



Notice/Summons

Councillors:

G Taylor (Chair), P Harlington, B Hawkins, R Jones, J Newark, J Redfearn, D Walker,

You are hereby summoned to attend the following meeting:

Acaster Malbis Parish Council Annual Meeting

When: Monday 09 May 2022 at 19:30

Where: Acaster Malbis Memorial Hall, Acaster Malbis

Members of the press and public are invited to attend, rules of attendance are available on the website.

Craig Booth

Craig Booth, Clerk

posted: **2 May 2022**

Meeting Agenda

1 Election of Chair for the 2022/23 council year

1.1 To elect a councillor as chair and to sign a Declaration of Office.

2 Election of Vice Chair for the 2022/23 council year

2.1 To elect a councillor as vice-chair to sign a Declaration of Office.

3 Apologies

3.1 To receive apologies and approve reasons for absence.

4 Declarations of Interest

4.1 To receive declarations of interest from councillors on items on the agenda.

4.2 To receive written requests for dispensations for disclosable pecuniary interests (if any).

4.3 To grant any requests for dispensation as appropriate.

5 Council Minutes

5.1 To confirm the minutes of the council meeting on **11 April 2022** as a correct record.

6 Public Participation

6.1 Fifteen minutes is allocated for public participation. Up to five members of the public will be given no more than three minutes each to speak.

Planning & COYC Report

7 Planning Applications

7.1 Any applications received after the agenda was posted.

8 Planning Decisions

8.1 To receive an update from the Planning Coordinator on planning decisions by COYC.

9 City of York Council Ward Member Report

9.1 To consider matters raised with/by the Ward Member Cllr J C Galvin.

Discussion & Decision Items

10 Clerk's Report

10.1 To receive the clerk's report on matters since the last meeting.

11 Himalayan Balsam

11.1 To discuss the issue of Himalayan Balsam in the parish.

12 Queen's Platinum Jubilee.

12.1 To receive an update from Cllr Walker on the refurbishment of the Malbis shield.

12.2 To receive an update from the clerk on the purchase of a memorial tree.

12.3 To receive a report from Cllr Harlington on the provision of a memorial plaque.

12.4 To approve the Risk Assessment for lighting of the beacon.

Appointments

13 Appointment of Planning Coordinator

13.1 To agree who should be responsible for reporting of planning matters the council.

14 Appointment of Grass Cutting Coordinator

14.1 To agree who should be responsible for organising grass cutting and verge maintenance.

15 Appointment of Internal Banking Control

15.1 To appoint 3 councillors to provide internal bank control and monitoring.

16 Appointment of Local Council Association Representatives

16.1 To appoint 2 councillors as representatives to the Yorkshire Local Councils Association.

17 Appointment of Police Community Liaison

17.1 To agree who should be responsible for police.

18 Appointment of Emergency Planning Coordinator

18.1 To appoint a councillor as the council's Emergency Planning Coordinator.

19 Appointment of Webmaster

19.1 To agree the return of this role to the clerk's responsibility.

20 Appointment of Data Protection Officer

20.1 To agree the continuation of this role and to appoint a councillor as Data Protection Officer.

21 Appointment of Memorial Hall Trustee

21.1 To note that Cllr Jones was appointed as a Memorial Hall trustee at the AGM of the Memorial Hall Committee on 25 April 2022.

Annual Reviews

22 Review of Standing Orders

22.1 The Standing Orders were last reviewed 7 Mar 2021 and no amendments were required.

23 Review of Financial Regulations

23.1 The Financial Regulation were last reviewed 10 Jan 2022 a minor amendment on purchase authorisation for the clerk was approved.

24 Review of Code of Conduct

24.1 The Code of Conduct was last reviewed 9 Jul 2018. An updated policy is available and should be adopted in this council year.

25 Policies not Requiring Review

25.1 The following policies and procedures were created/updated in 2021 and do not require review: General Privacy Notice, Privacy Notice People, ICO 2104 Publication Schedule, Pension Policy, Complaints Procedure, Disciplinary Policy, Grievance Procedure, Grants Policy, Social Media Policy.

26 Policies to be reviewed

26.1 The following policies and procedures will require review in the current council year: Equality Policy, Diversity Policy, Display Screen Equipment Policy.

27 Review of Financial Risk Assessment

27.1 To approve and adopt the Financial Risk Assessment.

28 Review of Insurance Cover and Asset Register

28.1 To agree that the current insurance cover is adequate for the assets and activities of the council.

29 Review of Insurance Arrangements and Asset Register

29.1 AMPC is currently a member of YLCA (including NALC affiliation), ICO. The clerk is not currently a member of SLCC.

30 Review of Expenditure under s137 of the Local Government Act 1972

30.1 No expenditure was made under s137 of the LGA 1972 during the financial year 2021/22.

Correspondence & Finance

31 Correspondence

To consider the following new correspondence and decide action where necessary.

31.1 White Rose Update (8, 14, 29 Apr).

31.2 Weekly list of planning applications from COYC.

32 Annual Governance and Accountability Return

32.1 To certify AMPC as exempt from external audit for 2021/22.

- 32.2 To note the internal audit report for 2021/22.
- 32.3 To approve the Annual Governance Statement for 2021/22.
- 32.4 To approve the Accounting Statements for 2021/22.
- 32.5 To approve publication of the documents required by the AGAR process for 2021/22.
- 32.6 To agree the public rights period from 13 June 2022 to 22 July 2022.

33 Financial matters

- 33.1 To approve payments as detailed in Appendix 1.
- 33.2 To note receipts as detailed in Appendix 2.
- 33.3 To approve a bank reconciliation reports up to **30 April 2022** in Appendix 3.
- 33.4 To note the internal controls undertaken prior to the meeting.
- 33.5 To approve the submission of a new bank mandate with changes to signatories.

34 Training and Employment

- 34.1 To receive reports from councillors having attended training or meetings of outside bodies.

35 Policing and Security

- 35.1 To receive local crime reports.

36 Information or items for inclusion on next meeting agenda

- 36.1 To include any item on the agenda for the next meeting.
- 36.2 To exchange information not on the agenda. No discussion or decision may take place.

37 Date of the Next Meeting

- 37.1 To confirm the date of the next meeting as 13 June 2022.

Acronyms:

AMPC	Acaster Malbis Parish Council
COYC	City of York Council
AMCE	Acaster Malbis Community Events
AMMH	Acaster Malbis Memorial Hall
AGAR	Annual Governance and Accountability Return
YLAC	Yorkshire Local Council Association
NALC	National Association of Local Councils
SLCC	Society of Local Council Clerks

Appendix 1

Payments to note/approve

To whom	Description	Total
WEL Medical Ltd	Defibrillator Maintenance	55.08
D.P.Walkden - Internal Auditor	Internal Audit Fee	75.00
pCloud AG	Cloud Storage	209.30
M.G.Davies	Clerk's Salary	418.95
HSBC Bank	Bank Charges	8.00
VPSROBTS Inc	WordPress Plugin	89.41
Premio (Poptin Ltd)	WordPress Plugin	191.62
BHIB Insurance Brokers	Insurance Premium	654.79
	Total	£1,702.15

Appendix 2

Receipts to note

From whom	Description	Total
HMRC	VAT 126 Return	145.60
	Total	£145.60

Appendix 3

Bank Reconciliation

Bank	On		Total
HSBC Money Manager	30/04/2022		14,202.50
HSBC Community Account	28/04/2022		500.00
Petty Cash	30/04/2022		0.00
		Total (A)	£14,702.50

Cash Book	On		Total
Cash in hand	01/04/2022		15,464.75
Receipts to date	30/04/2022		145.60
Payments to date	30/04/2022		-907.85
		Total (B)	£14,702.50

As totals **A = B** there no issue to report.



RISK ASSESSMENT

Activity:	Lighting of the Beacon Brazier for the Queens Jubilee Beacons
Date:	2 June 2022
Author:	Craig Booth
Assessed:	

1 Introduction

As part of the Queens Platinum Jubilee Beacons ceremony, Acaster Malbis Parish Council are planning to light the beacon in the village at 21:45 on 2 June 2022. This document assesses the risks and proposes controls in order to mitigate those risks considered to be too high.

2 Location

The activity will be in the field adjacent to Hauling Lane in Acaster Malbis. Members of the public will not be allowed in the field where the beacon brazier is located.

Ser	Activity	Hazards Identified	Existing Controls	Residual Risk Acceptable?	Additional Controls Required	Residual Risk Acceptable?
1	Check the beacon structure	Possible loosening of surrounding soil or general degradation of beacon structure	Verify structure is generally of a sound nature & able to withstand ladder erection, fire construction & lighting Fire Service contacted	Yes	Additional check prior to lighting and use of wooden wedges (soil loosening) if necessary (as used in original erection)	Yes
2	Lighting the beacon	Burning embers effecting local residential property, vegetation, trees and fields.	Local residents informed of the time and date of the lighting event. Water buckets or fire extinguishers established and charged throughout the event. Beacon positioned with consideration to distances from residential property, vegetation, trees and fields.	Yes	Wind direction confirmed prior to the lighting of the beacon. Safety staff to monitor the effects on surrounding area. Water buckets available for emergency use.	Yes
		Injury/Burns to members of the public, visitors and Beacon staff	All Beacon staff made aware of emergency water supply location.	Yes	Beacon staff have mobile phones to communicate with emergency services if necessary.	Yes
					First aid kit available from the Memorial Hall.	Yes

Acaster Malbis Parish Council

3	Observing the event	Injuries from falling debris from Beacon	The Beacon has a wire cage to minimise debris from falling.	Yes	Members of the public will be kept 15m from the beacon.	Yes
		Burning embers affecting local residential property	Fire Service informed	Yes	Beacon staff vigilance	Yes
		Roads and Traffic	No cars will be parked in the beacon field. Drivers will be advised not to park on Mill Lane opposite the beacon.	Yes	Beacon staff vigilance	Yes



FINANCIAL RISK ASSESSMENT

Introduction

The council has looked at the financial risks that it must deal with and resolved to adopt the following policy in order to mitigate the risks.

Policy

1 Handling cash

The parish council does not handle cash on a daily basis. The only regular income is precept, slipway rent, bank interest and annual VAT return. All of these are paid directly into the parish council's bank account.

2 Employer's liability

The council employs a clerk and its insurance policy with BHIB Insurance provides employers liability cover.

3 Public liability

The council has public liability cover to £10 million under its policy with BHIB Insurance.

4 Fidelity guarantee

The council has fidelity guarantee cover to £250,000 within the BHIB Insurance policy.

5 Contracts and tendering

The council has a standing order in place for contract, which is mandatory. (See council's standing orders on business).

6 Banking arrangements

All councillors are cheque signatories. Two councillor signatures are required by the bank and in law. Cheques are only signed at meetings of the council.

Three councillors have access to online banking, but the role is limited to read-only access.

The clerk has access to online banking and is the only person able to transfer money or making payments using BACS. Security is provided by HSBC's secure access and two-factor authentication. HSBC do not have a two-person authorisation system, as a mitigation internal control requires that the bank is checked and reported monthly.

7 Bank reconciliation

The council receives a monthly budget against spend statement, including bank balances, and copies of bank statements to accord with the period of the reconciliation.

8 Cash book records

The cashbook is kept on the Scribe accounting software and is updated following each meeting.

9 Internal audit

The council has appointed an independent internal auditor. An audit is carried out yearly in April as part of the Annual Governance and Accountability Return process.

10 Internal control

The council has established a system of internal controls and set criteria for the appointed councillors to work to. Three councillors are appointed at the annual meeting to undertake the internal control checks throughout the year as agreed in the council's policy (see Financial Regulations).

11 PAYE and Workplace Pensions Compliance

The council receives evidence of PAYE payments to HMRC via print outs of the P32 forms and compliance with its duties in respect of automatic enrolment and workplace pensions (i.e. declaration of compliance and list of monthly pension payments).

Mandatory Covers

Public Liability Limit of Indemnity	£10,000,000
Employers Liability Limit of Indemnity	10000000
Officials Indemnity Limit	500000
Libel and Slander Limit	250000
Legal Expenses Limit	250000
Money - Cash in Transit, on Premises in Business Hours, in Bank Night Safe	£2,500
Money - Cash in Safe	2,500.00
Fidelity Guarantee Limit	£250,000

Additional Covers

Do you require Additional Covers, as set out below?	Yes
Do you wish to increase the standard limit for any of the above options	No

Acaster Malbis Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Amberol make Flower Fountain P	7 July 2020	1.00	800.00	Highway verge between I	10 years		
Bus shelter and seat	1977	1,583.50	1,583.50	Intake Lane			
Former BT Type KX Telephone Ki	2017	1.00	1.00	Outside Old Post Office, I			
Four boundary signs built in 2	01/01/2000	6,000.00	6,000.00	Village Boundaries			
iPad Defibrillator and Secure	2017	1,167.00	1,167.00	Former telephone kiosk, I			
Peppermint Still built 1880s	25/05/1971	6.25	6.25	Outside Memorial Hall			
Pinfold	Historical	1.00	1,877.50	Mill Lane			
Public Bench - Lakeside	7 July 2020	1.00	400.00	Adjacent to Culverted Diti	10 years		
Public Bench - Mill Lane	7 July 2020	1.00	400.00	Between Memorial Hall a	10 years		
Road sign adjacent to Pinfold	2014	1,000.00	1,000.00	Adjacent to Pinfold			
Slipway	14/05/1962	1.00	1,469.85	Riverbank			
		9,762.75	14,705.10				
Grand Total:		9,762.75	14,705.10				

Optional Covers

Do you require cover for Buildings	No
Do you require cover for CCTV Equipment	No
Is cover for Sports Ground Surfaces and/or Concrete, Tarmac or Asphalt Surfaces required	Yes
Sum Insured required for Ground Surfaces	2,745
Is cover for Regalia required	No
Is Business Interruption cover required?	No
Is cover for Personal Accident required	Yes
Is cover for Terrorism required	Yes
Value of all Assets owned by the client	Below or equal to £5,000,000
Do you require No Claims Bonus Protection & Application of Excess Protection	No
Do you require Data Breach Response cover?	No
Have you attained an award under the Local Council Awards Scheme?	No
Do you wish to receive a free Parish Online licence?	Yes
Do you wish to agree to a 3 year Long Term Undertaking (LTU) in return for a discount	Yes
LTU Start date	01/06/2021
LTU End date	01/06/2024

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.

Acaster Malbis Parish Council (NY0001)

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: **£8,016** ER AMOUNT £00,000

Total annual gross expenditure for the authority 2021/22: **£2,182** ER 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

09/05/2022

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

09/05/2022

Signed by Chairman

Date

SIGNATURE REQUIRED

09/05/2022

as recorded in minute reference:

2022/23:32.1 MINUTE REFERENCE

Generic email address of Authority

parish.clerk@acastermalbis-pc.gov.uk

GENERIC EMAIL ADDRESS

Telephone number

01904 709535

NUMBER

*Published web address

https://acastermalbis-pc.gov.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

Annual Internal Audit Report 2021/22

Acaster Malbis Parish Council (NY0001)

https://acastermalbis-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 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	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.	✓		
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 bank account reconciliations were properly carried out during the year.	✓		
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. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

21/04/2022 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

Mr D P Walkden OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

21/04/2022

*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 2021/22

We acknowledge as the members of:

Acaster Malbis Parish Council (NY0001)

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:

09/05/2022

and recorded as minute reference:

2022/23:32.3 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

<https://acastermalbis-pc.gov.uk> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

Acaster Malbis Parish Council (NY0001)

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<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	9,422	9,631	<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	4,306	4,553	<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	3,107	3,463	<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	3,690	0	<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	3,514	2,182	<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	9,631	15,465	<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	9,631	15,465	<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	9,631	15,465	<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	9,763	9,763	<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	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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

09/05/2022

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

09/05/2022

as recorded in minute reference:

2022/23:32.4 MINUTE REFERENCE

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

SIGNATURE REQUIRED