

The Parish of Knightwick and Doddenham

Annual Report of the Parish Council

2021-22

Contents

Government's requirements for smaller councils

Details required by the Government.

The Local Audit and Accountability Act 2014

The Act sets out a new audit framework for local public authorities which are currently covered by the Audit Commission regime. Under this new framework, smaller authorities with an annual turnover not exceeding £25,000, including parish councils, will be exempt from routine external audit. Instead, these parish councils will be subject to the new transparency requirements laid out in the Code.

This Code will act as an audit substitute, enabling local electors to access the information they need about the authority's accounts and governance in order to hold the authority to account. It is issued to meet the government's desire to place more power into citizens' hands to increase democratic accountability.

Public data that parish councils should publish

All items of expenditure Annual publication no later than 1 July.

Publish details of each individual item of expenditure.

Copies of cash books, vouchers and receipts, etc. do not need to be published but should remain available for inspection.

End of year accounts Annual publication no later than 1 July.

Publish signed statement of accounts according to the format included in the Annual Return audit form. It should be accompanied by:

- a) a copy of the bank reconciliation for the relevant financial year;*
- b) an explanation of any significant variances (e.g. more than 10-15 percent) in the statement of accounts for the relevant year and previous year; and*
- c) an explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable.*

Annual governance statement Annual publication no later than 1 July.

Publish signed annual governance statement according to the format included in the Annual Return audit form. Explain any negative responses to governance statements, including how any weaknesses will be addressed.

Internal audit report Annual publication no later than 1 July.

Publish internal audit report according to the format included in the Annual Return audit form. It should be signed by the person who carried out the internal audit.

Explain any negative response to the internal controls objectives, including how any weaknesses will be addressed.

Explain any 'not covered' responses to internal controls objectives.

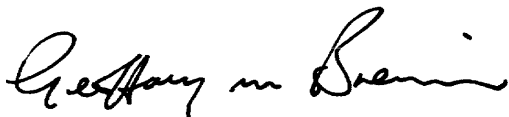
Publish any additional internal audit report, where available.

Location of public land and building assets Annual publication no later than 1 July.

Publish details of all public land and building assets – either in the authority's full asset and liabilities register or as an edited version. Information should include:

- a) description (what it is, including size/acreage);*
- b) location (address or description of location);*
- c) owner / custodian, e.g. the authority manages the land or asset on behalf of a local charity;*

This council meets all these obligations.



Clerk to the Council 30/4/22

The Council's Notices, Agenda and Minutes of Meetings: Are posted on the council's three notice boards at The A44 Bus Shelter, Opposite the Talbot Hotel, and Doddenham Junction, in addition to web-pages - <http://e-services.worcestershire.gov.uk/myparish/> - **click on Knightwick**

Knightwick and Doddenham Parish Council

Details of Council Members, appointment to external bodies, and Officers.


The Council was elected on May 2nd 2019.

(All tel. Nos. + 01886)

Chair: Brian Munt	821171	Elected	Doddenham Ward
Vice Chair: Gill Evans	822132	Elected	Knightwick Ward
Francis Budden	821566	Elected	Knightwick Ward
Represents the Council - Knightwick Charities			
Mary Horton	821434	Elected	Knightwick Ward
Philip Edwards	821568	Elected	Doddenham Ward
Kate L Parkinson	821871	Elected	Doddenham Ward
David S Steel	821961	Elected	Doddenham Ward
Michael J C Bellamy	821630	Co-opted	

Clerk to the Council

Geoffrey M Brewin, C Eng, CiLCA.
Whistlewood House, Lulsley, Knightwick,
Worcester. WR6 5QT 821386
email, geoffreybrewin@waitrose.com

Knightswick and Doddenham Parish Council			
Income and Expenditure			
for the year 1/4/21 -31/3/2022		2021-22	2020-21
			<i>for ref.</i>
Income			
MHDC Precept		3500.00	5200.00
VAT Refund		242.19	365.07
WCC Parish Lengthsman		768.00	978.00
Total Income		4510.19	6543.07
Expenses			
Audit		50.00	41.67
Clerk - Expenses		64.20	11.81
Office Costs		64.04	20.00
Clerk - Salary		3327.58	3264.41
Donations		250.00	9325.00
Other Expenses		0.00	40.00
Elections		0.00	0.00
Insurance		349.94	341.20
Sundry Payments		0.00	0.00
Parish Lengthsman		768.00	978.00
Subscriptions		211.18	213.39
VAT paid		201.37	242.19
Total Expenses		5286.31	14477.67
Surplus+/Defecit-		-776.12	-7934.60
Balance brought forward		18561.61	26496.21
Balance at year-end		17785.49	18561.61
Outstanding Invoices			
Invoice to WCC L/Man – Jan, Feb £216		216.00	
Invoice to WCC L/Man – March £132		132.00	
HMRC – Vat 21-22 £242.19		242.19	
Total Outstanding		590.19	
Bank Balance at 31/3/22		17195.30	
Note; This includes V/Hall Charity funds viz:			
Opening		13575	
Donations		0	
Closing		13575	
			
Clerk and RFO to the Council – 7/4/22			

Knightwick and Doddenham Parish Council – Inc & Exp 2021-22					Income and Expenditure		Yr 2021-2	Yr 2020-21
					for the year 1/4/21 -31/3/2022			
From Bank Acc inc & exp								
Date	Description	Category	Amount	Cat Total	Income			
	WCALC	[VAT Control]	-37.77		MHDC Precept		3500.00	5200.00
25/05/21	Duffy Regan	[VAT Control]	-10.00		VAT Refund		242.19	365.07
28/06/21	R A Wilks	[VAT Control]	-40.80		WCC Parish Lengthsman		768.00	978.00
03/11/21	R A Wilks	[VAT Control]	-43.20					
25/01/22	R A Wilks	[VAT Control]	-43.20		Total Income		4510.19	6543.07
16/03/22	R A Wilks	[VAT Control]	-26.40	-201.37				
29/03/22	Duffy Regan	Audit	-50.00	-50.00	Expenses			
28/06/21	G M Brewin	Clerk - Salary	-272.45		Audit		50.00	41.67
30/04/21	G M Brewin	Clerk - Salary	-272.45		Clerk - Expenses		64.20	11.81
28/05/21	G M Brewin	Clerk - Salary	-272.45		Office Costs		64.04	20.00
30/06/21	G M Brewin	Clerk - Salary	-272.45		Clerk - Salary		3327.58	3264.41
30/07/21	G M Brewin	Clerk - Salary	-272.45		Donations		250.00	9325.00
31/08/21	G M Brewin	Clerk - Salary	-272.45		Other Expenses		0.00	40.00
01/09/21	G M Brewin	Clerk - Salary	-272.45		Elections		0.00	0.00
29/10/21	G M Brewin	Clerk - Salary	-272.45		Insurance		349.94	341.20
30/11/21	G M Brewin	Clerk - Salary	-272.45		Sundry Payments		0.00	0.00
31/12/21	G M Brewin	Clerk - Salary	-272.45		Parish Lengthsman		768.00	978.00
31/01/22	G M Brewin	Clerk - Salary	-272.45		Subscriptions		211.18	213.39
28/02/22	G M Brewin Sal + back pay	Clerk - Salary	-330.63	-3327.58	VAT paid		201.37	242.19
31/03/22	G M Brewin	Clerk – Exp – Yr	-128.24	-128.24				
16/03/22	Nora Parsons day Centre	Donation	-250.00	-250.00	Total Expenses		5286.31	14477.67
26/07/21	Came & Co	Insurance	-349.94	-349.94				
25/05/21	R A Wilks	Parish Lengthsman Exp	-204.00		Surplus+/Defecit-		-776.12	-7934.60
03/11/21	R A Wilks	Parish Lengthsman Exp	-216.00		Balance brought forward		18561.61	26496.21
25/01/22	R A Wilks	Parish Lengthsman Exp	-216.00		Balance at year-end		17785.49	18561.61
16/03/22	R A Wilks	Parish Lengthsman Exp	-132.00	-768				
29/03/22	Invoice to WCC March L/Man £156	Parish Lengthsman Income	156.00		Outstanding Invoices			
18/06/21	Invoice to WCC Sept L/Man £204	Parish Lengthsman Income	204.00					
01/12/21	Invoice to WCC Nov & Dec L/Man £216	Parish Lengthsman Income	216.00	576	Invoice to WCC L/Man – Jan, Feb £216		216.00	
25/03/22	MHDC Precept 1st Half	Precept	1750.00		Invoice to WCC L/Man – March £132		132.00	
28/04/21	MHDC Precept 1st Half	Precept	1750.00	3500	HMRC – Vat 21-22 £242.19		242.19	
28/09/21	WCALC	Subscription	-211.18	-211.18	Total Outstanding		590.19	
25/05/21								
					Bank Balance at 31/3/22		17195.30	

Certificate of Exemption – AGAR 2021/22 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2022, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

Knightwick and Doddenham Parish Council

certifies that during the financial year 2021/22, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2021/22:

4510

Total annual gross expenditure for the authority 2021/22:

5286

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

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

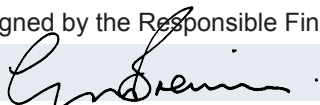
The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2022.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer

Date

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



DI 07/04/22 Y

D16/04/2022 Y

Signed by Chairman

Date

as recorded in minute reference:

SIGNATURE REQUIRED



D16/04/2022 Y

MINUTE REFERENCE

6 - (b)

Generic email address of Authority

Telephone number

ENTER / N/A AUTHORITY OWNED GENERIC EMAIL ADDRESS

T01886821386 NUMBER

*Published web address

<https://e-services.worcestershire.gov.uk/MyParish/>

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2022. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2021/22

Knightwick and Doddenham Parish Council

<https://e-services.worcestershire.gov.uk/MyParish/>

During the financial year ended 31 March 2022, 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 2021/22 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.			N/A
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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick 'not covered')	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			N/A
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).			N/A
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

21/04/2022

Name of person who carried out the internal audit

J Prodder for and on behalf of
Duffy Regan & Co

Signature of person who carried out the internal audit

Julie Prodder

Date

21/04/2022

*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 2021/22

We acknowledge as the members of:

Knightswick and Doddenham 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 2022, 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.	yes		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.	yes		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.	yes		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.	yes		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.	yes		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.	yes		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.	yes		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 this authority and, where appropriate, have included them in the accounting statements.	yes		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 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
	yes		has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

*For any statement to which the response is 'no', an explanation must be published

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

16/04/2022 YY

and recorded as minute reference:

MIN 6 -(c) REFERENCE

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

Chairman

Clerk




Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	yes	

<https://e-services.worcestershire.gov.uk/MyParish/>

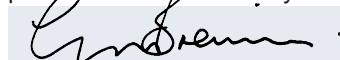
Section 2 – Accounting Statements 2021/22 for

Knitwick and Doddenham Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<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	3920	4987	<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	5200	3500	<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	1343	1010	<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	3296	3392	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	2182	1895	<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	4985	4210	<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	4985	4210	<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	6000	6000	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	yes			<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 2022 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 16/07/22 Y

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

16/04/2022 Y

as recorded in minute reference:

MINUTE 6 - (d) REFERENCE

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

SIGNATURE REQUIRED



Knightwick and Doddenham Parish Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement 6th June 2022 (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) Geoffrey M Brewin, Whistlewood House, Lulsley, Knightwick, Worcester. WR6 5QT tel. 01886 821 386</p> <p>commencing on (c) <u>Monday 13 June 2022</u></p> <p>and ending on (d) <u>Friday 22 July 2022</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus, Canary Wharf, London E14 4H (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) <i>Geoffrey M Brewin</i> Clerk to the Council and RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting

records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, 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, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

The Parish of Knightwick and Doddenham

Clerk to the Council;
Geoffrey M Brewin, Whistlewood House, Lulsley, Knightwick, Worcester WR6 5QT

Register of Assets at 15th July 2019

Bus Shelter at A44 Knightwick

Replacement value £3000

Notice Boards at:

Talbot Hotel corner of B4197

Doddenham corner of A44

Knightwick Butcher's shop

Replacement value 3 at £1000 each - £3000

Confirmed

Chair.....

Clerk and RFO.....