

# **LITTLEHAM AND LANDCROSS PARISH COUNCIL**



Clerk to the Council:  
Mr David Edwards  
Hollyhocks Littleham  
Bideford EX39 5HN  
Tel: 07527441577  
Email: [clerk@littlehamandlandcross-pc.gov.uk](mailto:clerk@littlehamandlandcross-pc.gov.uk)

## **Re: Annual Governance and Accountability Return Certificate of Exemption - AGAR 2023/2024 Form 2**

The Address of the External Auditor is as follows:  
PKF Littlejohn LLP, 15 Westferry Circus, Canary Wharf, London E14 4HD.  
Telephone: 020 7516 2200 Email: [sba@pkf-l.com](mailto:sba@pkf-l.com)

The Notice period for the Exercise of Public Rights and other information required by Regulation 15 (2) Accounts and Audit Regulations 2015 has been published for the period 15 June 2024 to 26 July 2024

The relevant Council Minute dated 06 June 2024 sets out the Analysis of variances:

### **Minute Number: 2843 - Financial Year-End (documents attached and will form of the Minutes)**

- a) To receive Internal Auditors Statement for financial year 2023-24 and supporting report. (*these are attached and will form part of the Minutes*)
- b) To consider if in light of the Internal Auditors comments the Council wish to Certify themselves as  
Exempt from external audit or to submit to a Limited assurance review by PKF Littlejohns (External Auditor)
- c) To approve Certificate of Exemption from External Audit for the 2023-2024 year (if applicable)
- d) To complete and approve Annual Governance Statement 2023-2024.
- e) To approve Annual Accounting Statement 2023-24 & supporting documents.
- f) Dates for Exercise of Public rights. To consider arrangement with Publication to be 30 consecutive days and include the first 10 working days in July. *Publication on 15 June 2024 to 26 July 2024.*

The Clerk explained the need to explain any significant variance to the figures between year 2022/2023 and 2023/2024:

### **To note the significant variances as follows:**

Precept increase from £5500 to £6700 - 21% increase:  
Additional £1000 to be set aside each year to cover Defibrillator costs.

Total other receipts decrease from £8628 to £3257 - decrease 62%  
One off Lottery Grant in year end 31.03.2023

All other payments decreased from £15236 to £5307 - decrease 65%  
Payments in year end 31.03.2023 increased due to expenditure related to one off Lottery Grant, payment to cover cost of Defibrillators (4 year cycle), Website set up costs and new Notice Boards purchase.

***It was RESOLVED to approve the Financial Year end documents and supporting statements.(The Accounting statements are attached and form part of the minutes).***

***It was RESOLVED that the Dates for Exercise of Public rights and the Publication would be 30 consecutive days and include the first 10 working days in July. Publication on 15 June 2024 to 26 July 2024.***

### **Annual Internal Audit Report**

The Interim Audit Programme prepared by the Internal Auditor is shown as an attachment to the Council Minutes of 06 June 2024. The Internal Control objective Item ( C ) shown as a non compliance item has been rectified.

The Council reviewed and approved its Risk Analysis and Risk Strategy on 04 April 2024 and this was approved by the Council on 04 April 2024.