



Ripley Parish Council Office, 4 Rio House, High Street, Ripley, Surrey, GU23 6AE

28th April 2021

To: All Ripley Parish Councillors

You are hereby summoned to attend the Annual Meeting of RIPLEY PARISH COUNCIL to be held at The Ripley Parish Council Office on **Wednesday 5 May 2021 at 1930hrs** for the purpose of transacting the following business. Members of the public and press have a right and are cordially invited to be present at the meeting. There will be an opportunity to address the Council under item 3 of the Agenda.

In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, the meeting will be held remotely via the Zoom application. Please contact the Parish Clerk for details of how to join the meeting.

A handwritten signature in black ink, appearing to read "Jim Morris", is positioned above the printed name and title.

**Jim Morris, BSc (Hons), PSLCC
Clerk to the Council**

AGENDA

1. ELECTION OF CHAIRMAN

(Item managed by outgoing Chairman in accordance with Ripley Parish Council Standing Order 6.5)
To ELECT the Chairman of the Parish Council for the year 2020-21

2. ACCEPTANCE OF THE OFFICE OF CHAIRMAN

To RECEIVE the Chairman's declaration of acceptance of office

3. ELECTION OF VICE-CHAIRMAN

To ELECT the Vice-Chairman of the Parish Council for the year 2020-21

4. ACCEPTANCE OF THE OFFICE OF VICE-CHAIRMAN

To RECEIVE the Vice-Chairman's declaration of acceptance of office

5. APOLOGIES FOR ABSENCE

To RECEIVE any apologies for absence from Ripley Parish Council members

6. DISCLOSURE OF INTERESTS

To RECEIVE any disclosure by members of non-pecuniary interests in agenda items
To RECEIVE any written requests for new disclosable pecuniary interests dispensations Without a dispensation a member may neither participate in any discussion on the matter nor vote

7. MINUTES

To RECEIVE and SIGN as a correct record the Minutes of the Ripley Parish Council meeting held on Thursday 15th April 2021 (Appendix A)

8. MATTERS ARISING

To RECEIVE and CONSIDER a list of the parish council's current actions and matters arising (Appendix B)

9. THE GENERAL POWER OF COMPETENCE

To RESOLVE that Ripley Parish Council meets the conditions required to be able to use the General Power of Competence.

Recommendation: That Ripley Parish Council resolves eligibility to use the General Power of Competence

10. FINANCE

- i) **To RECEIVE and APPROVE** any invoices presented for payment by the Parish Clerk
- ii) **To RECEIVE and CONSIDER** the internal audit report for year ended 31.03.2021 (Appendix C, full Report circulated with Agenda)

11. ANNUAL RETURN – GOVERNANCE STATEMENT 2020-21

TO RECEIVE and CONSIDER Section 1 of the Annual Return for the year ended 31.03.21 which has been prepared for the external auditors PKF Littlejohn LLP as required by the Accounts and Audit (Amendment) Regulations 2006 (Appendix D)

12. ANNUAL RETURN – ACCOUNTING STATEMENT 2020-21

To RECEIVE and CONSIDER Section 2 of the Annual Return for the year ended 31.03.21 which has been prepared for the external auditors PKF Littlejohn LLP as required by the Accounts and Audit (Amendment) Regulations 2006 (Appendix E)

13. DELEGATION ARRANGEMENTS & APPOINTMENT OF COMMITTEES, WORKING GROUPS, & REPRESENTATIVES TO OUTSIDE BODIES

- i) **To REVIEW** delegation arrangements to Committees; Sub-Committees; staff; and other local authorities
- ii) **To APPOINT** members of the Planning & Environment Committee, and Christmas Event Committee
- iii) **To APPOINT** members of the Finance Working Group, Nature Reserve Working Group, Parking Working Group, and Climate Action Working Group
- iv) **To APPOINT** representatives from the parish council to the Eastern Parishes Climate Action Group, Friends of Ripley Primary School, Joint Committee, Police, Press, Ripley Business Association, Ripley Farmers' Market, Ripley Village Hall, Ripley & Send Matters, Ripley Farmers' Market, and Surrey Association of Local Councils (SALC)

14. COMMITTEES' TERMS OF REFERENCE

To **REVIEW** the terms of references for parish council Committees

15. APPOINTMENT OF NEW COMMITTEES & WORKING GROUPS

To **APPOINT** members to any new Committees and Working Groups

16. REVIEW OF COUNCIL POLICIES: STANDING ORDERS & FINANCIAL REGULATIONS

To **REVIEW** Ripley Parish Council policies: Standing Orders; and Financial Regulations

17. REVIEW OF ARRANGEMENTS WITH LOCAL AUTHORITIES

To **REVIEW** arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities

18. REVIEW OF INVENTORY OF LAND AND ASSETS, BUILDINGS, AND OFFICE EQUIPMENT

To **REVIEW** Ripley Parish Council's inventory of land and assets, buildings, and office equipment, and confirmation of arrangements for insurance cover in respect of all insured risks

19. REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

To **REVIEW** Ripley Parish Council's and staff subscriptions to other bodies

20. REVIEW OF THE COUNCIL'S PROCEDURES & POLICIES

To **REVIEW** Ripley Parish Council procedures: Complaints Procedure; Handling requests made under the Freedom of Information Act 2000; and the Data Protection Act 1998

21. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

To **REVIEW** Ripley Parish Council policy for dealing with press and media

22. DATE AND LOCATION OF MEETINGS 2021-22

To **APPROVE** the time and place of ordinary meetings of the full council up to and including the 2022 Annual Meeting of Ripley Parish Council (Appendix F)

23. REVIEW OF COUNCIL POLICIES

To **REVIEW** Ripley Parish Council policies not covered in Agenda items 16-21

24. ITEMS FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

To **RECEIVE** from members any items for inclusion on the Agenda of a future meeting

25. DATE OF THE NEXT PARISH COUNCIL MEETING

To **NOTE** the date of the next Parish Council Meeting: **Thursday 17th June 2021**



Ripley Parish Council Office
4 Rio House
High Street
Ripley
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GU23 6AE

Phone: 01483 224847

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www.ripleyparishcouncil.gov.uk

MINUTES of RIPLEY PARISH COUNCIL MEETING held on THURSDAY 15th APRIL 2021 at 1930HRS via the ZOOM PLATFORM in accordance with THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020

Present: Cllr Richard Ayears (Chairman)
Cllr Rowland Cornell
Cllr Lianne Mealing
Cllr Simon Moxon
Cllr Powell-Cullingford
Cllr Vernon Wood
Horsleys Division Cllr Julie Iles
Catherine Jenkins, Balfour Beatty
Jonathan Wade, Highways England
Four members of the public
Jim Morris, Clerk of the Council

A minute's silence was observed ahead of the beginning of the meeting as a mark of respect following the death of HRH The Duke of Edinburgh. The Chairman offered condolences on behalf of the council.

153/20 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Peter Shoesmith.

154/20 DISCLOSURES OF INTEREST

Cllr Wood disclosed an interest in Agenda item 10i *Ripley Village Hall*. Cllr Wood was a Trustee of the Ripley Village Hall CIO.

155/20 PUBLIC QUESTIONS

Local resident Mr Richard Grove raised concerns over the safety of the footway on the south side of Newark Lane. The footway was 50cm at best, and as such was well below minimum standards. Residents adjacent to the Lane had experienced damage to property and it was stated that cost should not be seen as an issue in matters of pedestrian safety.

Response: Members noted the longstanding recurrence of matters regarding pedestrian safety on Newark Lane. Mr Grove would be invited to attend a future meeting with County Highways Engineers and work would be undertaken to assess whether further work in addition the scheduled widening of the Lane could be carried out.

A representative of Ripley Farmers' Market (RFM) was in attendance to follow up on a recent email regarding the provision of new benches on The Green.

Response: Any help with providing new benches would be gratefully received. The council's Policy would be provided to the RFM Committee.

156/20 MINUTES

The Minutes of the meeting held on Thursday 18th March 2021 were received, confirmed, and signed as a true and correct record by the Chairman.

157/20 MATTERS ARISING (copy attached to record Minutes)

Members received and considered a list of matters arising from the Minutes of recent meetings. Some items had been progressed, although the recent work schedule had caused a backlog. It was expected that the outstanding items would be addressed over the forthcoming weeks.

It was RESOLVED: That the report be noted.

158/20 CHAIRMAN'S REPORT

Cllr Ayears provided a report to the meeting. The Editor of Ripley & Send Matters was due to stand down at the end of the calendar year. The Chairman urged members to discuss the vacancy with parishioners in order to find a replacement. The publication was not-for-profit, but funds had accumulated over time and the Committee was exploring ways in which to distribute its excess.

Guildford Borough Council's contractor's lorry had been fixed and the bus shelter would be replaced in the near future, although it was acknowledged that this had been the case for some time.

It was RESOLVED: That the report be noted. The forthcoming vacant editorship of Ripley & Send Matters would be discussed at future meetings and promoted via social media channels.

159/20 REPRESENTATIVES' REPORTS

Horsleys Division Councillor Julie Iles provided a report to the meeting. The prevalence of Covid-19 in the county had dropped to 15 cases per 100,000, comparing well with rates across the south-east and lower than the England average. Cllr Iles was cautiously optimistic that the government's roadmap to recovery would be deliverable.

A suggestion had been made that the Secretary of State's decision on whether to grant a Development Consent Order (DCO) to Highways England for its scheme to make improvements to M25 J10/A3 Wisley Interchange had been held back because of forthcoming local council elections. That any such change had been made for this reason was refuted. Elsewhere, Guildford Borough Council had met recently to discuss a review of the Local Plan. It was likely to be autumn 2022 before any revision to the Plan was enacted.

The bridge on the north side of the High Street adjacent to Bridgefoot Farm had been badly damaged by a stolen car being driven at high speed. The incident had been referred to the Casualty Reduction Officer and a suggestion was made to create a new Community Speedwatch group.

It was RESOLVED: That the report be noted. Councillors and members of the public discussed the possibility of creating a Speedwatch group. Most incidences occurred in the evening or at night, however, and the issue was seen as spanning the entire length of the Portsmouth Road throughout the parish. Plans to reintroduce the Speed Indicator Device (SID), which had been paid for by SCC for the benefit of both Horsleys and Shere Divisions, was discussed. The SID would be welcomed back in the parish and a new survey carried out.

160/20 PLANNING & ENVIRONMENT

Members received and considered matters under the auspices of parish council Planning & Environment:

i) Minutes of Planning & Environment Committee meetings held 22.02.2021 & 15.03.2021 (attached to record Minutes)

It was RESOLVED: That the Minutes of the recent meetings be approved.

ii) Highways England representatives on M25 J10 / A3 Wisley Interchange improvement scheme. Jonathan Wade of Highways England and Catherine Jenkins of Balfour Beatty gave a presentation to the meeting. Works to prepare the compound at Nutberry Farm had been progressing ahead of the expected DCO decision on 12th May, beginning with archaeological excavations, environmental mitigation works, and utility supplies. Up to six weeks would be allocated following the DCO decision to deal with any judicial reviews. Around sixty cameras would be added to the total area including on the M25, and lane closures would typically be from 8pm onwards.

It was RESOLVED: That the report be noted. Jonathan and Catherine were thanked for attending the meeting.

iii) Correspondence: *Misc* regarding parking issues (attached to record Minutes).

It was RESOLVED: That the Parking Working Group progress ideas for alterations to rules within the Controlled Parking Zone.

iv) Climate action and Climate Working Group. Limited interest had been expressed by residents approached to join the Working Group. Information would be publicised on the Ripley Reporter.

It was RESOLVED: That the report be noted.

v) Speeding in built-up areas of the village.

It was RESOLVED: That the item had been adequately covered under Agenda item 7.

161/20 FINANCE

Members received and considered matters ongoing under the auspices of parish council finance:

i) Schedule of accounts received and paid for the period 01.03.21 – 31.03.21 totalling £43,104.58 (attached to record Minutes)

It was RESOLVED: That the schedule of accounts received and paid for the period 01.03.21 to 31.03.21, totalling £43,104.58 be approved.

ii) Members received and considered invoices presented by the Clerk, which had been circulated via email ahead of the meeting.

It was RESOLVED: That the invoices be approved. Cllrs Moxon and Shoesmith would carry out the approvals online.

iii) Correspondence: Kent, Surrey, Sussex Air Ambulance request for funding.

It was RESOLVED: That the request for funding be declined this time, but promoted to other local organisations.

iv) Finance Working Group. Cllrs Moxon and Powell-Cullingford gave a report on the recent meeting. Cllr Mealing had sent apologies. No disclosures of interest had been declared. Cllr Mealing had agreed to check bank reconciliations. Budget overspends and end of year figures had been checked and approved. Parish council finances had been in good order, and £465,000 was carried over at year-end for Ripley Village Hall CIO. An assessment of likely costs of bin collections had been carried out. 15 bins emptied 4 times a week would cost around £6,800. A discussion on sponsorship opportunities and alternative suppliers had been held, GBC's proposed replacement bin was considered and deemed inadequate for future needs. CFGA funding could be applied for to purchase new bins. Parish precepts across Guildford Borough had been assessed.

It was RESOLVED: That the report be noted. The Finance Working Group would report back on potential bin and collection suppliers.

162/20 LEISURE & FACILITIES

Members received and considered matters under the auspices of parish council Leisure & Facilities:

i) Ripley Village Hall. Cllr Powell-Cullingford noted that the rebuild project was waiting to be signed off by GBC, after which work would commence. Members were thanked for their help in moving equipment to storage facilities at the school.

It was RESOLVED: That the report be noted.

ii) Nature Reserve – misuse of the site. Cllr Moxon noted that reports of misuse tended to be raised intermittently. Ideas regarding potential security infrastructure were discussed, and it was proposed that various deterrent measures could be constructed cost-effectively.

It was RESOLVED: That Cllr Ayears construct and place some deterrent infrastructure at the site.

iii) Ripley Parish Council office relocation. No further information had been received regarding the council's proposed office relocation on or before 1st June 2021.

It was RESOLVED: That liaison with the parish council's appointed solicitor be progressed.

iv) Dog fouling, litter and dog waste bins, litter and dog waste collections. Members discussed a range of possibilities regarding issues to do with excess littering on The Green. The Finance Working Group would assess the merits and demerits of potential waste services contractors. Attention was paid to recent ideas for mitigating dog waste, as had been raised by MP Anne Main in the House of Commons. The Forestry Commission allowed users of its sites to 'stick and flick' dog waste away from footpaths, but this was not a recognised method elsewhere without the express consent of the landowner. Differing opinions were expressed over the addition of new, extra signage. Members considered rationalising the existing bins in comparison to removing all bins. The item would be revisited over the coming months.

It was RESOLVED: That a report on waste collection services be prepared by the Finance Working Group and submitted to council for review.

v) Correspondence: *Personal Training groups on The Green* (attached to record Minutes). A request for a price for use of The Green for personal training sessions had been received. A daily rate for use of The Green had been set by the parish council, and members discussed the proposal in comparison to rates for hiring the Village Hall.

It was RESOLVED: That a rate of £25 per session be applied to personal training classes. A lanyard system to denote sanctioned classes would be introduced.

163/20 COMMUNICATION & LIAISON

Members received and considered matters under the auspices of parish council Communication & Liaison:

i) Report on recent meetings of the Ripley Business Association, including correspondence: *RBA Sign Design* (attached to record Minutes). A meeting of the Business Association was due to be held. Proposals for signage encouraging people to shop locally had been submitted for approval.

It was RESOLVED: That the signage be approved for addition to the millennium sign housings at either end of the village. The council would consider extra sites at Rose Lane and Newark Lane and help liaise with SCC Highways.

ii) Future meetings scheduled to be held after 07.05.2021 and before 21.06.2021. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 was due to end on Friday 7th May 2021, although the government's roadmap did not expect lockdown to be fully completed before Monday 21st June 2021. Members assessed information regarding holding meetings between the two dates.

It was RESOLVED: That the Annual Meeting of the parish council be brought forward to take place directly following the Annual Parish Meeting on Wednesday 5th May 2021. A decision on the date of the June meeting would be taken at the Annual Meeting.

iii) Ripley Parish Council Standing Orders. The Local Government Act 1972, Schedule 12, Part II provided rules for the holding of council meetings, although these did not directly also relate to the Council's Committees. It was possible, therefore, to make adjustments to the parish council's Standing Orders Chapter 18 to enable Committees to continue to meet remotely.

It was RESOLVED: That Chapter 18 of the parish council's Standing Orders be updated to allow Committees to continue to meet remotely.

iv) Correspondence: *Surrey Prepared* regarding parish contacts and resources (attached to record Minutes). Health and Community Care Services was compiling a database of local resources across the borough, including potential volunteers, buildings or equipment.

It was RESOLVED: That the completed form be returned to Health and Community Care Services.

164/20 ITEMS TO NOTE FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING

Volunteer help was suggested. SSALC Vision Meeting was outstanding from the meeting held in November 2020.

165/20 DATE OF THE NEXT PARISH COUNCIL MEETING

The next meeting of the parish council was scheduled to take place on Wednesday 5th May 2021, at the Parish Council Office and/or via the Zoom platform, at 1930hrs.

The meeting closed at 2140hrs

Date:

Chairman



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4 Rio House
High Street
Ripley
Surrey
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MATTERS ARISING from the MINUTES of RIPLEY PARISH COUNCIL MEETING held on THURSDAY 15th APRIL 2021 at 1930HRS via the ZOOM PLATFORM in accordance with THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020

088/20 LEISURE & FACILITIES

ACTION ARISING: Parish Clerk to arrange clean-up working party for the car park.

099/20 POLICY REVIEW

ACTION ARISING: Parish Clerk to seek clarification on new model Standing Orders.

130/20 CLIMATE ACTION

ACTION ARISING: Climate Working Group to be progressed.

131/20 PLANNING & ENVIRONMENT

ACTION ARISING: Parish Clerk to contact Cllr Cross regarding M25 J10/A3 Wisley Interchange additional infrastructure required.

132/20 LEISURE & FACILITIES

ACTION ARISING: Parish Clerk to assess Nature Reserve entrance for potential kissing gate access.

ACTION ARISING: Parish Clerk to liaise with Nature Reserve Working Group over potential expansion of remit.

144/20 COMMUNICATION & LIAISON – RIPLEY BUSINESS ASSOCIATION

ACTION ARISING: Members to consider joining Ripley Business Association's Ripley Parish Day Working Group.

149/20 LEISURE & FACILITIES

ACTION ARISING: Date for Allotment of the Year Award visit to be set.

150/20 COMMUNICATION & LIAISON

ACTION ARISING: Parish Clerk to draft an article for Guildford Dragon.

155/20 PUBLIC QUESTIONS

ACTION ARISING: Local resident to be invited to attend future meeting with SCC Highways.

ACTION ARISING: Liaison with RFM Committee over new benches to be actioned.

158/20 CHAIRMAN'S REPORT

ACTION ARISING: Promotion of Ripley & Send Matters editorship vacancy to be carried out.

159/20 REPRESENTATIVES' REPORTS

ACTION ARISING: Speed Indicator Device to be located and new speed survey to be carried out.

160/20 PLANNING & ENVIRONMENT

ACTION ARISING: Promote Climate Action Working Group on Ripley Reporter.

161/20 FINANCE

ACTION ARISING: Cllrs Moxon & Shoesmith to approve online payments.

162/20 LEISURE & FACILITIES

ACTION ARISING: Cllr Ayears to construct and place security infrastructure.

163/20 COMMUNICATION & LIAISON

ACTION ARISING: Parish Clerk to liaise with Business Association over design and siting of new signs.

ACTION ARISING: Parish Clerk to update Standing Orders

ACTION ARISING: Parish Clerk to return information to Surrey Prepared.

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

APPENDIX D

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



? NNCL B&D
 Ripley Parish Council Office
 4 Rio House
 High Street
 Ripley
 Surrey
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Schedule of meetings 2021-22 (all in the Parish Council Office)

Date	Description	Time
05/05/2021	Full Council	19:30
17/05/2021	Planning & Environment Committee	18:00
24/05/2021	Christmas Event Committee	18:00
14/06/2021	Planning & Environment Committee	18:00
17/06/2021	Full Council	19:30
21/06/2021	Parking Working Group	17:00
05/07/2021	Planning & Environment Committee	18:00
13/07/2021	Finance Working Group	15:00
15/07/2021	Full Council	19:30
19/07/2021	Nature Reserve Working Group	18:00
26/07/2021	Planning & Environment Committee	18:00
02/08/2021	Christmas Event Committee	18:00
16/08/2021	Planning & Environment Committee	18:00
06/09/2021	Planning & Environment Committee	18:00
13/09/2021	Christmas Event Committee	18:00
16/09/2021	Full Council	19:30
20/09/2021	Parking Working Group	17:00
27/09/2021	Planning & Environment Committee	18:00
11/10/2021	Christmas Event Committee	18:00
18/10/2021	Planning & Environment Committee	18:00
19/10/2021	Finance Working Group	15:00
21/10/2021	Full Council	19:30
25/10/2021	Nature Reserve Working Group	18:00
08/11/2021	Planning & Environment Committee	18:00
15/11/2021	Christmas Event Committee	18:00
18/11/2021	Full Council	19:30
29/11/2021	Planning & Environment Committee	18:00
30/11/2021	Christmas Event Marshals	18:00
06/12/2021	Parking Working Group	17:00
13/12/2021	Christmas Event Committee	18:00
20/12/2021	Planning & Environment Committee	18:00

2022

Date	Description	Time
10/01/2022	Planning & Environment Committee	18:00
18/01/2022	Finance Working Group	15:00
20/01/2022	Full Council	19:30
24/01/2022	Nature Reserve Working Group	18:00
31/02/2022	Planning & Environment Committee	18:00
17/02/2022	Full Council	19:30
21/02/2022	Planning & Environment Committee	18:00
03/03/2021	Annual Parish Meeting	19:00
07/03/2022	Parking Working Group	17:00
14/03/2022	Planning & Environment Committee	18:00
17/03/2022	Full Council	19:30
04/04/2022	Planning & Environment Committee	18:00
11/04/2022	Nature Reserve Working Group	18:00
19/04/2022	Finance Working Group	15:00
21/04/2022	Full Council	19:30
25/04/2022	Planning & Environment Committee	18:00
16/05/2022	Planning & Environment Committee	18:00
19/05/2022	Full Council	19:30