exercise of its functions, ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk. These were reviewed on 8/3/23.</p>
<p><i>Evidence that a review of the effectiveness of internal audit was conducted during the year, including consideration of the independence and competence of the internal auditor prior to their appointment⁴</i></p>	<p>Yes</p>	<p>The effectiveness of internal audit was discussed by full Council within the Internal Control Statement submitted and approved at a meeting of 8/3/23. Comment: by reviewing the terms of reference for internal audit, Council has followed guidance within the Governance and Accountability Guide and recognises that the internal audit’s function</p>

³ Accounts and Audit Regulations

⁴ Practitioners Guide



is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily.

Additional comments:

Section 5 – Budgetary controls		
The internal auditor will seek verification that budgets are properly prepared, agreed and monitored. In particular they will look for evidence of good practice in that the key stages of the budgetary process have been followed		
Evidence		Internal auditor commentary
<i>Verify that budget has been properly prepared and agreed</i>	Yes	<p>The Council prepared and formally approved the budget for the year, prior to the setting of the precept at the meeting of 12/1/2022.</p> <p>The minutes from the Finance committee meeting had been circulated to provide information to Councillors and are published on the website.</p> <p>Comment: Council shows good practice by evidencing that it has followed the recommended key stages as to the budgetary process to be followed for the year:</p> <ul style="list-style-type: none"> • decide the form and level of detail of the budget; • assess levels of income; • provide for contingencies and consider the need for reserves; • approve the budget.
<i>Verify that the precept amount has been agreed in full Council and clearly minuted</i>	Yes	The full Council has considered, approved and adopted the annual precept for the year. This was set at £ 27,450 at the same meeting.
<i>Regular reporting of expenditure and variances from budget</i>	Yes	<p>Budgetary control is monitored by the Finance committee, with the minutes of the meetings being circulated to all Councillors.</p> <p>Comparisons between budgeted and actual income and expenditure is included within the documentation periodically circulated to Councillors in accordance with Council's own Standing Orders.</p>
<i>Reserves held – general and earmarked⁵</i>	Yes	Council's final accounts show general reserves in the sum of £38,088 with earmarked reserves in the sum of £21,986.
Section 6 – income controls		
The internal auditor will seek evidence to ensure income is correct managed – recorded, banked, and reported and test mechanisms used to achieve this.		

⁵ In accordance with proper practices, the generally accepted minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months of Net Revenue Expenditure



Evidence		Internal auditor commentary
<i>Is income properly recorded and promptly banked?</i>	Yes	Expected income was received, properly recorded and promptly banked. A number of items of income were cross checked against cash book and bank statements and found to be in order. Comment: in accordance with Proper Practices, the Responsible Financial Officer ensures that the accounting records contain entries from day to day of all sums of money received
<i>Is income reported to full council?</i>	Yes	All income received by the parish council is reported as part of the Financial Reports submitted by the RFO. The RFO ensures that monies received are promptly banked. Comment: Council may wish to note any income received in the minutes or append the financial reports to the minutes.
<i>Does the precept recorded agree to the Council Tax Authority's notification?</i>	Yes	The precept figure of £27,450 agrees with the Council Tax Authority's notification.
<i>If appropriate, are CIL reporting schedules in accordance with the Regulations?⁶</i>	N/A	The Council has not received any funds from the CIL, which is not operated within West Suffolk.
<i>Is CIL income reported to the council?</i>	N/A	
<i>Does unspent CIL income form part of earmarked reserves?</i>	N/A	
<i>Has an annual report been produced?</i>	N/A	
<i>Has it been published on the authority's website?</i>	N/A	
Additional comments:		

Section 7 – petty cash

The Internal Auditor will seek evidence that the Council has followed its own policies, procedures, and verification processes and that these are up to date.

Evidence

Is petty cash in operation?

If appropriate, is there an adequate control system in place?

Additional comments:

Section 8 – Payroll controls		
The Internal Auditor will check salaries were approved in accordance with PAYE, NI, Pension and that there is a clear understanding that the clerk is not self-employed. The Internal Auditor will also review how payroll is managed including evidence of approval of payslips.		
Evidence		Internal auditor commentary
<i>Do all employees have contracts of employment?</i>	Yes	Council had 1 employee on its payroll at the

⁶ Community Infrastructure Levy Regulations 2010



<i>Has the Council approved salary paid?</i>	Yes	period end of 31 st March 2023. Employment contracts were not reviewed during the internal audit, but all salary payments are authorised by full council. Comment: in accordance with Proper Practices, Council has ensured that the remuneration payable to all employees has been approved in advance by the Council.
<i>Minimum wage paid?</i>	N/S	
<i>Are arrangements in place for authorising of the payroll and payments to the council? Does this include a verification process for agreeing rates of pay to be applied?</i>	Yes	The Council has robust payroll arrangements in place. The payroll function is operated within the RTI system and outsourced to SALC. Cross-checks were completed on two payments covering salary and PAYE and were found to be in order. There are suitable payroll arrangements in place which ensures the accuracy and legitimacy of payments of salaries and wages, and associated liabilities and as such the Council has complied with its duties under employment legislation.
<i>Do salary payments include deductions for PAYE/NIC? Is PAYE/NIC paid promptly to HMRC?</i>	Yes	In accordance with Proper Practices, PAYE taxes and employee and employer National Insurance contributions (NIC) are calculated and recorded for every employee. Deductions are paid to HM Revenue and Customs, if applicable, on or before the dates prescribed. A copy of the P60 was seen.
<i>Is there evidence that the Council is aware of its pension responsibilities? Are pension payments in operation?⁷</i>	Yes	In line with their pension responsibilities the Council has completed a redeclaration of compliance with regards to automatic enrolment duties. This was registered with The Pensions Regulator and noted in the minutes of 8/3/23.
<i>Are there any other payments (e.g.: expenses) and are these reasonable and approved by the Council?</i>	Yes	All other payments are reasonable and approved by the Council.
Additional comments:		
<p>Section 9 – Asset control</p> <p>The Internal Audit will be seeking to establish if there is a list of assets in accordance with proper practices including the date of acquisition, location, and value. This extends to checking policies (with evidence of review) and that the Council has applied the documented approach in practice. The Internal Auditor will check not only valuation processes but the existence of reserve budgets for depreciation and adequacy of insurance. A clear audit trail should be available when items are purchased including minutes to evidence approval.</p>		
Evidence		Internal auditor commentary
<i>Does the Council maintain a register of material assets it owns and manage this in accordance with proper practices?⁸</i>	Yes	The Council's assets are properly maintained and efficiently managed. The Asset Register was reviewed during the Internal Audit for year-end (minuted 8/3/23) and accurately reflects those items listed
<i>Is the value of the assets included? (Note value for insurance purposes may differ)</i>	Yes	

⁷ The Pension Regulator – [website click here](#)

⁸ Practitioners Guide



<p><i>Are records of deeds, articles, land registry title number available?</i></p>	<p>N/A</p>	<p>under insurance and within the Parish Council's remit for maintenance and ownership. It is noted that the declared value for all assets at year-end (31.03.2023) was £861,167 which agrees with box 9 of the AGAR. All assets have been stated as at the acquisition value and where assets have been gifted or where there is no known value have been given the proxy value of £1. The register has been updated with any additions or disposals during the year.</p> <p>Records of deeds, articles, land registry title number were not reviewed during the internal audit which was carried out via remote means</p>
<p><i>Is the asset register up to date and reviewed annually?</i></p>	<p>Yes</p>	<p>The Asset Register value has been stated on the Annual Governance and Accountability Return (AGAR) which was signed at the time of Internal Audit.</p>
<p><i>Cross checking of insurance cover</i></p>	<p>Yes</p>	<p>Council has insurance under its Parish Council insurance policy for assets under its ownership.</p>
<p>Additional comments:</p>		
<p>Section 10 – bank reconciliation The internal auditor will seek to establish that the Council understands and can evidence good practice and internal control mechanisms in relation to bank reconciliation.</p>		
<p>Evidence</p>		<p>Internal auditor commentary</p>
<p><i>Is bank reconciliation regularly completed and reconciled with the cash book and cover every account?</i></p>	<p>Yes</p>	<p>Statements reconciling each of the Council's bank accounts with it's accounting records are prepared on a regular basis and reconcile with the cash sheets. They are subject to independent review by Councillors. Comment: The RFO, as evidence of good financial practice, provides evidence of the bank reconciliations at each meeting to be verified by the Parish Council. This not only safeguards the Responsible Financial Officer but also fulfils an internal control objective – to enable the prevention and detection of inaccuracies.</p>
<p><i>Do bank balances agree with bank statements?</i></p>	<p>Yes</p>	<p>Bank balances agree with supporting period end statements and as at 31st March 2023 stand at : £60,560.45 across all accounts held by the Council.</p>
<p><i>Is there regular reporting of bank balances at Council meetings?</i></p>	<p>Yes</p>	<p>The bank balances are included in the financial reports circulated to Councillors. Comment: Council may wish to include bank balances in their minutes or append the financial reports to the minutes.</p>
<p>Section 11 – year end procedures</p>		



Evidence		Internal auditor commentary
Are appropriate accounting procedures used?	Yes	Accounting statements prepared during the year are produced on a Receipts and Payments basis and agree to the cashbook. All were found to be in order.
Financial trail from records to presented accounts	Yes	There is a clear audit trail from the financial records held to the presented accounts.
Has the appropriate end of year AGAR ⁹ documents been completed?	Partly met	As Council's gross expenditure exceeds £25,000 the Council has correctly completed part 3 of the AGAR. However, the Council has not approved the AGAR and published it on the authority's website before 1/7/23. Recommendation: The Council must approve Section 1 Annual Governance Statement, before approving Section 2, Accounting Statements and both must be approved and published on the authority's website before 1/7/23. Council should change the assertion for Item 7 on Section 1, the Accounting Statement, to 'NO' as they have not taken note of all items raised by the internal and external audits from the 2021/22 audit.
Did the Council meet the exemption criteria and correctly declared itself exempt?	N/A	The Council does not meet the criteria to declare itself exempt from the external audit.
During the period in question did the small authority demonstrate that it correctly provided for the exercise of public right as required by the Accounts and Audit Regulations 2015?	Yes	The Internal Auditor was able to confirm that the details of the arrangements for the exercise of public rights for the period ending 31 st March 2023 were on the public website used by the Council.
Have the publication requirements been met in accordance with the Regulations? ¹⁰	Yes	The Council has complied with the requirements of the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015
Section 12 – internal audit The internal auditor will revisit weaknesses and recommendations previously identified to see if these have been addressed. They will also check if any changes introduced require further verification to ensure effectiveness of the corrective action taken.		
Evidence		Internal auditor commentary
Has the Council considered the previous internal audit report?	Yes	The internal audit report was considered by the Council at their meeting of 14/9/22. It was noted that the Finance Committee would progress any actions required.

⁹ Annual Governance & Accountability Return (AGAR)

¹⁰ Accounts and Audit Regulations 2015



<p><i>Has appropriate action been taken regarding the recommendations raised?</i></p>	<p><i>Partly met</i></p>	<p>The following item was raised by the internal auditor:</p> <ol style="list-style-type: none"> 1. Changes to AGAR – actioned. 2. Provision for the excise of public rights – actioned. 3. Notification in the minutes that apologies have been accepted by the Council – not actioned. <p>Please see recommendation under item 14.</p>
<p><i>Has the Council confirmed the appointment of an internal auditor?</i></p>	<p><i>Yes</i></p>	<p>The appointment of SALC as the Internal Auditor was noted in the minutes of 8/3/23.</p>
<p>Additional comments:</p>		
<p>Section 13 – external audit for the period under review The internal auditor will revisit the external audit so that previous weaknesses and recommendations can be considered.</p>		
<p>Evidence</p>		<p><i>Internal auditor commentary</i></p>
<p><i>Has the Council considered the previous external audit report?¹¹</i></p>	<p><i>Yes</i></p>	<p>The Council received the external audit report which was noted in the minutes of 9/11/22. The Finance Committee will review the report.</p>
<p><i>Has appropriate action been taken regarding the comments raised?</i></p>	<p><i>Partly met</i></p>	<p>The following items were raised by the external auditor:</p> <ol style="list-style-type: none"> 1. Failed to approve AGAR in time to publish it by 1/7/22 - not actioned and also failed to approve and publish the AGAR by 1/7/23. 2. Failed to make provision for the exercise of public rights as the approval date was after the start of the period. 3. Failed to answer no to assertion 4 of the Annual Governance Statement. 4. Changes to AGAR – actioned.
<p>Additional comments:</p>		
<p>Section 14 – additional information The internal auditor will look for additional evidence of good record keeping, compliance with data protection regulations, freedom of information and website accessibility regulations.</p>		
<p>Evidence</p>		<p><i>Internal auditor commentary</i></p>
<p><i>Was the annual meeting held in accordance with legislation?¹²</i></p>	<p><i>Yes</i></p>	<p>The Annual Meeting of the Parish Council was held on 11/5/22 with the first item on the agenda being the election of the Chairman in accordance with the Local Government Act of 1972 Schedule 12, paragraph 7(2) and Schedule 15(2).</p>

¹¹ Regulation 20 Accounts and Audit Regulations 2015 – *following completion of an audit the Council should note that it is the Council as a whole (i.e., All members) and not a committee that should receive and consider the audit letter (including Annual Return and Certificate) from the local auditor as soon as reasonably practicable and the minutes should reflect that these have been received.*

¹² The Local Government Act 1972 Schedule 12, paragraph 7 (2) and Schedule 15 (2)



<p><i>Is there evidence that Minutes are administered in accordance with legislation? ¹³</i></p>	<p><i>Partly met</i></p>	<p>The Council's Minutes are well presented and provide clear evidence of the decisions taken by the Council in the year. The minutes clearly document the approval of the previous minutes and that they are duly signed. Minute pages are not numbered consecutively. Apologies are received but not accepted.</p> <p>Recommendation: s85 of the 1972 Act states that "...if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority." Council is advised to ensure that all absences are not merely recorded but approved by the Council thereby ensuring that the absence is not treated as unapproved. An accidental or unforeseen absence at a subsequent meeting could then lead to an unnecessary disqualification. This item was also raised under the previous year's audit.</p> <p>Council may wish to ensure that their minute pages are consecutively numbered.</p>
<p><i>Is there a list of members' interests held?</i></p>	<p><i>Yes</i></p>	<p>Whilst there was no direct link from the Parish Council's website to the District Authority's website for the Register of Interests for all current Parish</p>
		<p>Councillors, the Registers of Interests were seen on the District's website.</p> <p>Comment: Council should be aware that whilst the monitoring officer of the District Council must arrange for the parish council's register of members' interests to be available for inspection in the district and must be published on the district council's website, where the parish council has its own website, its register of members' interests must also be published on that website or a link providing access to the District's website.</p>
<p><i>Does the Council have any Trustee responsibilities and if so, are these clearly identified in a Trust Document?</i></p>	<p><i>Yes</i></p>	<p>The Parish Council acts as sole trustee for the Finbow-Ambrose Cavendish Village Sports and Recreational Trust (Charity no. 1047595). The end of year accounts was submitted for the internal audit review showing the monies distributed and receipts received.</p> <p>The Annual Trustee meeting was held on 9/11/2022.</p>

¹³ Public Bodies (Admission to Meetings) Act 1960, Local Government Act 1972, and the Localism Act 2011



<p><i>Has the Transparency Code been correctly applied, and information published in accordance with current legislation?</i></p>	<p>Yes</p>	<p>Councils with income over £25,000 but under £200,00 will be expected (but are not legally required to do so) to follow the Local Government Transparency Code 2015 (turnover exceeding £200,000). Council has published the following information on a public website for the year 2022/23: Internal Audit Report List of Councillors and Responsibilities Items of Expenditure Above £100 including recoverable and non-recoverable VAT End of Year Accounts Annual Governance Statement Details of Public Land and Building assets / asset register and that Agendas of Meetings; Associated Papers and Minutes should be published in accordance with the prescribed timescales as set out in the Transparency code for smaller authorities – December 2014.</p>
<p><i>Has the Council registered with the Information Commissioner's Office (ICO)?¹⁴</i></p>	<p>Yes</p>	<p>The Council is registered with the Information Commissioner's Office (ICO) as a Data Controller. Under the data Protection Act 2018 and Registration ZA192194 refers</p>
<p><i>Is the Council compliant with the General Data Protection Regulation requirements?</i></p>	<p>Yes</p>	<p>Council has taken steps to ensure compliancy with the GDPR requirements and is aware that this should be monitored at all times to ensure compliancy. The Council's Privacy Notices were seen on the parish council's website. Council has completed the following documents which are also available to view on the Council's website: Data Protection Impact Assessment and Data Protection & Information Management Policy; Subject Access Request Policy & Subject Access Procedure Policy; Data Retention and Disposal Policies.</p>
<p><i>Has the Council published a website accessibility statement on their website in line with Regulations?¹⁵</i></p>	<p>Yes</p>	<p>Council has published on its website a website accessibility statement – in line with Regulation 8 of the Public Sector Bodies (Websites and Mobile Applications) (No2) Accessibility Regulations 2018.</p>
<p><i>Does the council have official email addresses for correspondence?¹⁶</i></p>	<p>Yes</p>	<p>In line with the Practitioners Guide, the Council has an official email address for correspondence cavvpc@outlook.com Comment: Council might wish to consider the use of a secure e-mail system with a gov.uk address thereby identifying that it has local government status and demonstrating authenticity when building trust and credibility with the public. Such an address would be owned by the parish council (section 5.16 of the Practitioners' Guide to Proper Practices – March 2021) refers.</p>
<p><i>Is there evidence that electronic files are backed up?</i></p>	<p>Yes</p>	<p>Council has in place a system whereby an auto back-up of Council's day today records to a cloud-based system takes place on a daily basis.</p>

¹⁴ Data Protection Act 2018

¹⁵ Website Accessibility Regulations 2018

¹⁶ Practitioners Guide

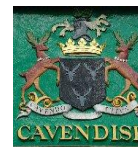


<i>Do terms of reference exist for all committees and is there evidence these are regularly reviewed?</i>	<i>No</i>	Council operates with a Finance and Planning Committee. Comment: Council may wish to adopt terms of reference for their committees and ensure they are reviewed and adopted at each annual council meeting.
Additional comments:		

Signed: Linda Harley

Date of Internal Audit Report: 10/7/23.

On behalf of Suffolk Association of Local Councils



November to December 2023
 Payments

	TO WHOM	Chq No.	AMT	ADMIN	MISC	CEM	STCLEAN	GRASS	HALL	HALL	VAT	S137
					Other	ALLOT	mainten	Trees	MAINT	SERV		
01/11/23	J Murcott Hall cleaning Oct	3238	225.00							225.00		
05/11/23	Chubb F&S renewals	3239	180.07							150.06	30.01	
08/11/23	Malcolm Halliday	23240	358.99	299.16							59.83	
14/11/23	West Suffolk (Bins)	DD	26.86			26.86						
14/11/23	West Suffolk (Bins)	DD	35.78			35.78						
14/11/23	West Suffolk (Bins)	DD	53.72				53.72					
21/11/23	Poppy Appeal (C. Turner)	23242	30.00		30.00							
23/11/23	Office Expenses (K Garner)	23243	101.14									
27/11/23	British Gas (Electric)	DD	192.18							182.57	9.61	
28/11/23	Chubb F&S	DD	19.74							16.45	3.29	
30/11/23	Office Expenses (K Garner)	23245	64.49									
01/12/23	Clerk Wages (C Turner)	23244	843.80									
01/12/23	Clerk Wages (K Garner)	23247	605.37									
04/12/23	J Murcott Hall Cleaning	23248	246.43									
06/12/23	Suffolk Cloud	23241	120.00									
12/12/23	James Munro Landscaping	23246	140.00									
14/12/23	West Suffolk (Bins)	DD	26.86			26.86						
14/12/23	West Suffolk (Bins)	DD	35.78			35.78						
14/12/23	West Suffolk (Bins)	DD	53.72				53.72					
18/12/23	PKF Littlejohn Audit Fees	23250	252.00									
20/12/23	Hall Hire Deposit Return	23249	26.00									
22/12/23	Clerk Wages (K Garner)	23255	605.37									
22/12/23	James Munro Landscaping	23253	472.50									



27/12/23	British Gas (Electric)	DD	373.64							18.68	354.96	
28/12/23	Chubb F&S	DD	19.74							16.45	3.29	
	Total for period		5109.18	299.16	30.00	125.28	107.44	0.00	0.00	609.21	460.99	0.00
	b/fwd		23134.70	3717.31	2877.04	623.20	3010.42	0.00	8911.72	1859.58	2035.43	100.00
	c/fwd		28243.88	4016.47	2907.04	748.48	3117.86	0.00	8911.72	2468.79	2496.42	100.00

M. Muller

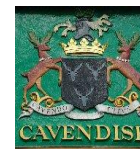
Receipts:

	SOURCE	AMT	ADMIN	GEM	ALLOTS	OTHER	HALL HIRE	HALL OTHER	VAT
01/11/23	Dog Bag donation	10.00				10.00			
08/11/23	Theatre Club Donation	200.00				200.00			
06/11/23	Hall Hire - K Vatter (Yoga)	175.00					175.00		
14/11/23	Hall Hire Deposit - Halsall C & M	25.00					25.00		
20/11/23	Hall Hire - Pre School	250.00					250.00		
20/11/23	B Bowles Trees	148.25			148.25				
27/11/23	Hall Hire - Horticultural Society	352.00					352.00		
29/11/23	Hall Meter (Cash)	153.00						153.00	
29/11/23	Hall Hire (Cash)	70.00					70.00		
30/11/23	Hall Hire - Gainsbrough	130.00					130.00		
01/12/23	Hall Hire - P M Bower	66.00					66.00		
06/12/23	Hall Hire - K Vatter (Yoga)	175.00					175.00		
10/12/23	Hall Hire - Halsall C & M	22.00					22.00		
11/12/23	West Suffolk - Recycling	417.94	417.94						
14/12/23	West Suffolk - Warm Wednesday	1,000.00							
15/12/23	Hall Hire - Cavendish School	10.00					10.00		
18/12/23	Hall Hire - Cavendish Pre School	250.00					250.00		
18/12/23	Hall Hire/Deposit - Strollercise	47.00					47.00		
19/12/23	Hall Hire - CCC	22.00					22.00		
29/12/23	Hall Hire - Gainsbrough	130.00					130.00		
31/12/23	Total for 2 mths to 31/12/23	3,653.19	417.94		148.25	0.00	210.00	1,724.00	153.00
	b/wd	98,088.94							
	Total	101,742.13							
	Less Expenses to 31/12/23	45,072.51							
	net	56,669.62							
	Earmarked Funds as at 31/12/23								
				Bank account 31/12/23					



	Cavendish Flowers	634.96	-	-	-	-	-	-	-
	War Memorial	3,000.00	-	Current	47157.85	-	-	-	-
	Memorial Hall	0.00	-	Savings	9512.07	-	-	-	-
	Traffic Management	6,030.00	-			-	-	-	-
	Total earmarked funds	9,664.96	-			-	-	-	-
	Reserve	47,004.96	-			-	-	-	-
	Total	56,669.92	-	Total	56,669.92	-	-	-	-

M Mathday



**Suffolk County Council Report
December 2023**



Dear All,

Please see below for your information. I wish you all the best possible Christmas and good wishes for 2024!

Kind regards
Bobby

Cabinet approved £10 million new funding to resurface residential roads

At Suffolk County Council's Cabinet meeting (7th November), Cabinet approved an extra £10 million to repair and resurface local roads in villages and residential areas across Suffolk.

The funding will nearly double Suffolk Highways' £11 million annual road maintenance budget but be targeted at smaller residential streets which are typically maintained less frequently than busier A and B roads.

Over recent years, the county council has recognised the importance of improving roads for residents, this new proposal follows the successful £21 million contribution towards the resurfacing of 1,000 miles of road between 2017 and 2021, and more recently the committed £21 million between 2021 – 2025 to increase pavement maintenance, deliver drainage improvement schemes and repair road signs.

It is hoped that the extra £10 million boost to resurface some local roads, minor rural roads and urban cul-de-sacs would result in a reduction of new potholes, which in turn will reduce the overall financial burden on the council's emergency and reactive repair budgets. Between 2020 and 2023, 2 out of 3 pothole repairs were carried out on local roads, minor rural roads, and urban cul-de-sacs. During that period, more than half of all defects reported by the public were on these types of roads.

The extra investment will make use of more sustainable materials such as warm mix asphalts that have a lower CO2 footprint than traditional hot mix asphalts and which include recycled materials to reduce raw material use; resulting in a more positive impact on Suffolk's environment.

Celebrating environmental excellence: Suffolk Awards launched

The Awards celebrate the achievements of Suffolk's residents, businesses, schools, communities, and organisations who are protecting our environment and reducing their carbon emissions.

The Awards, organised by Suffolk County Council, recognise the incredibly valuable environmental work that is being done throughout Suffolk, by bringing people together, sharing ideas and inspiring one another.

This year, nominations for those working in agriculture and farming are particularly welcome.

Categories for the 2024 Awards are:

- Waste Reduction and Recycling Award
- Enhancing Biodiversity and Landscape Award
- Greenest Business Award
- Greenest Small Business Award
- Greenest Community Award
- Green Hero Award (People's Choice award)
- Greenest School Award
- Green Tourism Award

Nominations are now [open online](#) and close on 31 January 2024, with winners announced at an event to be held on 27 March 2024, at The Hold in Ipswich.



Councillor Richard Rout, Suffolk County Council's Deputy Leader and Cabinet Member for Finance and

The winner of last year's Green Community Award was Bury Bike Train, a project for children to ride their own bikes to and from school in a group, supported by adult cyclists.

As is now tradition, the Green Hero Award, will recognise individuals who have taken it upon themselves to lead the way in working for the environment. It's the only award for which both the nominees and the winners are chosen by the public.

Nominations can be submitted online at www.greensuffolk.org/awards

Extra £108 million for Suffolk's roads welcomed

Suffolk County Council has welcomed the Government announcement - which is part of a Department for Transport plan to pump £609 million into highway maintenance in the East of England. £107,590,000 has been ringfenced for Suffolk over the next decade, including £3.4 million in this financial year.

The funding is part of the Government's Network North plan, with money redirected from HS2 funding. Transport Secretary Mark Harper MP today set out his £8.3billion national long-term plan to resurface 5,000 miles of roads across the country.

Other projects in the East of England set to benefit from the Network North money includes the transformation of the Ely Junction to give an extra six freight trains per day access to the Port of Felixstowe and

[upgrades to key roundabouts on the A12, from Seven Hills to Woods Lane](#). A new dual-carriageway section will be built to replace the existing single-carriageway bottleneck at Seckford Hall between the B1438 and B1079.

4.7 million litres of water and 8,412 drains cleared since Storm Babet battered Suffolk one month ago

4.7 million litres of water has been pumped away and 8,412 highways drains cleared of post-storm debris since Storm Babet hit Suffolk one month ago.

The scale of work undertaken since the storm includes:

- Clearing and jetting of 8,412 drains
- Removing 121 trees blocking roads
- Cleared flood water from 198 locations
- Repairing 1,200 road and pavement potholes
- Contacting landowners about blocked private watercourses and roadside ditches, which are generally their responsibility to maintain.

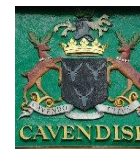
The areas worst hit by the storm, including Debenham, Framlingham, Needham Market and Cavendish have all had their drains blitzed to clear tonnes of silt, leaves and other debris that has been washing into them as flood waters have subsided.

After drains are cleared, water from large tankers is run through them to check they are operating and if they are not, high pressure jets can be brought in to clear any blockages. In extreme cases, cameras are used to locate hidden blockages and then work is scheduled to dig up the pipes and fix the issues.

Suffolk County Council is also pumping an extra £10 million into drain and gully clearing projects.

135 drainage sites were addressed during 2022/23 and 89 new projects are currently in the design phase with the county council's new highways partner Milestone. This is in addition to Suffolk's annual drain clearing programme which saw 111,000 drains cleared last year.

The county council has also gathered over 800 reports of flooding to homes and businesses, to enable owners to access funding from the Government. Suffolk councils are working together, with Suffolk County Council collecting information and assessing the reports, and the district and borough councils distributing the funding to eligible property owners.



Eligible residents who experienced exceptional property flooding during Storm Babet and have reported this to the county council, will start receiving financial support during November.

Suffolk County Council's Adult Social Care service rated Good overall by Care Quality Commission
Suffolk County Council has been awarded an indicative overall rating of "Good" for the quality of its Adult Social Care services.

Following a period of intense inspection by the Care Quality Commission (CQC), Suffolk County Council has become one of the first councils nationwide to achieve this standard.

Earlier this year CQC announced that 5 local authorities with responsibility for adult social care, including Suffolk, had volunteered to be part of a Local Authority Assessment Pilot, to help CQC develop the new model of inspection to help assess councils against the requirements of the Care Act. This model would then be rolled out across the country with all 153 Local Authorities with responsibility for Adult Social Care being inspected by the commission.

The assessment process began this summer with a request for information to each local authority taking part in the pilot. This collected the written evidence needed to allow CQC to understand how each council is delivering its adult social care services. Following on from this initial ask, the County Council was then required to arrange over 40 different meetings including 4 staff drop-in sessions, with over 150 people, including staff, partners, providers, carers, and people with lived experiences. These meetings allowed the CQC inspection team to meet

people directly and ask questions to help further evidence the quality of social care services provided.

CQC's final report rated the overall quality of Suffolk County Council's Adult Social Care services as "Good" and highlighted areas of strength including, the quality of its leadership, the culture of learning and support for staff, the range of digital care options available, the good relationships between social care and health colleagues and locality team knowledge and understanding of community needs.

Almost £1 million extra committed to investigating significant flooding following Babet

Suffolk County Council has committed almost £1 million of funds to bring in additional flood investigation specialists as the response to Storm Babet continues.

Since the storm, targeted recovery work has been carried out across the county to ensure damaged highway infrastructure is repaired, those whose properties were flooded get help and that investigations can start which will identify how to reduce flood risk.

As lead local flood authority, the county council has a duty to investigate significant flooding under Section 19 of the Flood and Water Management Act. These investigations help to establish the source of flooding, factors which may have caused or exacerbated the

flooding, the impacts on people, services and infrastructure and any actions which could be taken to increase resilience to future storm events.

In any usual year, Suffolk County Council carries out around three or four of these investigations. Following Babet, up to 100 look set to be needed.

The Government has now confirmed the arrangements for the DEFRA-funded scheme which means flooded property owners can apply for up to £5,000 to help make their homes and businesses more resilient to future flooding. Suffolk County Council will therefore start to promote, administer and audit the scheme.

Suffolk Highways prepared for the County's cold snap

With 39 gritting lorries, around 17,000 tonnes of salt and a winter team of over 80 people, our depots are ready to spread salt and treat over 2,000 miles of roads across the county.

Suffolk Highways has been carefully planning for the arrival of the colder weather, including training and hiring drivers, checking the routes and preparing the gritting lorries for action. The service is responsible for gritting 36 Priority 1 (P1) routes, which amounts to around 1,259 miles, including all A and B roads (except trunk roads), roads to fire stations, hospitals, main bus routes and rail stations.



They also have 34 Priority 2 (P2) routes, which amounts to around 843 miles of the network, this includes other bus routes, roads leading to rural villages and access to schools.

The P1 routes are completed when road surface temperatures are forecast to drop below 1°C and P2 routes are carried out when the forecast predicts there to be a longer period of cold weather.

But gritting the priority network isn't all that the teams do to prepare our county for wintry weather; Suffolk Highways has also refilled

2,100 grit bins across the county at registered locations, such as the bottom of hills, or on junctions of minor roads. Grit bins are owned by [parish and town councils](#) and to ensure that the contents of grit bins are used to make roads safer, our communities are encouraged to monitor how and where the grit is used and if more is required to report it via the reporting tool.

Suffolk Highways is encouraging residents to make sure their cars are winter ready and ensure they drive to the condition of the road, as a treated road may still have some ice forming particularly in areas where there is water runoff from adjacent land.

From stopping the spread of winter illnesses, to heating your home for less, residents can find advice at www.suffolk.gov.uk/wintermatters to help you and your loved ones look after your money, health, wellbeing and safety during the colder months. Information will be regularly

shared on the council's social media channels throughout winter, follow Suffolk County Council on Facebook or @SuffolkCC on X, using the hashtag #WinterMatters.

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environment.



.....**Cavendish Parish Council** 10th January 2024

Report from Nick Clarke, Karen Richardson and Marion Rushbrook, West Suffolk District Councillors

West Suffolk Parish and Town Forum - Save the date

Please save the date for the next Parish and Town forum, the meeting will be held in person at Mildenhall Jubilee Centre, Recreation Way, Mildenhall, IP28 7HG from 7pm to 8.30pm on Monday 18 March 2024. Further information regarding the forum along with an agenda for the evening will be sent through closer to the date.

Homelessness and Investing in temporary accommodation

Over this past year, West Suffolk Council (WSC) have invested more than £1.2 million both to improve their existing temporary accommodation as well as to increase the amount that can be accessed. It means a better quality of accommodation for the people who we are looking after during an extremely challenging time in their lives. And it also means that we can accommodate more people. Part of that money has been spent on major works to improve the living conditions of temporary accommodation in Bury St Edmunds used predominantly to support families. Here, we have carried out work to improve the bedrooms, kitchen and garden. We've also improved access for people with mobility issues, including a wet room, larger bedroom and a wide door entrance with wheelchair access. It's about ensuring that people's stay, however temporary it may be, is as pleasant and welcoming an experience as it can be under the circumstances. We've also made buildings more sustainable through solar panels and an air source heat pump, so it is both cheaper to run and has less

of an environmental impact.

From: [Andrew Lipski](#)
Sent: 05 January 2024 15:25
To: [cavpcwilliamott](#)
Subject: RE: Parish Meeting

Afternoon and Happy New Year



We have 201 ready for service with 274 built and another 174 to go, most of the civils has been done so now cabling and splicing, reinstatements etc. The section left to do is between Pentlow Lane and Peacocks Road. The recent weather is not helping but we are getting very close indeed.

It might now be worth considering the offer of the free broadband for the memorial hall which whilst not live yet should be soon and could be a topic of conversation. In a nut shell the scheme offers a free 900mbps connection for 12 months which is reviewed and renewed annually. We do have some conditions of service which break down as follows:

- 1) Community Hub Logo to appear on web pages for the hall
- 2) Password Display to be provided by us and displayed in the hall
- 3) Community Hub Banner for the exterior of the building
- 4) Community hub launch, this can be an event which we can offer some funding for or a simple photo op
- 5) Use of building we state in the agreement that we can use the building four times a year for free but reality we do not have the capacity to do this but if for example we came and ran an event with you this would count as one of the uses.

If you have any other questions let me know.

Andrew Lipski
Community Engagement Manager

M 07501 395 417 W gigaclear.com

Gigaclear Ltd | Unit 2 Opus Business Centre | Wheaton Road | Witham | Essex | CM8 3ZL



To: You

Wed 10/01/2024 13:37

Hi Kay

As you know I was planning to attend the Parish Council meeting tonight to raise the issue of parking in Sudbury, Lavenham and Halstead but unfortunately I tested positive for Covid this morning and whilst I'm aware that I no longer need to isolate, I don't think it wise for me to come to the meeting and potentially spread it. I'm not sure if the Parish Council will accept something in writing from me, but if this is possible I have submitted below the basis of the issue I was planning to raise and I'm happy for it to be circulated or read out:

As we all know like many households, local authorities across the Country are also struggling to balance their budgets.

One of the proposals that Barbergh District Council is considering to help its finances is to generate income by removing the current free parking in Lavenham and Halstead and the first 3 hours in Sudbury.

Whilst I appreciate that Cavendish does not fall within the boundary of Barbergh District Council, the village lies just outside and therefore many Cavendish residents are reliant on visiting the three areas affected and in particular Sudbury as its our nearest large town without travelling to Bury St Edmunds. It is not easy to travel to Sudbury from Cavendish by public transport.

If agreed by the District Council, not only will these proposals have an impact on retailers and service providers in these three areas if visitor numbers reduce whether they be local residents or tourists but it will also have a major impact on those who are reliant on using these areas for everyday living.

Sudbury has a wide offer of shops and services and has regular markets. It is also home to the Kingfisher Leisure Centre. At a time when we are encouraging people to improve and maintain both their physical and mental health particularly after the affects of the pandemic, the Leisure Centre provides essential services for people of all ages helping them to maintain a healthy lifestyle and even more importantly teaching children to swim.

Adjacent to the Kingfisher Leisure Centre is the Breast Screening Unit, again another essential health service.

The removal of the 3 hour free parking in Sudbury will therefore have a detrimental impact not only on the town itself but those who are reliant on popping there for short visits.

My request therefore is for Cavendish Parish Council to lend its support for the rejection of the proposed changes to car parking charges and in particular the removal of the three hours free parking in Sudbury on the basis that it will have a detrimental impact on residents of the village who are reliant of visiting the town for the reasons stated.

Thank you
Ellen Wright