

Church Fenton Parish Council

Minutes of ANNUAL COUNCIL MEETING held on 16th May 2024

In attendance: Cllr Charlston (Chair), Cllr Ferris, Cllr Higham, Cllr A Mason, Cllr J Mason and Cllr Seguss and Robin Harris, Clerk to the Council.

In addition, 5 members of the public

Meeting opened at 19:16

- 24/1 To approve the appointment of Chair and signing of Declaration of Acceptance of Office**
Resolution: There being no other nominations for the position of Chair, Councillor Charlston was appointed unanimously.
- 24/2 To approve the appointment of Vice Chair and signing of Declaration of Acceptance of Office**
Two councillors were willing to stand as vice-chair.
Cllr Seguss: For - Cllrs Seguss & Higham, Against - Cllrs A Mason & J Mason, Abstain - Cllrs Charlston & Ferris
Cllr Ferris: For - Cllrs Charlston & Ferris, Against - Cllrs A Mason, J Mason & Seguss, Abstain Cllr Higham.
Resolution: There being two votes for each candidate, the chair used the casting vote to abstain therefore neither candidate was appointed.
- 24/3 Non-attendance of Councillors**
- a. To receive and note apologies from councillors who are unable to attend the meeting
Apologies were received from Cllr Whyte.
 - b. **To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.**
Resolution: The reasons provided by Cllr Whyte were accepted – unanimous.
- 24/4 To note any Declarations of Interest and to consider any dispensation requests**
Cllrs Charlston & Higham declared that they are both now trustees of the Village Hall. Cllr Charlston provided an updated declaration of interests.
- 24/5 To approve the appointment to outside bodies**
1. **Village Hall Committee (up to 3 members)**
Resolution: Cllrs Charlston, Higham and Whyte - unanimous
 2. **YLCA Branch**
Resolution: Cllr Charlston - unanimous
 3. **Church Fenton Community Shop**
Resolution: No representative
 4. **Church Fenton Community Hub Ltd**
Resolution: No representative
 5. **Guardian of the Defibrillators**
Resolution: Cllr Ferris
 6. **Ulleskelf – LEA Planning Controls**
Resolution: Cllr Higham & A Mason - unanimous
 7. **Any other outside bodies relevant this year**
None



Church Fenton Parish Council

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24/6 To approve the appointment to Council Working Groups (note that all decisions must be referred back to Council)

1. Christmas

Resolution: Cllrs Charlston, Seguss & Whyte - unanimous

2. Environment

Resolution: Cllrs A & J Mason - unanimous

3. Highways

Resolution: Cllrs Higham & Ferris - unanimous

4. Play equipment inspections

Resolution: Cllrs Higham, Seguss & Whyte - unanimous

5. Public Rights of Way

Resolution: Cllr Ferris - unanimous

6. Staff

Resolution: Cllrs Ferris, A Mason & J Mason - unanimous

24/7 Public participation period - members of the public are politely reminded to speak for no more than 5 minutes

A resident reminded the meeting that London Road (A162) will be closed for replacement of the bridge during the bank holiday weekend at the end of May. Cllr Charlston will print posters for display in the village to raise awareness.

It was noted by several attendees that speed monitoring wires have been placed either side of Kirk Fenton school.

A comment was made that it may be possible to arrange for a 'Speed Awareness' van to be visible in the village.

24/8 To approve minutes of the Ordinary Meeting of Church Fenton Parish Council held on 18th April 2024.

Resolution: The minutes of the previous meeting held on 18th April 2024 were circulated to all members prior to this meeting. Members accepted the minutes as a true and accurate record of the proceedings - unanimous

24/9 To receive reports from other authorities

1. Police – PCSO Hannah Price – circulated and noted

24/10 Planning

1. To consider applications received and resolve on recommendations to be made to North Yorkshire Council Planning Authority

ZG2024/0286/FUL Land at Church Fenton Station, Station Road, Church Fenton. Siting of InPost Parcel Locker (retrospective) – **No Comments - unanimous**

2. To note applications approved and declined

ZG2024/0162/HPA Bramble Croft, Northfield Lane, Church Fenton. Loft extension and conversion with single-storey extension and internal alterations – **PERMITTED**

ZG2024/0202/HPA Tiercel, Nanny Lane, Church Fenton. Erection of detached garage (retrospective) – **PERMITTED.**

3. To consider any planning enforcement issues

There was a discussion about NYC Planning Authority (Selby & Ainsty) who have not responded to the Council's recent strongly worded request for clear action to bring LEA under proper planning control. This related to several failures documented by the Planning Authority themselves. The options for further action included: writing to the Planning Authority again, preparing an argument to submit to the Ombudsman, collaborating with other local parish councils (especially Ulleskelf).



Resolutions:

1. The nominated councillors will make contact with the Ulleskelf PCs working group to understand how they are addressing similar issues and to seek ways of collaboration to enhance the impact of both councils.
2. Clerk to write to NYC Leader of the Council and Chief executive with a copy of the recent emails between the Planning Authority and the Council highlighting that there has not been any response. The Council considers that this is an example of the Planning Authority failing in its statutory duties. For – Cllrs Charlston, Ferris, Higham, A Mason & J Mason, against – Cllr Seguss.

24/11 Finance

1. To note the finance report
 - a. Bank reconciliation end April 2024
 - b. Payments & Receipts
 - c. Budget monitor
 - d. Earmarked reserves

Currently, only three councillors have established themselves to authorise payments on Unity Bank, and one of these members is presently unavailable for an extended period. Should either of the remaining two become unavailable, the Council may encounter delays in processing critical payments. Therefore, it is imperative that councillors who have not yet set up online access to Unity Bank do so without delay to ensure the timely execution of essential transactions.
2. To resolve on payment of NYC invoice for lantern replacements in 2019 (£1069.34 + VAT)
Resolution: Payment to be made promptly – unanimous
3. To consider and resolve on the insurance renewal proposal to commence on 1st June 2024
The insurance renewal proposal was circulated to all members for consideration prior to this meeting. **Resolution: Following review, councillors agreed to accept it – unanimous**
4. To resolve to authorise recurring payments against the following commitments for 2024/25:
 - a. HMRC PAYE
 - b. HMRC VAT
 - c. Salaries
 - d. Grass cutting (Shed Grounds Maintenance)
 - e. PWLB loan repayments**Resolution: To authorise the clerk to initiate the above recurring payments as they arise – unanimous.**
5. To consider and resolve on the following annual subscriptions for 2024/25:
 - a. YLCA
 - b. Open Spaces
 - c. Scribe accounting software
 - d. SADRUG
 - e. Parish Online**Resolution: To authorise payment of the above annual subscriptions as they arise and to in addition include the Sherburn Community Library – unanimous**
6. To note the annual internal audit report for 2023/2024 included at page 3 of the Annual Governance and Accountability Return



Church Fenton Parish Council

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The auditor reported that all requirements had been fulfilled. Council noted the Auditor's commendation of the accounting records and thanked the Clerk

7. **To approve Section 1 - Annual Governance Statement for 2023/24 for Church Fenton Parish Council on page 4 of the Annual Governance and Accountability Return**
Resolution: Approved – unanimous
8. **To approve Section 2 - Accounting Statements for 2023/24 for Church Fenton Parish Council on page 5 of the Annual Governance and Accountability Return**
Resolution: Approved – unanimous
9. **To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015**
Resolution: Approved – unanimous
10. To note the Clerk used delegated powers to purchase:
 - a. Yellow paint for 'Clean up after your dog' stencils £25.98
 - b. Black paint to obscure graffiti on Main Street playground £30.01

24/12 Policies

1. The Freedom of Information Act (2000) requires all councils to make freely available a list of documents available to the public. **To consider and resolve on adoption of draft documents provided by the Clerk (both are mandatory):**
 - a. **Freedom of Information Policy**
Resolution: To adopted the policy without amendment – unanimous
 - b. **Publication Scheme**
Resolution: To adopted the Scheme without amendment and for Clerk to keep it up to date as additions are made – unanimous
2. **Review of current Standing Orders and re-adoption.**
Resolution: To re-adopt the current standing orders – unanimous
3. **Review of updated NALC Financial Regulations and resolve to adopt.**
Council reviewed the draft revised NALC Financial Regulations, adapted for the Council's specific needs, which had been previously circulated by the Clerk.
Resolution: to adopt the draft without amendments - unanimous

24/13 Environment

1. **To receive an update on the request for speed monitoring outside Kirk Fenton School and to resolve on next steps.**
It was noted that within the last 2 days that speed monitoring wires have been installed. NYC have replied to children at Kirk Fenton school children thanking them for their letters and commenting on the high quality of their work.
The petition has reached almost 400 signatures for 20mph speed limit and will continue until the next Council meeting as it seeks to achieve a target of 500.
2. **To consider and resolve on a maintenance plan for willow trees on Old School Yard**
It was noted that these trees were cut down to their stumps about 2 years ago. The Council wishes to maintain the trees in a healthy condition such that they contribute positively to the wildlife and amenity value of the area.
Resolution: To arrange for periodic professional maintenance of these trees such that their height is kept in a range of approximately 3m to 5m – unanimous



3. To receive recommendations on maintenance of the Main Street play area boundaries **and to resolve on actions to be taken.**
- The Council received and reviewed the report on the recent playpark boundary inspection conducted by Councillors Seguss & Whyte along with the Clerk.
 - Additionally, a broken piece of equipment and the nearing end of life of the "Trim Trail" were noted.

Resolutions:

- a. **To accept the report's recommendations, including:**
 - **Contacting residents and NYC (for tenants) regarding fence maintenance.**
 - **Obtaining quotes for clearing overgrown shrubs, brambles and trees - unanimous**
 - b. **Councillor Seguss proposed initiating a resident consultation to determine preferred playpark features. This was approved – unanimous**
4. Litter being left on Sandwath green – proposal for an additional litter bin (if NYC will accept it). **Resolve a budget of £300.**
As a first step, with no cost, Cllr Seguss will design a leaflet and arrange for delivery to all households on Sandwath encouraging litter to be placed in bins or taken home.
Resolution: To bring this item to the next meeting for review of the requirement for an additional litter bin – unanimous

24/14 To receive representative reports

1. To receive an update from the Environment Working Group
Preparing for Fenton Fest in August and planning the next meeting.
2. To receive an update from the Highways Working Group
FAQ document will appear in next Fenton in Focus. Kirk Fenton School have circulated it via email. Posted on Council's Facebook page and the Church Fenton Resident's Facebook page
Moved VAS from Church Lane to Busk Lane.
3. To receive an update from the Christmas Working Group
Preparations are well under way and a countdown begun! Sponsorship opportunities have been opened.
4. To receive an update from the Ulleskelf LEA Working Group
Cllr A Mason will request details of next meeting and an update on progress.
5. Councillors:
 - a. Cllr Charlston - none
 - b. Cllr Ferris
Noticed a proliferation of For Sale and To Let signs at the top of Bridge Close. Also noted that Maple Woods development has large signage. Will hold off requesting agents remove boards that are not on the property concerned until Maple Woods does likewise so as not to disadvantage residents.
 - c. Cllr Higham - none
 - d. Cllr A Mason - none
 - e. Cllr J Mason
Plants are needed for the Common Lane boundary sign. Cllr J Mason to purchase and arrange planting, clerk will make payment using delegated powers.
 - f. Cllr Seguss
Dog waste bin adjacent to Maple Woods has gone. Clerk to politely request the developer replaces it.
Site for 50 homes behind Church has been sold. The new owner has approached Cllr A Mason seeking a meeting.



Church Fenton Parish Council

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Network Rail will make a start on the Rose Lane project in June 2024.

24/15 To note correspondence received not covered on the agenda.

1. Clerk had a brief discussion with CO Air Cadets who readily offered to speak to drivers about keeping Busk Lane clear. Noted that not all drivers are willing to comply though.
2. Aircraft Noise – two residents have emailed about noise from low flying aircraft, especially aerobatic flights. NYC in a reply to one of these again stated that it is a CAA matter but this is not correct as the LPA do have powers to regulate flight times, numbers and duration.
3. HGVs – resident email with photographs of many HGVs traversing the village.
4. Planning Applications relating to Rose Lane Level Crossing Reduction Order received just before this meeting so not on agenda. All planning applications are posted on the Council's website and further details can be found on <https://public.selby.gov.uk/online-applications/> by entering any of the references:
 - a. ZG2024/0441/DOC
 - b. ZG/2024/0442/DOC
 - c. ZG2024/0443/DOC
 - d. ZG2024/0444/DOC
 - e. ZG2024/0445/DOC

Each of these is seeking approval to discharge a condition. Deadline for comments is 30th May 2024 – please email any comments to the Clerk.

5. Graveyard – resident email strenuously asking Council to provide burial ground.

24/16 To note agenda items for next and future meetings

Neighbourhood Plan review and update

Planning Enforcement (standing item) and specifically any update on any matters related to the lack of planning controls at LEA

Litter Bin on Sandwath Green

24/17 To confirm the date and time of the Ordinary Parish Council Meeting on Thursday 13th June 2024 at 7:00pm in the Village Hall, Main Street, Church Fenton.

Meeting Closed at 21:00

Robin Harris, Proper Officer, Church Fenton Parish Council, 21 May 2024



Church Fenton Parish Council

Finance Report – April 2024

2023-2024 Year End

- Accounting records checked for completeness and reconciled before submission to Internal Auditor
- Internal Audit approved accounts with no issues or comments
- AGAR prepared for approval and submission

2024-2025 To End April

- First precept allocation received
- £15,000 transferred from Unity to Cambridge & Counties savings account
- Invoice for lantern replacements by NYC in 2019 received and appears to be valid but not budgeted

Robin Harris, Clerk

07 May 2024

Church Fenton Parish Council

3 May 2024 (2024-2025)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1	CFCS Rent	08/04/2024		Unity		CFCS Rent	Church Fenton Community	X	1,108.07		1,108.07
2	Hub Rent	08/04/2024		Unity		Hub Rent	Church Fenton Community	S	1,294.89	258.98	1,553.87
2	Hub Rent	08/04/2024		Unity		Hub Rent	Church Fenton Community	Z	143.88		143.88
3	Hub Admin	08/04/2024		Unity		Hub Admin	Church Fenton Community	S	83.33	16.67	100.00
4	Precept	29/04/2024		Unity	10121127	Precept	North Yorkshire Council	X	14,730.50		14,730.50
8	VAT	12/04/2024		Unity	Q4 2023-24 Refun	VAT	HMRC	R		72.39	72.39
Total									17,360.67	348.04	17,708.71

Church Fenton Parish Council

3 May 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Subscriptions	02/04/2024		Unity		Subscription	Yorkshire Local Councils As	X	465.00		465.00
2	Loan Repayments	03/04/2024		Unity	PW507278	PWLB	PWLB	X	662.61		662.61
4	Maintenance	08/04/2024		Unity		Flags	Flying Colours Flagmakers	S	141.55	28.31	169.86
8	Grass cutting	01/05/2024		Unity		Grass cutting	Shed Grounds Maintenance	S	330.14	66.03	396.17
9	Maintenance	09/04/2024		Unity		Litter picker - long	Robin Harris	X	29.99		29.99
10	Subscriptions	23/04/2024		Unity		Subscription	Selby & District RUG	X	30.00		30.00
11	Maintenance	23/04/2024		Unity		Expenses	Robin Harris	X	36.47		36.47
12	Maintenance	25/04/2024		Unity		Expenses	Robin Harris	X	35.99		35.99
13	Grass cutting	01/05/2024		Unity		Grass cutting	Shed Grounds Maintenance	S	330.14	66.03	396.17
14	Admin	01/05/2024		Unity		Village Hall	Church Fenton Village Hall	X	40.00		40.00
Total									2,101.89	160.37	2,262.26

Church Fenton Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/05/2024 and 31/03/2025)

Year to date actuals plus forecast

Year to date actuals plus forecast

Earmarked Reserves

		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts				Payments					
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
28	Sandwath S106				280.00						48.00		48.00		
29	Highways AJ1			2,196.75	1,041.81					2,196.75		2,196.75	2,196.75		
30	CIL		20,073.50												
31	Christmas		1,118.65		464.00	1,000.00		1,000.00	1,000.00	1,000.00		1,000.00	1,000.00		
SUB TOTAL			21,192.15	2,196.75	1,785.81	1,000.00		1,000.00	1,000.00	3,196.75	48.00	3,196.75	3,244.75		

Expenditure

		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts				Payments					
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
4	Misc			300.00	275.00										
5	Loan Repayments			30,561.94	30,561.94					30,561.94	662.61	30,561.94	31,224.55		
6	Verge cutting			1,938.06	1,466.08										
7	Admin			549.96	644.61					460.00		421.63	421.63		
8	Maintenance			8,962.49	13,544.04					7,000.00	244.00	6,416.63	6,660.63		
9	Subscriptions			2,336.00	1,719.20					2,336.00	495.00	1,536.00	2,031.00		
10	Publicity			1,521.88	404.85					1,000.00		916.63	916.63		
11	Salaries			10,000.00	10,412.27					10,126.00	809.12	9,282.13	10,091.25		
12	Insurance	1,487.73	740.94	7,688.68	1,768.20					1,371.00		1,371.00	1,371.00		
16	Bank charges			72.00	72.00					72.00		72.00	72.00		
17	Training			375.00	423.00					1,000.00		916.63	916.63		
18	Audit			550.00	365.00					400.00		400.00	400.00		
19	Projects			33,405.00	31,078.95										
20	Electricity			2,083.33	1,745.20					1,750.00		1,750.00	1,750.00		
21	Grass cutting			3,601.30	3,531.99					6,106.00	282.14	5,597.13	5,879.27		
24	Christmas Lights			1,666.67	1,994.98										

Church Fenton Parish Council

Detailed Budget Summary

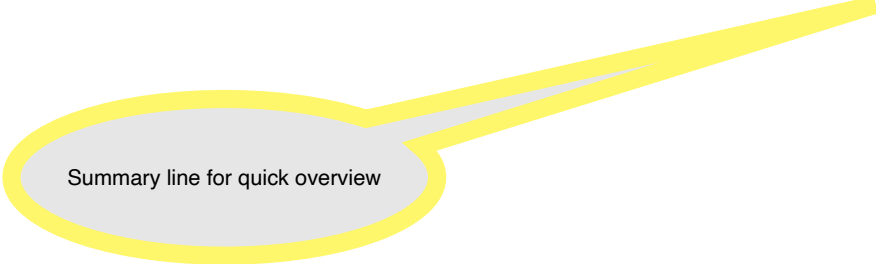
All Cost Centres and Codes (Between 01/05/2024 and 31/03/2025)

27	Grants			500.00	664.30					500.00		458.37	458.37
SUB TOTAL		1,487.73	740.94	106,112.31	100,671.61					62,682.94	2,492.87	59,700.09	62,192.96

Income		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	CFCS Rent	13,296.84	13,296.84			13,297.00	1,108.07	12,188.88	13,296.95						
2	Hub Rent	17,265.24	17,265.24			17,265.00	1,438.77	15,826.25	17,265.02						
3	Hub Admin	999.96	1,001.91			1,040.00	83.33	953.37	1,036.70						
14	Interest		1,884.64												
23	VAT	6,232.57	-1,369.90	1,800.00	1.14	1,620.00		1,620.00	1,620.00						
25	Other Income		4,172.15												
26	Precept	24,690.00	24,690.00			29,461.00	14,730.50	14,730.50	29,461.00						
SUB TOTAL		62,484.61	60,940.88	1,800.00	1.14	62,683.00	17,360.67	45,319.00	62,679.67						

Summary

TOTAL	63,972.34	82,873.97	110,109.06	102,458.56	63,683.00	17,360.67	46,319.00	63,679.67	65,879.69	2,540.87	62,896.84	65,437.71
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Church Fenton Parish Council
Reserves Balance
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Shop Bond	20,000.00				20,000.00
Highways	2,196.75				2,196.75
CIL	20,073.50				20,073.50
Sandwath Endowment S106	13,875.81		96.00		13,779.81
Christmas Fund	1,779.24				1,779.24
Total Earmarked	57,925.30		96.00		57,829.30
TOTAL RESERVE	57,925.30		96.00		57,829.30
GENERAL FUND					36,654.95
TOTAL FUNDS					94,484.25



Clerk Church Fenton PC <clerk.churchfentonpc@gmail.com>

AGAR report

Karl Trotter <Karl.Trotter@childandco.co.uk>
To: "Robin Harris, Clerk" <clerk.churchfentonpc@gmail.com>

1 May 2024 at 15:04

Hi Robin

I hope you are well.

I have reviewed and completed the form for the accounts.

There were no issues or notes to make. All was in order and well kept.

The file is ready to pick up at your convenience. I have prepared an invoice for our fee which is the same as last year and will leave it with the file.

If you have any questions or require any further information, as always, just ask.

Kind regards

Karl Trotter

Child & Co. Chartered Accountants

[20 Kirkgate](#)

Sherburn in Elmet

Leeds

LS25 6BL

Tel No: 01977 683438

Fax No: 01977 683220

Email: enquiries@childandco.co.uk

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

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 2024, 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>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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 Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 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

DD/MM/YYYY

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 Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED