

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

Name of smaller authority: PENSHVEST PARISH COUNCIL

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

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 5 JUNE 2023

and ending on 14 JULY 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: [Signature]
Role: PARISH CLERK/CEO

**Notice of appointment of date for the exercise of public rights
Accounts for the year ended 31st March 2023**

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 3 July 2023.</p> <p>(e) Insert name and position of person placing the notice</p>	<p>1. Date of announcement: 4 JUNE 2023</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2023 these documents will be available on reasonable notice on application to:</p> <p>(a) MRS E M DIVALL – PARISH CLERK/RFO WINDMILL FARM, CHEVENING ROAD, CHIPSTEAD, SEVENOAKS, KENT, TN13 2SA. d.divall@btinternet.com</p> <p>commencing on (c) 5 JUNE 2023</p> <p>and ending on (d) 14 JULY 2023</p> <p>(c) And</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> • the opportunity to question the auditor about the accounts; and • the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office Code of Audit Practice. Your review is being carried out by:</p> <p>Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: local.councils@mazars.co.uk</p> <p>5. This announcement is made by Mrs E M Divall – Parish Clerk/RFO</p> 
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Attachment 3.3

Councils' Accounts: A Summary of Public Rights

The basic position

By law any interested person has the right to inspect a council's/meeting's accounts. If you are entitled and registered to vote in local council elections then you (or your representative) have additional rights to ask the appointed auditor questions about the Council's accounts or object to an item of account contained within them.

The right to inspect the accounts

When your council has finalised its accounts for the previous financial year it must advertise that they are available for people to inspect. Having given the Council reasonable notice of your intentions, you then have 30 working days to look through the accounting statements in the Annual Return and any supporting documents. By arrangement, you will be able to inspect and make copies of the accounts and the relevant documents. You may have to pay a copying charge.

The right to ask the auditor questions about the accounts

You can only ask the appointed auditor questions about the accounts. The auditor does not have to answer questions about the council's policies, finances, procedures or anything else not related to the accounts. Your questions must be about the accounts for the financial year just ended. The auditor does not have to say whether they think something the Council has done, or an item in its accounts, is lawful or reasonable.

The right to object to the accounts

If you think that the council has spent money that it should not have, or that someone has caused a loss to the council deliberately or by behaving irresponsibly, you can request the auditor to apply to the courts for a declaration that an item of account is contrary to law. You do this by sending a formal '*notice of objection*' to the auditor at the address below. **The notice must be in writing and copied to the council.** In it, you must tell the auditor why you are objecting and what you want the auditor to do about it. The auditor must reach a decision on your objection. If you are not happy with that decision, you can appeal to the courts.

You may also object if you think that there is something in the accounts that the auditor should discuss with the Council or tell the public about in a '*public interest report*'. You must follow the same procedure as outlined in the previous paragraph. The auditor must then decide whether to take any action. The auditor does not have to, but usually will, give reasons for his/her decision and you cannot appeal to the courts. More information is available on the National Audit Office website (see contact details below).

You may not use this 'right to object' to make a personal complaint or claim against your council. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or your solicitor. You may also be able to approach the Standards Committee of your local principal authority if you believe that a member of the council has broken the Code of Conduct for Members.

What else you can do

Instead of objecting, you can give the auditor information that is relevant to his/her responsibilities. For example, you can simply tell the auditor if you think that something is wrong with the accounts or about waste and inefficiency in the way the Council runs its services. You should make it clear that you are providing information rather than making a formal objection. You do not have to follow any set time limits or procedures. The auditor does not have to give you a detailed report of any subsequent investigation, but will usually tell you the outcome.

A final word

Councils, and so local taxpayers, must meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved. The auditor will only continue with the objection if it is in the public interest to do so. If you appeal to the courts, you might have to pay for the action yourself.

Who should you contact?

<p>For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – a guide to your rights are available by calling the National Audit Office on 020 7798 7000 or downloading from the website https://www.nao.org.uk/</p>	<p>If you wish to contact your Council's appointed external auditor please write to: Cameron Waddell, Partner, Mazars LLP, local.councils@mazars.co.uk</p>
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Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

PENSHURST PARISH COUNCIL

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

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

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:

15/5/2023

and recorded as minute reference: 9 a. (ii)

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

Chairman  Clerk 

penshurstpc.co.uk

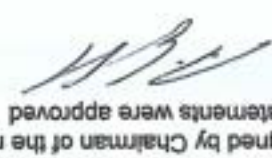
Section 2 – Accounting Statements 2022/23 for

PENSHURST PARISH COUNCIL


Notes and guidance	Year ending	
	31 March 2023	31 March 2022
Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	£	£
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.	130,816	105,334
2. (+) Precept or Rates and Levies	48,812	48,812
3. (+) Total other receipts	1,915	1,915
Total income or receipts as recorded in the cashbook less grants received.	1,998	1,998
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.	8,500	9,470
4. (-) Staff costs	9,470	9,470
Total expenditure or payments of capital and interest repayments (line 5).	0	0
5. (-) Loan interest/capital repayments	0	0
Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	19,688	15,775
6. (-) All other payments	15,775	15,775
Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	144,671	130,816
7. (=) Balances carried forward	130,816	130,816
8. Total value of cash and short term investments	130,816	130,816
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.	144,671	144,671
9: Total fixed assets plus long term investments and assets	72,240	72,240
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.	70,203	70,203
10. Total borrowings	0	0
The outstanding capital balance as at 31 March of all loans from third parties (including PwLB).	0	0
For Local Councils Only		
Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)		
11b. Disclosure note re Trust funds (including charitable)		
The figures in the accounting statements above do not include any Trust transactions.		

I confirm that these Accounting Statements were approved by this authority on this date: **15/05/2023**

as recorded in minute reference: **9 a.m.**

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

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

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

Date: **15/05/2023**