Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section,** which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	N/A	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	N/A	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? **NB:** do not send trust accounting statements unless requested or instructed.	N/A	

*More guidance on completing this annual return is available in ***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, which can be downloaded from **www.nalc.gov.uk** or from **www.slcc.co.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2017/18

ARNE PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 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	Agreed? Please choose one of the following		
	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 and year-end bank account reconciliations were properly carried out.	✓		
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. **(For local councils only)**	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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: 15-5-18

Name of person who carried out the internal audit: RICHARD YATES

Signature of person who carried out the internal audit: [signature]

Date: 15/05/2018

*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 2017/18

We acknowledge as the members of:

ARNE 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 2018, 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.	✓			*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.	✓			*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.	✓			*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.	✓			*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.	✓			*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.	✓			*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.	✓			*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.	✓			*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	*has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.*
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

19/19

dated 17/05/18

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

Chairman P L Lance

Clerk A Zool

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

Authority web address

arne-parish-council.sycl.net

Section 2 – Accounting Statements 2017/18 for

ARNE PARISH COUNCIL

	Year ending 31 March 2017 £	Year ending 31 March 2018 £	Notes and guidance: *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.*
1. Balances brought forward	123692	132243	*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	30145	32955	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	2238	8466	*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	6375	7890	*Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.*
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	17457	22587	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	132243	143187	*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	132243	143187	*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	RESTATED ~~52333~~ 81533	~~[illegible]~~ ~~52933~~ 81,533	*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).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			*The Council 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date 17/05/18

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

17/05/18

and recorded as minute reference:

19/20

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Section 3 – External Auditor Report and Certificate 2017/18

In respect of ARNE PARISH COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Arne Parish Council**

County Area (local councils and parish meetings only): **Purbeck, Dorset**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on **18th June 2018**

and ending on **27th July 2018**

Signed: Amanda Crocker

Role: Clerk

FOR SMALLER AUTHORITIES SUBJECT TO A REVIEW ONLY:
PLEASE SUBMIT THIS FORM TO PKF LITTLEJOHN LLP WITH THE AGAR PART 3 AND OTHER REQUESTED DOCUMENTATION

ARNE PARISH COUNCIL
RECONCILIATION OF ACCOUNTS
As at 31st March 2018

		B/fwd from 31.03.16				132242.52
		Income to date				41420.74
		Expenditure to date				30476.73
		Balance as at 31st March 2018				**143186.53**
Funded by:		Business Saver account	30700398		5651.92	
		Community account	40121916		58956.40	
		Business Saver account	40135429		80025.59	
						144633.91
Add:	Uncleared Income	Allotment rents	100056		37.50	37.50
Less:	Uncleared cheques					
31.03.18	Furzebrook Village Hall	Hall hire 01.02.18	200568	18/82	15.00	
31.03.18	DAPTC	Annual Conference	200569	18/83	70.00	
31.03.18	Anvil Grounds Maintenance	Stoborough Meadow - February & March	BACS041	18/84	1240.88	
31.03.18	Stoborough Village Hall	Hall hire Sept'17 to March '18	200571	18/85	154.00	
31.03.18	DAPTC	New audit regime training	BACS042	18/86	5.00	
						1484.88
		Balance as at 31st March 2018				**143186.53**
			Difference			0.00

Explanation of variances – pro forma

Name of smaller authority: **Arne Parish Council**

County area (local councils and parish meetings only: **Purbeck, Dorset**

Please provide **<u>full explanations, including numerical values</u>**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 *Precept or Rates and Levies*	30145	32955	2810	9.32%	
Box 3 *Total other receipts*	2238	8466	6228	278.3%	SSE grant of £5,246 for flood prevention CIL receipt of £1,492.21
Box 4 *Staff costs*	6375	7890	1515	23.77%	Pension contributions began in January 2017. This year's pension figure is £1,381.20. The balance represents the 1% pay rise
Box 5 *Loan interest/ capital repayments*	0	0	0	0	
Box 6 *All other payments*	17457	22587	5130	29.39%	Repairs to notice boards - £982.50 Flood and ditch work - £1177.50 Purchase of grit bins - £752.68 Repairs to signs - £567 Purchase.of laptop – 412.48 Grass cutting has increased by £1,877.40
Box 9 *Total fixed assets & long term investments & assets*	52333	81533	29200	55.8%	At last year's audit we were told that, going forward, the play equipment dontated to the parish in 2000 should be included at cost price on the asset register. Previously, as there has been no cost to the parish, no figures had been included. This increased the asset register by £28,600. The additional £600 represents the purchase of the laptop at £412.48 and the grit bins at £188.17
Box 10 *Total borrowings*	0	0	0	0	

Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: £79,971.60 monies given by the developer of a site about 15 years ago which can only be used on the maintenance of the Hayricks. This is now being reduced at about £4,500 per annum £2,000 for the replacement of grit bins around the parish. This is now startng to reduce £3261.50 for the replacement of finger posts. Again this is starting to reduce £5,246 the SSE grant £5,850 for maintenance around the parish and to go towards work that the District Council currently undertakes but which will not be done following Unitary £5,517 for tree works and landscaping. This will reduce this year as the parish council needs to undertake tree work to several oaks situated on council owned land. £2,000 for the replacement of benches in the parish £13,368.58 held in respect of the Neighbourhood Plan

ARNE PARISH COUNCIL - ASSET REGISTER

as at 31.03.2018

The Parish Council is a party to the Wareham Joint Burial Committee and has a share in the Burial Ground Assets - one cemetery is at Connegar Lane, Wareham and the new Hill View Cemetery is approx. 100 metres along Worgret Road, Wareham

Purchase Date	Supplier	Map Ref	Items	Purchase Price	Value to Replace
1974	Wareham Burial Joint Cttee		Wareham/Hill View Cemeteries	£1 nominal	
		1	Village Green	£1 nominal	
		2	Village Pumphouse		£9,000.00
17.03.1998	Antique Centre	3	Village pump	£152.00	£500.00
		3a	Village pump		£500.00
20.07.2000	Glasdon UK Ltd	4	2 Wooden seats	£1,000.00	£1,800.00
		5	Timber bus shelter now replaced with black metal bus shelter belonging to Dorset County Cncl		
20.03.1996		6	1 wooden notice board, other one replaced (**16**)	£288.00	£300.00
		7	1 PVC notice board, other replaced (**17**)	£175.00	£300.00
16.02.1998	Glasdon UK Ltd	8	1 dog bin	£83.10	£200.00
15.06.1999	Glasdon UK Ltd	9	1 dog bin	£83.10	£200.00
16.09.1999	Glasdon UK Ltd	10	2 dog bins	£166.20	£400.00
18.11.1999	Otto Kampf Ltd	11	Brass War Memorial plaque	£225.00	£900.00
18.05.2000	Glasdon UK Ltd	12	2 dog bins	£134.67	£400.00
21.12.2000	Neptune Outdoor	13	Probus Riverside seat	£529.90	£1,250.00
20.06.2000	Glasdon UK Ltd	14	1 dog bin and 2 litter bins	£295.70	£600.00
2003	Wickstead Leisure	15	Cransley Metal Picnic table and seats	**£1,100.00**	£1,100.00
			Cransley back to back seats	**£1,700.00**	£1,700.00
			Huntingdon seat green metal	**£1,600.00**	£1,600.00
			Rainbow Multi Play unit	**£14,000.00**	£14,000.00
			Playmates Spring Mobile	**£650.00**	£650.00
			Storm Multi Play unit	**£8,000.00**	£8,000.00
			Farmyard Tactile Panel	**£450.00**	£450.00
			Dizzy Discs (3)	**£600.00**	£600.00
19.08.2004	First Knight	16	1 wooden cabinet notice board	£300.00	£400.00
19.08.2004	First Knight	17	1 wooden cabinet notice board	£300.00	£400.00
19.08.2004	First Knight	18	1 wooden cabinet notice board	£300.00	£400.00
19.08.2004	MJ Osborne	19	½ share wooden cabinet notice board	£175.00	£200.00
17.02.2005	D&P Lovell Quarries	20	Plaque and Purbeck post memorial	£85.00	£150.00
17.03.2005	Glasdon UK Ltd	21	1 dog bin	£195.00	£200.00
17.03.2005	Ruth Williams	22	Paul Williams Wooden seat	**£500.00**	£500.00
19.05.2005	Glasdon UK Ltd	23	1 dog bin	£195.97	£200.00
16.09.2009	Monster Play	24	Pendulum Swing	£3,495.00	£3,600.00
		25	Aerial Runway	£4,595.00	£4,750.00
		26	Double flat swings	£1,050.00	£1,080.00
		27	Double cradle swings	£1,130.00	£1,150.00
		28	Grass matting	£4,895.00	£4,895.00
17.06.2010		29	BMX jumps	£10,765.00	£10,765.00
18.08.2011	Alvian Limited	30	Kicking wall and basket hoop	£3,100.00	£3,200.00
19.01.2012	Glasdon UK Ltd	31	5 grit bins	£377.00	£400.00
15.03.2012	Glasdon UK Ltd	32	Recycled materials bench	£668.00	£700.00
19.04.2012	Glasdon UK Ltd	33	Dog Bin	£286.00	£286.00
17.05.2012	S Syrett	34	Notice Board	£295.00	£295.00
19.07.2012	Glasdon UK Ltd	35	Dog Bin	£252.00	£252.00
Nov Dec 12	KG & EA Turner	36	Hayricks Track	£14,670.67	£14,670.67
19.06.13	Steve Syrett	37	Notice Board - Puddletown Road	£360.00	£360.00
16.10.13	Smedmore Joinery	38	50% of hardwood notice board - Grange Road	£211.50	£423.00
29.10.14	Flood Barriers	39	Flood defense barriers	£0.00	£5,000.00
04.03.16	Wickstead Leisure	40	Artificial grass surface	£1,499.00	£1,499.00
13.02.18	Glasdon UK Ltd	41	Grit bin	£188.17	£188.17
29.03.18	Currys PC World	42	Laptop	£412.48	£412.48
		43			
		44			
		45			
		46			
				£81,533.46	**£100,826.32**

Items highlighted in bold have been included at the 2013 replacement value as this is the oldest figure available. This is at the request of the BDO audit for the year ended 31st March 2016.

Arne Parish Council

Report of Independent Auditor – 2017/18

Points raised by External Audit Report from BDO.

1. Fixed Assets. I repeat this from last year, as although it is minuted as discussed, no change has been made to the Register of Assets – the total cost still does not reflect the cost of all assets.
   This issue has arisen because the Fixed Assets spreadsheet included in the Annual Accounts only shows the valuation amount against the items purchased from Wicksteed Leisure in 2003 and from Ruth Williams on 17.03.2005. I don't remember this being raised as an issue in previous years, but the obvious answer is to add a "cost" figure for these items. If these items did not incur a cost to the Council , then it would seem logical to either show the cost as zero, or attempt to estimate what the cost would have been and include that figure. Then the total of the "cost" column can be shown in the accounts.

Internal Audit

1. I have been able to confirm that the Council's systems of financial and other internal controls over its activities and operating procedures are effective, and there are only issues as noted below.
2. There is no specific minute recording a review of the clerk's salary. An increase for 2018/19 is noted on the budget prepared to set the precept, but I would expect members to specifically agree the uplift, and for a minute to record it.
3. I enquired last year about the process for setting the budget. I have some concern that regular underspends are allowing the General Reserve to build up. As the changes to the Governance of Rural Dorset mean we live in uncertain times, I have no issue with a wish to hold funds in reserve, but perhaps the members should consider a minute to reflect that the Budget is intentionally prepared with that in mind, or at least look at expenditure headings where funds will be carried forward and the budget is based on the previous budget and not on projected spend.
4. Specific issues encountered:
   (i) Cheque Stubs 101023 and 101024 are not initialled by any councillors.
   (ii) In the minutes of the May meeting, minute 18.26 is followed on the next page by a second minute 18.18. As a result -
   (iii) Minutes of the June meeting start at 18.19, so 18.19 to 18.26 are duplicated.
   (iv) There is no minute 18.77.
   (v) There are two minutes numbered 18.161
   (vi) There is no minute 18.165.
5. The Asset Register needs attention per the BDO report (1 above).

Richard Yates

14th May 2018

Contact details

Name of smaller authority:__________**Arne Parish Council**____________________

County Area (local councils and parish meetings only):_____**Purbeck, Dorset**________________

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Amanda Crocker	Phil Love
Address	Rye Hill Farm Rye Hill Bere Regis Wareham Dorset BH20 7LP	20 Stoborough Green Wareham Dorset BH20 5BA
Daytime telephone number	01929 472327	01929 551307
Mobile telephone number	07855 396073	
Email address	arneparishcouncil@gmail.com	Phillove232@gmail.com