

Certificate of Exemption – AGAR 2024/25 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 2025, 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 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

ENVILLE PARISH COUNCIL

certifies that during the financial year 2024/25, 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 2024/25:

£20,364

Total annual gross expenditure for the authority 2024/25:

£13,832

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 **£210 +VAT** will be payable. By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), 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notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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 the above statements apply and 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 2025.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

D. Bower

6/5/25

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

6/5/2025

Signed by Chair

Date

[Signature]

6/5/25

as recorded in minute reference:

36/25

Generic email address of Authority

clerk@enville-pc.gov.uk

Telephone number

07443611964

*Published web address

www.enville-pc.gov.uk

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 2025. Reminder letters for late submission will incur a charge of £40 + VAT.

Attachment 2

Confirmation of contact details

Local Council Name: ... ENVILLE PARISH
COUNCIL.....

Please confirm the contact details for the Clerk, RFO (if applicable), and Chair to assist us in ensuring that our records are kept up to date.

Clerk name:

RFO name (if different to clerk)

Chair name:

MRS DEBORAH BAKER
.....

.....

MR MARTIN POOLE
.....

Clerk working hours (so we know when we
can ring)

Clerk working hours (so we
know when we can ring)

VARIES BUT BETWEEN 1800-2000
WEEKDAYS

Is this person the primary contact:

Yes

Is this person the primary
contact:

Yes/No

Parish Council registered address:
11 HYDE LANE

KINVER

DY7 6AE
.....
.....
.....
.....

Parish Council registered
address:
.....
.....
.....
.....
.....

Chair contact postal and email
address

Email:

[CLLR.POOLE@ENVILLE-
PC.GOV.UK](mailto:CLLR.POOLE@ENVILLE-PC.GOV.UK)
.....
.....

Postal address:

HOO FARM

HOO LANE

ENVILLE

DY7 5HR
.....
.....
.....
.....

Telephone:
Primary contact number:
07443611964.....
.....
Mobile/alternative number:
AS
ABOVE.....

Telephone:
Primary contact number:
.....
.....
Mobile/alternative number:
.....
.....

Telephone:
Primary contact number:
01384872183#
.....
.....
Mobile/alternative number:
07976754090
.....
.....

Email address (please do not provide a personal email unless the Clerk/RFO does not have a Council/Meeting email)

CLERK@ENVILLE-VILLAGE GOV.UK

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Please return this Form together with the Annual Governance & Accountability Return

Attachment 3.1

Local council name: ENVILLE PARISH COUNCIL

Notice of appointment of date for the exercise of public rights Accounts for the year ended 31st March 2025

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

1. Date of announcement: 25 MAY 2025 2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2025 these documents will be available on reasonable notice on application to: (b) MRS D BAKER (CLERK) 11 HYDE LANE KINVER DY7 6AE CLERK@ENVILLE-VILLAGE.GOV.UK commencing on (c) 03/06/25 and ending on (d) 12/07/25 BETWEEN HOURS OF 1900-2100 WEEKDAYS ONLY 3. Local Government Electors and their representatives also have: - the opportunity to question the auditor about the accounts; and - the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.	(a) Insert date of placing of this notice on your website. (b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts. (c)And (d)The inspection period must be 30 working days in total and commence no later than 1 July 2025.
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