


CAXTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the First and Annual Meeting of the Parish Council will be held on Thursday 23 June 2022 at 7.45 pm in the Village Hall

The Public and Press and County and District Councillors are invited to be present and Members of the Parish are welcome to attend and may speak under the Open Public Session item and make representation to the Council on items on the agenda during this section of the meeting

Everyone should wear a face covering unless they are exempt and are encouraged to take a lateral flow test prior to attending.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder



Gail Stoehr, Clerk, 15/06/22

AGENDA

1. To elect a Chairman and to receive the declaration of acceptance of office
2. To elect a Vice-Chairman
3. Delivery by councillors of their declarations of acceptance of office
4. To approve the minutes of the last meeting on 10 March 2022
5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled
 - 5.1 To consider an application for co-option - Ruth Halpin, 1 Tate's Field, Caxton CB23 3PX
 - 5.2 To consider any other applications received or how the vacancies might be filled
6. Review of delegation arrangements to committees, working groups, employees and other local authorities
7. Review of the terms of references for committees and working groups
8. Receipt of nominations to existing committees and working groups
9. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them.
10. Review and adoption of standing orders, financial regulations, risk assessment arrangements and other policies
 - 10.1 To consider the adoption of the revised LGA Model Code of Conduct 2022 and revised Register of Interests form
11. Review of arrangements, including any legal agreements, with other local authorities and review of contributions made to and expenditure incurred by other local authorities
12. Review of representation on or work with external bodies and arrangements for reporting back
13. Review of arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future
14. Review of inventory of land and assets
15. Review and confirmation of arrangements for insurance cover in respect of all insured risks
16. Review of the Council's and/or employees' memberships of other bodies
17. Review of the Council's complaints procedure
18. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
19. Review of the Council's policy for dealing with the press/media
20. Review of the Council's expenditure incurred under S137 of the Local Government Act 1972 or the general power of competence
21. Review of the Council's employment policies and procedures
22. Setting the dates, times and place of ordinary meetings of the full Council
23. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
24. Review of banking arrangements and appointment of any bank signatories

25. Member training arrangements

Comments & observations from members of the public and reports from District & County Cllrs

26. Apologies for absence and declarations of interest

- 26.1 To receive written apologies for absence and reasons
- 26.2 To receive declarations of interests from councillors on items on the agenda
- 26.3 To receive written requests for dispensations and to grant any requests for dispensation as appropriate

27. To consider any resolutions from the Annual Parish Meeting

28. Matters arising or carried forward from the last meeting or a previous meeting for discussion or decision and to note the Clerk's report

- 28.1 (3.2) SCDC Community Champions and request for communications and alerts to be published on the Parish Council's website – to consider report and recommendation
- 28.2 (3.0.5) Broken gate – update

29. Local matters and members items for info only unless stated

- 29.1 Reports on local matters for information only

30. To consider any Planning and Tree Works applications received since the last meeting

- 30.1 Planning applications received
- 30.2 SCDC notifications - to note any received
- 30.3 Tree works applications – to consider any received
- 30.3.1 22/0503/TTCA – 17 Ermine Street

31. Finance, procedure & risk assessment

- 31.1 To receive the finance report and to approve the payment of bills
- 31.2 To receive the Clerk's report on any action taken using her delegated powers
- 31.3 To consider any urgent works required because of risk or health and safety
- 31.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1 April 2021 and 31 March 2022)
- 31.5 To consider the Internal Auditor's report
- 31.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
- 31.7 To approve the Annual Governance Statement by resolution
- 31.8 To consider the Accounting Statements (Section 2 of the Annual Return)
- 31.9 To approve the Accounting Statements by resolution
- 31.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
- 31.11 To consider the RoSPA report

32. To consider any correspondence received

- 32.1 Farming & Wildlife Advisory Group – funded pond conservation project
- 32.2 CCC Transport Strategy Stakeholder Engagement Survey 2022
- 32.3 Greater Cambridge Partnership - C2C Better Public Transport and Active Travel Project - Environmental Impact Assessment Public Consultation (Deadline 11 July)

33. Closure of meeting

CAXTON PARISH COUNCIL

Report to First and Annual Caxton Parish Council meeting on Thursday 23 June 2022

Declaration of acceptance of office – members are requested to attend the meeting early so that they can sign their declaration of acceptance of office in front of Cllr Halket.

Newly elected members may not act as a councillor on the new Council until they have signed their Declaration of Acceptance of Office. The declaration must be delivered to the Council at the first and annual meeting. Where an election has taken place it is suggested the declaration is made in front of the proper officer as all members, save the Chairman, will cease membership of the council after the fourth day following the election. This declaration must be made at or before the first meeting after the election. If you cannot do so, you should tell the Clerk, as the council can then consider if it agrees at this meeting that you can sign it at or before a subsequent meeting. If the Council does not grant a time extension then the member would be disqualified. Re-elected councillors have to sign again, as their term of office also ends four days after the elections. If you do not sign your declaration and if the Council does not make alternative arrangements for its signing you will cease office.

The Chairman has to sign a declaration of acceptance of office every year after the annual election of Chairman.

1 To elect a Chairman and to receive the declaration of acceptance of office

Keith Howard to open the meeting and to invite nominations. Any nominations need to be proposed and seconded and voted upon. The elected Chairman to sign his/her declaration in front of a member before the meeting continues.

2 To elect a Vice-Chairman

Again, please propose and second and vote on the nomination.

3. Delivery by councillors of their declarations of acceptance of office

4. To approve the minutes of the last meeting on 10 March 2022

5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled

5.1 Co-option – Ruth Halpin, 1 Tate's Field, Caxton, CB23 3PX – Application attached

5.2 To consider any other applications received

6. Review of delegation arrangements to committees, working groups, employees and other local authorities

There are no committees. The only working group the Council had was the Flood Working Group. The Council does not have to continue with this and may decide to appoint working groups at a later date when there are more members. The Clerk advises the working group should not be a majority of Council members

Standing orders state

“Canvassing of and recommendations by councillors

a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an

application for appointment.”

7. **Review of the terms of references for committees and working groups**
Only if the Council appoints any at this time.
8. **Receipt of nominations to existing committees and working groups**
Only if the Council appoints any at this time.
9. **Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them**
Only if the Council appoints any at this time.

10. **Review and adoption of standing orders, financial regulations risk assessment arrangements and other policies**

NALC has published new model standing orders for consideration by the Parish Council.

10.1 To consider the adoption of the revised LGA Model Code of Conduct 2022 and revised Register of Interests form

SCDC has written as follows:

“I last wrote to you on the 30th September 2021 to tell you that the District Council had agreed to adopt the Local Government Association Model Code of Conduct and Guidance to take effect from May 2022.

As I explained, the adoption of a Code is of course a matter for each Parish/Town council, and for those of you who have adopted the new LGA model code, I attach a revised Register of Interests form which is to be used. For such Town/Parishes Councils, all Parish Councillors, whether newly elected or re-elected need to complete this form entitled “LGA Model Register of Parish Members Financial and other Interests form”.

The new 2022 form has slightly different wording in Part 2 to reflect Other Registerable Interests (ORIs) and that these ORIs do not have to be registered for a spouse/civil partner. Therefore the guidance notes section for the 2022 form has also been changed.

If your Town/Parish Council has not adopted the new code, then you can continue to use the existing form which I also attach for your easy reference, entitled “Non LGA Model Register of Parish Members Financial and other Interests form”. Any newly elected Town/Parish Councillors should complete this form; any re-elected Parish Councillors do not need to submit a new ROI form unless they consider that they need to update any new interests, particularly disclosable pecuniary interests.

Disclosable Pecuniary Interests are interests which must be notified to the monitoring officer within 28 days of becoming a councillor (or when councillors are re-elected or co-opted members re-appointed) and you must notify the monitoring officer of any Disclosable Pecuniary Interests which have not already been entered into the authority’s register.

Please note that it is a criminal offence under the Localism Act 2011 to;

- fail to notify the monitoring officer of any disclosable pecuniary interest within 28 days of election or co-option
- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- fail to notify the monitoring officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- knowingly or recklessly provide information that is false or misleading in notifying the monitoring officer of a disclosable pecuniary interest or in disclosing such interest to a meeting.

Finally, Section 29 of the Localism Act 2011 requires the monitoring officer to establish and maintain a register of interests of members of the Town/Parish Council and to secure that the register is published on the District Council's website. Furthermore, if the Parish/Town has a website then you too must take steps to secure that the register is published on your website. Please let me know if you have any queries regarding this.”

Rory McKenna

Monitoring Officer

LGA Model Register of Parish Members Financial and Other Interests Form (and non-LGA Model Register form) attached.

- 11. Review of arrangements, including any legal agreements, with other local authorities and review of contributions made to and expenditure incurred by other local authorities**
- 12. Review of representation on or work with external bodies and arrangements for reporting back**
Police liaison
Village Hall Trustees
Recreation Grounds
Verges monitoring
Gransden Aerodrome Consultative meetings
Memorial site –
Langwith and Barnard Trust
Parish Paths Partnership (P3) and Public Rights of Way –the north of the village up to Crowdene/Eltisley Bridleway, the south of the village, and the central area.
Coalition of Parish Councils
- 13. Review of arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future**
- 14. Review of inventory of land and assets**
The Council has the following registered titles:
 - CB272707 land on the NW side of Gransden Road (section of hedging adjacent to the affordable Homes)
 - CB267769 land lying on the NW side of Gransden Road (pond & two small parcels/verges either side of the entrance to Tates Field)
 - Land to the NW of Gransden Road (village green adjacent to the village hall)
 - Land off Brockholt Road (playing fields)

Leases:

- Lease – Ely Diocese & Caxton Parish Council – Village Hall

Trust Deeds:

- Caxton Parish Council & Caxton Village Hall Trustees – Village Hall

15. **Review and confirmation of arrangements for insurance cover in respect of all insured risks**
16. **Review of the Council's and/or employees' memberships of other bodies**
17. **Review of the Council's complaints procedure**
18. **Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**
19. **Review of the Council's policy for dealing with the press/media**
20. **Review of the Council's expenditure incurred under S137 of the Local Government Act 1972 or the general power of competence**
21. **Review of the Council's employment policies and procedures**
22. **Setting the dates, times and place of ordinary meetings of the full Council**
23. **Review of dispensations required under the Code of Conduct to enable the Council to conduct its business**
24. **Review of banking arrangements and appointment of any bank signatories**
25. **Member training arrangements**

Comments & observations from members of the public & reports from District & County Cllrs

26. **Apologies for absence and declarations of interest**
 - 26.1 To receive written apologies for absence and reasons
 - 26.2 To receive declarations of interests from councillors on items on the agenda
 - 26.3 To receive written requests for dispensations and to grant any requests for dispensation as appropriate
27. **To consider any resolutions from the Annual Parish Meeting**

None.
28. **Matters arising or carried forward from the last meeting or a previous meeting for discussion or decision and to note the Clerk's report**
 - 28.1 (3.2) SCDC Community Champions and request for communications and alerts to be published on the Parish Council's website – to consider any report or recommendation from Guy Lachlan. Not received at the time of writing.
 - 28.2 (3.0.5) Broken gate – update
29. **Local matters and members items for info only unless stated**
 - 29.1 Reports on local matters for information only
30. **To consider any Planning and Tree Works applications received since the last meeting**
 - 30.1 Planning applications received

None at the time of writing.
 - 30.2 SCDC notifications - to note any received
 - 30.2.1 22/00021/REM – Land at Firs Farm, St Peter's Street – Reserved matters application for Plot 8 for access, appearance, landscaping, layout and scale following outline planning approval

S/2294/16/OL for custom self build housing development of 8 properties – Permission granted by SCDC.

- 30.2.2 21/01409/CONDB – Caxton Baptist Church, Ermine Street – Submission of details required by condition 5 (Planting scheme) of listed building consent 21/01409/LBC – Condition discharged in full.
- 30.2.3 22/00080/REM – Plot 1, Firs Farm, St Peter’s Street – Reserved matters application for Plot 1 for appearance, landscaping, layout and scale following outline planning approval S/2294/16/OL for custom self-build housing development of 8 properties – Permission granted by SCDC.
- 30.2.4 22/00850/S73 – 30 Bourn Road – Variation of condition 2 (Approved plans) of planning permission S/4023/18/FL (Replacement dwelling and garage) for internal and external changes – Permission granted by SCDC.
The Parish Council used the Clerk’s delegated powers to respond between meetings: “Caxton Parish Council recommends approval. Although this is now for a two storey house it is similar in size and character to adjacent proposed properties.”
- 30.2.5 20/01383/NMA1 – 14 Tates Field – Non-material amendment of planning permission 20/01383/HFUL (Part two storey, part single storey rear extension) to combine 2 no. windows in bedroom 4 on the first floor into one single window – Permission granted by SCDC.
- 30.2.6 22/01129/FUL – The Old Barn, St Peter’s Street – Repair, conversion and extension of existing barn to form dwelling house; construction of outbuilding to contain two car spaces plus bins and cycles store – Permission granted by SCDC.
- 30.2.7 21/02139/CONDA – 65 Ermine Street – Submission of details required by condition 3 (Materials) of planning permission 21/02139/HFUL – Condition discharged in full.
- 30.2.8 20/05293/OUT – The Depot, Royston Road – Outline planning for the demolition of existing single storey building to east of site, modular building and small outbuilding. Erection of 700 sq m single storey trade counter (Class E(a)) building, erection of single storey B8 use buildings comprises 1400 sq m, demolition of existing dwelling house to Royston Road, modification and creation of vehicular accesses to Royston Road. Creation of parking areas, ecological areas, associated hard and soft landscaping with all matters reserved except for access – Permission granted by SCDC.
- 30.2.9 21/02351/NMA1 – Firs Farm, St Peter’s Street – Non-material amendment on 21/02351/REM to change colour of cladding – Permission granted by SCDC.

30.3 Tree works applications – to consider any received

30.3.1 22/0503/TTCA – 17 Ermine Street

31. Finance, procedure & risk assessment

- 31.1 To receive the finance report and to approve the payment of bills – attached.
- 31.2 To receive the Clerk’s report on any action taken using her delegated powers
In addition to the planning response reported under item 30.2.4, payment of bills between meetings, the Clerk used delegated powers to purchase Netwise security updates at a cost of £238.00 including VAT.
- 31.3 To consider any urgent works required because of risk or health and safety
None at the time of writing.
- 31.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1 April 2021 and 31 March 2022)
- 31.5 To consider the Internal Auditor’s report – attached.
- 31.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return) – attached.
- 31.7 To approve the Annual Governance Statement by resolution

- 31.8 To consider the Accounting Statements (Section 2 of the Annual Return) – attached.
- 31.9 To approve the Accounting Statements by resolution
- 31.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
- 31.11 To consider the RoSPA report - attached

32. To consider any correspondence received

32.1 Farming & Wildlife Advisory Group – funded pond conservation project

“I work for the Farming & Wildlife Advisory Group, and I am writing to let you know about a funded pond conservation project we are delivering on behalf of Natural England, which may be of interest to both your fellow Parish Councillors and also to your parishioners. You may have previously heard from us regarding the project, and we are delighted to inform you the project is continuing.

Funding is available for restoring old ponds and digging new ponds in certain parts of Cambridgeshire which fall into strategic areas for great crested newts. **Your parish qualifies for this funding as some of the land around the village is deemed to be especially suitable habitat for bolstering and connecting existing populations of this endangered species.** As such, we are seeking landowners who are prepared to dig or restore wildlife ponds on their land.

The project is part of Natural England's District Level Licencing scheme (DLL) - a strategic approach to licencing for great crested newts, which seeks to provide bigger, better and more joined up habitat for this orange-bellied amphibian at a landscape scale. The ponds restored and created under the scheme will not only provide high quality habitat for newts; they will benefit numerous other pond-associated species. Most of the 150 or so pond projects we've delivered under the scheme to date have been fully funded – you can view some of these ponds at our website: www.fwageast.org.uk/ponds

We have written a short article (attached) to explain the scheme to villagers. We would be very grateful if you could email this to your parishioners/ raise it at you next council meeting/ place it in your parish newsletter, so that we can reach other landowners who may have suitable land, for example, local farmers, smallholders, large rural garden owners, land-based businesses, and parish-owned land.

Please feel free to get in touch if you would like to discuss, require any further details or photos to go with the story.”

The FWAG East Ponds Team
FWAG East Consultancy Ltd

32.2 CCC Transport Strategy Stakeholder Engagement Survey 2022

“The Transport Strategy team at Cambridgeshire County Council is developing three transport strategies that will set the County Council’s transport policy approach for the districts of Fenland and Huntingdonshire, and for active travel across the whole county. We would welcome key stakeholder input in to the following draft strategies:

- Draft Fenland Transport Strategy
- Draft Huntingdonshire Transport Strategy
- Draft Cambridgeshire’s Active Travel Strategy

The stakeholder engagement survey is now live, and will close on Sunday 19th June. We welcome your response for any combination of the three strategies dependent on your interest and you will be able to select which ones you'd like to fill out at the start of the survey.

You can access the survey here: [CCC Transport Strategy Stakeholder Engagement Survey](#)

We understand some parish councils will not meet until after the deadline and will accept late responses for parish councils this will affect. Please do let us know if you plan to send a late response.

Please note, this is a discreet stakeholder exercise to allow input from key stakeholders at this stage of the drafting process so comments and ideas can be considered in a final review of the draft strategies. Formal public consultation will take place later in the year when the opportunity for a formal consultation response will be possible for the wider public.

If you have any questions please do get in touch at transport.plan@cambridgeshire.gov.uk.”

Kind regards,
Transport Strategy Team

32.3 Greater Cambridge Partnership - C2C Better Public Transport and Active Travel Project - Environmental Impact Assessment Public Consultation (Deadline 11 July)

Environmental Impact Assessment Public Consultation 16 May to 11 July

“Following three public consultations and extensive technical work to determine a preferred Cambourne to Cambridge (C2C) Public Transport and Active Travel route, we're now in the process of undertaking an Environmental Impact Assessment (EIA). An EIA is required as part of a portfolio of evidence to be submitted to the Department for Transport in the application to build the scheme. It includes information from a host of surveys and assessments looking at, for example, ecology, landscape and cultural heritage, along with feedback from stakeholders to help inform design, including residents and landowners, as well as organisations such as Natural England and the Environment Agency.

During consultation, starting today, we're seeking your views on how we can best manage and mitigate impacts of the scheme on the landscape and environment.

Visit our consultation page for more information and to have your say
www.greatercambridge.org.uk/c2c-eia

To request a printed copy, a print copy in large print, Braille, in another language or on audio tape, please call 01223 699906.

We're also running webinars and public events, and coming to community meetings, including local parish council meetings, to share and discuss proposals. Find out more online - www.greatercambridge.org.uk/c2c-eia

Consultation closes at midday on Monday 11 July 2022.

About the scheme

The Cambourne to Cambridge (C2C) project is a new public transport route from the Greater Cambridge Partnership (GCP), proposed to link Cambourne to Cambridge via the new Bourn Airfield development, a new Travel Hub at Scotland Farm, Hardwick and West Cambridge

campus. The project is one of four corridor schemes which, together with measures to free up the congested city centre, a network of cycling and walking Greenways, and other infrastructure improvements, aim to create more sustainable, accessible and reliable ways to travel in and around Cambridge.

All the latest updates and planning documentation for the C2C scheme can be viewed at the project web pages www.greatercambridge.org.uk/CambournetoCambridge.

More about the Making Connections, aiming to free up the congested city centre and improve public transport – www.greatercambridge.org.uk/making-connections-2021

More about Greenways - <https://www.greatercambridge.org.uk/transport/transport-projects/greenways>”

33. Closure of meeting

Date of next meeting 8th September unless an extra-ordinary meeting called by the Chairman?



South
Cambridgeshire
District Council

Register of Parish Members' Financial and other Interests

This form comprises the entry in the Register of Interests of the below named member.

The register of interests is maintained by the Monitoring Officer in accordance with Section 29 of the Localism Act 2011 and will be published on the Council's website.

Name _____

Parish Council _____

Signature _____

Date _____

If you require any assistance as to how to complete this document, please contact the Monitoring Office at Monitoring.Officer@scambs.gov.uk

Members' Interests

The following interests are the disclosable pecuniary interests which each member must declare.

Please complete each section for you and your Civil Partner, spouse or partner you live with in accordance with section 29 and 30 the Localism Act 2011.

Please note: for the purposes of the register, an interest of your spouse or civil partner that you are aware of, which is listed in the national rules, is your disclosable pecuniary interest. The District Council's website will not differentiate between your disclosable pecuniary interests and those that relate to your spouse or civil partner.

Q1 Employment Office Trade Profession or Vocation

1.1 Are you employed – whether full or part-time?

(This does not include a remunerated director – this is dealt with at Question 1.4)

If **No**, please state here and go to Q1.2 _____

If **Yes**, please state the name and address of your employer

Please complete this information for:

You	
Your Civil Partner, spouse or partner you live with	

1.2 Are you self-employed or do you run, or are you a partner in a business?

If **No**, please state here and go to Q1.3 _____

If **Yes**, please state the name and address(es) of your business(es)

Please complete this information for:

You	
Your Civil Partner, spouse or partner you live with	

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1.3 Do you hold any office, profession or vocation carried on for profit or gain? (Gain or profit is not defined in the Act but would include anything which results in a benefit having pecuniary value and any activity carried on for gain or profit regardless of whether gain or profit is actually achieved. You do not need to include your membership of your parish council)

If **No**, please state here and go to Q1.4_____

If **Yes**, please specify the office, profession or vocation

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

1.4 Are you a remunerated director of a company? (This means that you receive payment, services, goods or other benefits from the company having a pecuniary value)

If **No**, please state here and go to Q2_____

If **Yes**, please state the name and address(es) of your company / companies

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner	

you live with	
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Q2 Sponsorship	
<p>2.1 Has any person, or body, made a payment to you for any expenses incurred by you as a member? (This does not include any expenses paid to you by the Parish Council to fulfil your role as a member)</p> <p>If No, please go to Q2.2</p> <p>If Yes, please provide details:</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>2.2 Has any person, or body, made a payment to you for your election expenses?</p> <p>If No, please go to Question 2.3</p> <p>If Yes, please provide details</p>	
<p>2.3 Have you received any payment or financial benefit from a trade union?</p> <p>If No, please go to Q3</p> <p>If Yes, please provide details:</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Q3 Contracts

3.1 Do you have any contracts with the Council for goods or services which have not been discharged? (A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Council)

If **No** or **not known**, please state here and go to Q3.2_____

If **Yes**, please provide details of the goods or services provided

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

3.2 Does any body, in which you hold a beneficial interest, have any contracts with the Council for goods or services which have not been discharged?
(A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Council)

If **No** or **not known**, please state here and got to Q4._____

If **Yes**, please provide details of the goods or services provided

Does the information provided relate to:

you live with	
Q4 Land Licences and Corporate Tenancies	
<p>4.1 Do you hold any beneficial interest in land within the Parish Council's area? (A beneficial interest is one in which you have some proprietary interest in land or buildings, or parts of land or buildings. You should include your home under this heading as owner, lessee or tenant and any land in which you are joint owner, lessee or tenant. You should also include any property from which you receive rent, or of which you are a mortgagee).</p> <p>If No, please state here and go to Q4.2_____</p> <p>If Yes, please give the address or a brief description of the land:</p> <p>Does the information provided relate to:</p>	
You	
Your Civil Partner, spouse or partner you live with	
<p>4.2 Do you have a licence to occupy land for a month or longer within the Parish Council area? (A licence is a contract granting you the right to occupy land or buildings on a non-exclusive basis. Please include any licence which you have jointly with others.)</p> <p>If No, please state here and go to Q4.3_____</p> <p>If Yes, please give details of the licence (the address or a brief description of the land)</p> <p>Does the information provided relate to:</p>	
You	

Your Civil Partner, spouse or partner you live with	
<p>4.3 Do you have a beneficial interest in any body which is the tenant of land where the Council is the landlord? (Please provide details of any land or buildings where the Parish Council is the landlord and the tenant is a body on which you have some proprietary interest for your own benefit e.g. your business. You should give the address or a brief description to identify the tenancy and the body which is the tenant)</p> <p>If No, please state here and go to Q5 _____</p> <p>If Yes, please provide the address(es) or other descriptions(s) of any land interest:</p> <p>Does the information provided relate to:</p>	
You	
Your Civil Partner, spouse or partner you live with	

Q5 Securities

5.1 Do you have a beneficial interest in a class of securities of a body that:

- (a) has a place of business in the Parish Council's area and
- (b) that exceeds the nominal value of £25,000 or 1 / 100 of the total issued shared capital of that body?

(If you own shares or other form of equity in a company or other body which has a place of business within the authority's area, you will need to consider whether the interest is to be included. Identify the nominal value; this is the amount of shares indicated on the certificate; not the market value. If this exceeds £25,000, you need to register the name of the company or body. If this is less than £25,000 but your holding is more than 1% of the total issued share capital, you need to register the name of the company or body)

If **No**, please state here and go to the signatory part of this form. _____

If **Yes**, please provide details:

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

Part 2

Other registerable interests

Use this section to declare other interests which are not Disclosable Pecuniary Interests, but which might be affected by Council business. These declarations will also be published on the South Cambridgeshire District Council's website.

These declarations only apply to you and not to your partner.

Unpaid Directorships:	
You	
Membership of outside bodies appointed by the Council Bodies of which I am a member or are in a position of general control or management and to which I am nominated or appointed by the Council:	
You	
Membership of outside bodies Bodies of which I am a member or am in a position of general control or management: (i) exercising functions of a public nature; (ii) directed to charitable purposes; or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union):	
You	

Name: _____ Signature: _____ Date: _____

Your personal data

The Monitoring Officer is required to undertake processing of your personal data relating to your role as a councillor. The [Monitoring Officer's privacy notice](#) is available at this link and can be found on South Cambridgeshire District Council website's Customer Privacy Notice section.

Please tick here to confirm you have accessed and read the Monitoring Officer's privacy notice.

If you have any queries concerning the processing of your data, please do not hesitate to contact Democratic.Services@scambs.gov.uk

Please return this form to the Monitoring Officer, South Cambridgeshire District Council,
Cambourne Business Park, Cambourne, Cambridge, CB23 6EA or by email to:

Monitoring.Officer@scambs.gov.uk

A copy should also be retained by the parish clerk.

Guidance notes

Please refer overleaf to guidance notes on how to complete this form.

Guidance notes for the Register of Members' Disclosable Pecuniary Interests and Other Registerable Interests

Part 1 – Disclosable Pecuniary Interests

These notes provide guidance about the information members should include on the register of disclosable pecuniary interests form. The relevant section of the register is given in bold, followed by the corresponding guidance.

It is a legal requirement that each member must register their disclosable pecuniary interests and those of their spouse or partner. (N.B. DCLG guidance suggests that the member may choose to register their partner's interests as if they were their own).

Each individual member must make their own judgment about making a declaration and they should not rely on a direction from an officer, though if in doubt they can speak with the Monitoring Officer. If you require any assistance in completing your members interests form, please contact the Monitoring Officer at Monitoring.Officer@scambs.gov.uk for assistance.

All members are required to notify the Monitoring Officer within 28 days of being elected, re-elected or appointed to the Council of any disclosable pecuniary interests which the person has at the time when the notification is given.

Outside of this period, when members have declared a disclosable pecuniary interest at a meeting and that interest was not on their register, they must update their register within 28 days of that meeting. The same rule applies to members making decisions when acting alone.

Failure to register or to declare a "disclosable pecuniary interest" is a criminal offence. So is speaking and voting, unless you have a dispensation. This is punishable by a fine of up to £5,000 and/or disqualification as a South Cambridgeshire District Councillor for up to five years.

1. Employment Office Trade Profession or Vocation

- 1.1 You should declare the name of you/your spouse, partner's employer
- 1.2 If you/your spouse partner are self-employed or run your own business you should declare this information
- 1.3 You should declare every type of employment, office, trade, profession or vocation that you/your spouse, partner carry out or should declare for income tax purposes. This includes a taxable allowance/allowances received from another authority e.g. Cambridgeshire County Council.
- 1.4 You should include the name of any firm of which you/your spouse are a partner, and the name of any company of which you are a remunerated Director. Also, any body which has appointed you, with or without remuneration. You do not need to include your membership and any associated remunerated post to the Parish Council.

Note: whilst the declaration required does not included any voluntary or unpaid post please remember that 'gain' could include other rewards e.g. bonus payments or share dividends, expenses payments etc.

2. Sponsorship (Note: this section only applies to you)

- 2.1 You should include any payment made to you for expenses incurred as a member.
- 2.2 You should show here the name of any person or body, except the Parish Council, who has made a payment to you in respect of your election expenses.
(Note: It is likely that if you are a member of a registered political party you will have had your expenses met by your political party or any other organisation and you are advised to check this before completing this section.)

2.3 You should include any payment made to you by a trade union.

3. Contracts

You should describe all contracts, of which you/ your spouse, partner are aware, which are not fully discharged, and which are:

3.1 contracts between the Parish Council and yourself/ your spouse, partner for the supply of goods, services or works to the Parish Council or on the Parish Council's behalf; and

3.2 contracts between a firm in which you/ your spouse, partner are a partner, or a company of which you are a Director, or in which you have a beneficial interest (as disclosed in 1.4 above) and the Parish Council for the supply of goods, services or works to the Parish Council or on the Parish Council's behalf.

You need not say what the financial arrangements are, but should say for how long the contract is.

4. Land Licences and Corporate Tenancies

4.1 You should declare any land in the Parish area in which you/your spouse, partner have a beneficial interest (that is, in which you/ your spouse, partner have some proprietary interest for your own benefit). You should give the address or a brief description sufficient to identify it. If you/your spouse, partner live in the Parish you should declare your home as owner, lessee, or tenant. You should also declare any property from which you/your spouse, partner receive rent, or of which you are the mortgagee.

4.2 You should declare land in the Parish which you/your spouse, partner have a right either alone or jointly with another to occupy for 28 days or longer, but neither own nor have a tenancy of. You should declare the address or a brief description to identify it.

4.3 You should list any tenancies of property of which you/your spouse, partner are aware where the landlord is the Parish Council, and the tenant is either a firm in which you/your spouse, partner are a partner or a company of which you/your spouse, partner are a Director or in which you/your spouse, partner have a beneficial interest.

Note: "Land" includes any buildings or parts of buildings.

5 Securities

If you/ your spouse, partner own shares or other form of equity in a company or other body which has a place of business within the Parish's area, you will need to consider whether the interest is to be registered.

Identify the nominal value; this is the amount of shares indicated on the certificate; not the market value. If this exceeds £25,000, you need to register the name of the company or body.

If this is less than £25,000 but your/your spouse, partner's share is more than 1% of the total issued share capital, you need to register the name of the company or body.

Part 2 – Other Registerable Interests

These are not Disclosable Pecuniary Interests.

In addition to the Disclosable Pecuniary Interests above, you must, within 28 days of the code being adopted, or your election or appointment to office (where that is later), notify the monitoring officer in writing of the details of your interests within the following categories, which are called 'other registerable interests':

(a) Details of any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your local authority;

(b) Details of any body of which you are a member or in a position of general control or management and which –

- exercises functions of a public nature

- is directed to charitable purposes, or
- is a body which includes as one of its principal purposes influencing public opinion or policy

(c) Details of any gifts or hospitality with an estimated value of more than £50 or such other limit as your local authority has agreed, that you receive personally in connection with your official duties.

With Other Registerable Interests, you are only obliged to register your own interests and do not need to include interests of spouses or partners. Therefore, a spousal interest in a local group is not registerable as an ‘other registerable interest’. Failure to register these interests is not covered by the criminal offence but would be a breach of the code.

What is a “body exercising functions of a public nature”?

Although it is not possible to produce a definitive list of such bodies, here are some criteria to consider when deciding whether or not a body meets that definition -

- does that body carry out a public service?
- is the body taking the place of local or central government in carrying out the function?
- is the body (including one outsourced in the private sector) exercising a function delegated to it by a public authority?
- is the function exercised under legislation or according to some statutory power?
- can the body be judicially reviewed?
-

Unless you answer “yes” to one of the above questions, it is unlikely that the body in your case is exercising functions of a public nature.

Examples of bodies included in this definition: government agencies, other councils, public health bodies, council-owned companies exercising public functions, arms-length management organisations carrying out housing functions on behalf of a council, school governing bodies.

Do local campaigning or Facebook groups need to be registered?

Membership (which does not include simply being on a mailing list), of local campaign or Facebook groups will only need to be registered if they are bodies:

- exercising functions of a public nature;
- directed towards charitable purposes; or
- one whose principal purpose includes influencing public opinion or policy.

Generally, it is unlikely that these groups will be regarded as formal bodies to be registered. However, each case should be considered on its own merits. ‘A Body’ is defined as ‘a number of persons united or organised’. Some groups are very united on their cause and organised, but their purpose must fall under one of the functions listed above.

There must also be some formality to the membership, such as registration for example. Simply attending a meeting of a local campaign does not of itself make you a ‘member’ of that organisation.

There has been a growth in organisations which are more nebulous in nature, and no formal membership requirements exist, such as Extinction Rebellion. It can be helpful to ask yourself the question “do I consider I am a member of the organisation” and if the answer is yes, then register the membership for transparency purposes.

If you need further information or specific advice, please speak to your clerk or monitoring officer.

What about membership of a political party or trade union?

The second category of other registerable interests refers to membership of a body or being in a position of general control and management of a body, one of whose principal purposes includes the influence of public opinion or policy. This includes any political party or trade union. Memberships of political parties and

Trade Unions therefore need to be registered. Remember that if because of membership of a political party or a trade union any payment or financial benefit is received, it is likely to come under the Sponsorship category of DPI.

Sensitive Information

Where you consider that disclosure of the details of an interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the monitoring officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.

What is sensitive information?

It may include your sensitive employment (such as certain scientific research or the Special Forces) which is covered by other legislation or interests that are likely to create serious risk of violence or intimidation against you or someone who lives with you.

For example, disclosure of your home address where there has been a threat of violence against you or where there is a court order protecting your whereabouts.

You should provide this information to your monitoring officer and explain your concerns regarding the disclosure of the sensitive information; including why it is likely to create a serious risk that you or a person who lives with you will be subjected to violence or intimidation. You do not need to include this information in your register of interests, if your monitoring officer agrees, but you need to disclose at meetings the fact that you have an interest in the matter concerned (see guidance on declaring interests).

What happens if the monitoring officer does not agree that the information is sensitive?

It is for the monitoring officer to decide if the information is sensitive. You must notify the monitoring officer of the information which you think is sensitive and give your reasons and any supporting evidence.

If the monitoring officer agrees, this information does not need to be included in the register of interests. However, if the monitoring officer disagrees then it must be registered.

What happens if the information stops being sensitive?

You must notify the monitoring officer of any change in circumstances which would mean that the sensitive information is no longer sensitive within 28 days of the change, for example a change in employment. The information would then be included in the authority's register of interests.

I haven't received a direct threat, but I am concerned about registering my home address.

At present, councillors are required to register their home address as part of their local authority's register of interests which are typically published on their local authority website. There have been growing concerns about the potential for threats and intimidation to councillors by virtue of disclosing their home address. Whilst some councillors believe disclosing a home address is a core component of democracy and it is important for the public to know where a councillor may live as they may be making decisions that have an impact on their property, others are very concerned about it. Section 32 of the Localism Act 2011 allows Local Authorities to withhold sensitive interests from the public register where their disclosure could lead to violence or intimidation. It is recommended that councillors should not be required to register their home addresses as a disclosable pecuniary interest. The Committee on Standards in Public Life's review of Local Government Ethical Standard recommended in January 2019 that councillors should not be required to register their home addresses as a disclosable pecuniary interest. However, at present the Government has not legislated for this.

It is important that if councillors have such concerns, they share these with the monitoring officer transparently and openly so they can be properly considered.

**CAXTON PARISH COUNCIL MONTHLY FINANCIAL STATEMENT
MEETING Jun-22**

Summary of previous month

Balance brought forward £ **£45,657.81**

Adjusts/transfers/inc during period

CAXTON CHURCH	2021 RENT	1.00
HMRC	Mar-22	-8.40

Expenditure approved at last/between meetings

SALARIES	Apr-22	-135.16
SALARIES	May-22	-176.6
OPUS ENERGY	STREETLIGHT ENERGY	-7.97
UNITY TRUST	SERVICE CHARGE	-18.00
ALGAR SIGNCRAFT	DOG SIGNS	-51.00
CAXTON VH	JUBILEE PARTY GRANT	-1000.00
EASTERN TREE SURGERY	TREE WORKS	-390.00
OPUS ENERGY	STREETLIGHT ENERGY	-8.67
NETWISE	WEBSITE	-238.80
OPUS ENERGY	STREETLIGHT ENERGY	-7.97
COMMUNITY HEARTBEAT TR	DEFIBRILATOR ANNUAL FE	-162.00
NETWISE	WEBSITE	-238.80
BUCHANS	GRASSCUTTING	-337.92
BUCHANS	GRASSCUTTING	-452.16
CORIDO	JUBILEE BENCH	-660.00
PLAYSAFETY LTD	ROSPA INSPECTION	-113.40
CAPALC	AFFILIATION FEE	-282.11

Misc credits

CAMBS AND COUNTIES	INTEREST FY22	191.88
SCDC	PRECEPT	11492.00
HMRC	VAT	4525.9

<i>Total Adjustments</i>	<u>11921.82</u>
Balance revised after adjustments	<u><u>£57,579.63</u></u>

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Acc	35,829.37	36,114.26	-284.89
Cambs & County Bank	21,746.43	21,746.43	0.00
Santander Savings Acc	3.83	3.83	
Total	<u>57,579.63</u>	<u>57,864.52</u>	<u>-284.89</u>

Expenditure for approval

		£
SALARIES		418.00
CAXTON VH	ROOM HIRE	120.00
SCDC	ELECTION FEE	105.00
G LACHLAN	HEDGING	154.49
LGS SERVICES MARCH	ADMIN SUPPORT MARCH	675.55
LGS SERVICES APRIL	ADMIN SUPPORT APRIL	681.52
LGS SERVICES MAY	ADMIN SUPPORT MAY	695.72

<i>Total expenditure</i>	<u>2850.28</u>
Balance c/f	<u><u>£54,729.35</u></u>

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be reported to the meeting

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.

CAXTON PARISH COUNCIL
ENTER NAME OF AUTHORITY

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:

24666

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2021/22:

20754

ENTER AMOUNT £00,000

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

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

Telephone number

CLERK@CAXTON-PC.ORG.UK
GENERIC EMAIL ADDRESS

01954 210241
NUMBER

*Published web address

WWW.CAXTON-PC.ORG.UK
ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

CAXTON PARISH COUNCIL
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 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.				<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>

*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:

DD/MM/YYYY

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

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
<input type="checkbox"/>	<input type="checkbox"/>

WWW.CAXTON-PC.ORG.UK

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

CAXTON PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	50926	52060	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.	
2. (+) Precept or Rates and Levies	19594	18984	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	2179	1770	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	2417	2136	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 repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	18221	22530	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	52060	48148	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	52060	48148	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	89287	91660	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

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

SIGNATURE REQUIRED

Date

22/10/22

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

**CAXTON PARISH COUNCIL CASH BOOK RECONCILIATION
FY 2022**

Reconciliation from cash book

BF 01/04/21		
Unity Trust Current Acc	30,503.03	
Camb's & County Bank	21,554.55	
Santander Savings Acc	3.83	
O/S at bank (payments)	-1.00	
O/S at bank (receipts)	0.00	
	<u>52060.41</u>	Payments 24666.42
		C/F 48147.96
		<u><u>72814.38</u></u>

Balance b/f	52060.41	C/F	
Receipts	20753.97	Unity Trust Current Acc	26,397.70
O/s receipts at bank	0.00	Camb's & County Bank	21,746.43
Payments	-24666.42	Santander Savings Acc	3.83
O/s payments at bank	0.00	O/S at bank (payments)	0.00
balance c/f	<u><u>48147.96</u></u>	O/S at bank (receipts)	0.00
			<u><u>48,147.96</u></u>

LG
RF
27/04/22