

PUBLIC NOTES FOR MEETING ON 7TH MAY 2024

Item 1 – A reminder of the rules regarding the Chair/Vice votes:

- Must be the first item of business at the Annual Meeting.
- In absence of current Chair, Vice chairs this item. In absence of both, a temporary Chair for this item must be agreed.
- Once elected, the Chair must sign the Declaration, and takes Office.
- A Vice-Chair is not a legal requirement, though recommended.
- Both positions may be elected if the candidate is not present, and it must be agreed that they can sign their Declarations at a later date.
- Candidates may nominate, and vote for, themselves.
- The Chair at the time of the item has a casting vote in the event of a tie. Voting must produce a majority of those present and voting; if no clear majority the bottom candidate drops off, and a new vote is held among those remaining.
- Council cannot operate without a Chair. If none is elected, the meeting ends.

Item 4 – draft minutes **attached**. These for the last ordinary meeting and the additional one looking at planning.

Item 7 – current financial position first – usual reports **attached** to date.

2023-24 accounts. There is a full expenditure list **online** - [Annual Reports \(AGAR\) | Brancaster Parish Council \(brancaster-pc.gov.uk\)](#) - the usual summary and spending against budget report attached.

Internal Auditor report also **online**.

The audit form – Governance statements must be gone through and agreed – blank **attached**. Clerk will read and explain each in turn. The accounting statements must then be approved - **attached**.

Brancaster Staithe Village Hall have requested payment of the money for the Play Equipment. This has been ring-fenced but needs formal approval before being paid.

Insurance – at time of writing I do not have the full details; have chased. We are in a fixed term contract to May 2026, but technically has to be agreed.

Expenditure then for consideration – allows expenditure above to be included.

Item 8 – applications linked as usual. Info on the TROs on website - [Highways | Brancaster Parish Council \(brancaster-pc.gov.uk\)](#)

Item 9 – planning decisions made at Full Meeting, not delegated – minutes above

Item 10 - Clerk keeps list of current policies etc. (**attached**). Annual review is recommended – to avoid too many coming up at once, these have been scheduled for looking at – if reviewed/created less than two years ago, next date is May 25. Some are

Chair: Cllr Tom de Winton

Clerk: Simon Bower

clerk@brancaster-pc.gov.uk

c/o 7 Glebe Avenue, Hunstanton, PE36 6BS

timed to fit in with Audit cycle. For those May 24, Cllrs are asked to see if they remain relevant. Other yellow highlights show where work is needed – all Policies available on website, though some on old website until revised. [Please note this was never intended as a “Public” document but as a working one for Clerk.]

Clerk recommending:

Document retention – electronic copies of financial documents (invoices/statements etc.) after completion of relevant audit.

Questions at meetings – remove reference to naming Members of the Public – this not now done.

Planning – remove references to trial, and specific time for meetings. Also reference to announcing meetings not taking place – amend to assume that meetings will only take place if advertised.

Finance – we are told once more that a new Model for Financial Regs is forthcoming – suggest no amendments until that exists.

Donations – amend the reference to donations to churches matching new HMG advice. Also on timing – this was intended so that the limited pot of Section 137 money could be considered together; where this is not the case, suggest we allow consideration (i.e. where any donations we might give would be using other powers). Also, where a donation under £500 is sought and where there is an urgent need – e.g. to prevent an organisation from folding. Tidy up difference between grant/donation. Technically not for review until next year, but we have had new advice and experience.

Finally, is Council happy with the timing of reviews being split as currently?

Item 11

Tennis week – approval of some delegated spending requested – e.g. for bin – to allow Clerk to respond to urgent requests without reference back to Council.

Item 12

Cycle stands. Grant received up to £400 each for three sites. Includes delivery but not VAT. Also note there will be installation costs, not yet known as depends on type.

Sheffield style:

Quote 1 - www.thebikestoragecompany.co.uk

3 hoop with bolts - £237 + VAT

4 hoops with bolts - £316 + VAT

Quote 2 – <https://uk.glasdon.com/>

3 hoops with bolts - £120 + VAT

4 hoops with bolts - £160 + VAT

Quote 3 - www.barriersdirect.co.uk

3 hoop with bolts - £251.19 + VAT

4 hoops with bolts - £334.92 + VAT

Toast rack style:

Quote 1 - www.thebikestoragecompany.co.uk

3 hoops - £230+ VAT

4 hoops - £310 + VAT

Quote 2 – <https://uk.glasdon.com/>

3 hoops - £160 + VAT

4 hoops - £235 + VAT

Quote 3 - www.barriersdirect.co.uk

3 hoops - £272.19 + VAT

4 hoops - £378.92 + VAT

Brancaster Village Hall (just inside the playing field) and Brancaster Staithe Village Hall have both said they would like. NT still to report back. Clerk checked planning permission requirements. Response:

From reading The Town and Country (General Permitted Development) (England) Order 2015 (as amended) it seems that the work would likely fall under Schedule 2, Part 12, Class A, therefore not requiring formal planning permission.

If you require formal confirmation it does not require planning permission you could apply for a Lawful Development Certificate.

It is worth noting that even if Planning Permission is not needed, permission from the Secretary of State may be required for work on Commons/Greens – NT reminded of this.

Grant application received from BVH:

Following an extensive redevelopment, funded by a sizeable Lottery grant and the generosity of local people and grant-making bodies, Brancaster Village Hall ('BVH') reopened in August 2019. In the nearly five years that have followed, the new BVH has survived the pandemic and successfully fulfilled its charitable mission. Over the past five years, we have hosted an incredible range of events and happenings (catering for every part of the community), secured the future of the village Post Office

and delivered a thriving village shop. We have made an invaluable and positive contribution to life in our village and we have every intention of continuing to serve the community for many years to come. After five years of hard-core service, parts of the building are beginning to look a little care-worn and in particular, the Main Hall and its wooden floor are now in quite desperate need of redecoration and refurbishment. This work needs to be done soon, if we are to maintain the fabric of the building and ensure that it remains a comfortable and attractive place for the community to meet, play and relax. We must prevent BVH from falling once again into downward spiral cycle of discomfort and deterioration. We have secured a number of quotes for this work and have decided to press ahead with a local company that will completely redecorate the Hall and refurbish the floor for a cost of £10,000. The work will be carried out in September.

A fundraising appeal was launched in the BVH Newsletter at the beginning of April – and the community has already pledged to contribute in excess of £6,000 towards the cost of the redecoration.

On behalf my fellow trustees and members of the management committee, I would like to ask the Council to consider making a contribution to the cost of this important maintenance project. I have therefore completed the Council's Grant Application form (attached).

If our application is successful, I will be happy to work with the Clerk to ensure that your award can be completed in the most efficient way possible.

Thank you for your kind consideration.

Email from our new street-lighting contractor:

It is a requirement of BS7671:2018 (IET Wiring Regulations 18th Edition) that all fixed wired electrical installations are inspected, tested and certified as safe every 5 years. This includes all street furniture (street lighting columns).

Following a review of our records, we are concerned by the fact that we cannot find a record of Council's street lighting assets ever having been inspected, tested and certified as such.

With this in mind, we are able to undertake a certification programme at a cost of £15.00 per asset (excluding VAT). We would manage this process completely, delivering 100% of your assets electrically tested, inspected and most importantly certified on a rolling programme of 20% yearly over a 5year period.

Clerk has checked and they could do all at once. Recommendation to do this to ensure compliance at earliest date.

Please note that due to amount of work in last month preparing this and completing audit, year-end etc., not all actions have been completed from last meeting.

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 2nd April 2024 at 6.30pm

The meeting was held in Brancaster Village Hall

Present: Cllr T de Winton (Chair), Cllr B Bax, Cllr S Bocking, Cllr C Borthwick, Cllr A Dovey, Cllr W Gardiner, Cllr T O'Sullivan

Also in attendance: Simon Bower (Parish Clerk) and approximately 13 Members of the Public

Prior to the meeting there was a presentation by a representative of the Community First Responders. This focused on personnel, geography, equipment, costs etc. The kit bag cost c.£3.5K, and the Raizer lifting chair¹ £4K. An improved phone system provided mapping and location information. Support was needed – financial and volunteers. Full extensive training provided.

Meeting proper began at 6.47pm

2024.04.02.01 - Declarations of Interest

- a) A Declaration of Interest was received from Cllr Borthwick on item 7.a.b.

2024.04.02.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs V Carpenter, S Osborn and S Ullswater

2024.04.02.03 - Minutes

- a) The minutes of the meeting on 5th March 2024 were accepted as a true record and duly signed.

Prop: Cllr Gardiner; 2nd: Cllr Borthwick; unanimous

- b) No matters arising from the above minutes were raised.

2024.04.02.04 – Public Comments 1

- a) It was indicated that all comments related to Planning, and the Chair invited those wishing to speak to the items as they came up below.

2024.04.02.05 - Reports

- a) Chair's report. Cllr de Winton commented that he had had a nice Easter.
- b) Report from Borough Councillor. Cllr de Winton noted that the Borough had been quiet. He noted that he (and others) had attended a meeting on flooding hosted by Cllr Jamieson and others; issues raised had been sewerage capacity, surface water using this and the high water table. Cllrs Borthwick, Bocking and the Clerk noted pipe sizes and flow issues, ongoing work and the desire of "higher" authorities to involve Parish Councils inappropriately.
- c) No Report from County Councillor. It was noted that written reports often received after BPC meetings.
- d) Report from Clerk. The Clerk noted the continued arrival of Car Park Pass applications seven weeks after the deadline. Though many had been processed, those remaining would wait until a probable June window. Three had arrived

¹ It was noted that this might not be the same as Norfolk Falls were proposing to install – Clerk to check.

Signed:

(Chair)

Date: 7/5/24

without stamps and were not being collected from the sorting office in line with Policy. He also expressed concern over an item of correspondence with Planning being made public² – had raised with Officers.

2024.04.02.06 - Finance

- a) The Clerk presented the finance figures. As the first figures of the new year, spending against budget not really relevant. He had been in touch with the new Internal Auditor several times, dealing mainly with paperwork for the Governance side of the Audit. Figures for 23/24 were complete, and he hoped the process could be signed off at the May meeting.

- b) All expenditure as listed in the pack was approved for payment³.

Prop: Cllr Bax; 2nd: Cllr Dovey; unanimous

- c) A grant application had been received for the Coffee Mornings. Council agreed to contribute⁴ £400 to the Wednesday Coffee Mornings, requesting that Brancaster Village Hall be the holder of the funds in the absence of a group bank account.

Prop: Cllr Bax; 2nd: Cllr Dovey; unanimous

2024.04.02.07 - Planning

- a) Planning Applications were considered, with comments from the floor on items b, e and g:
 - a. 24/00325 - Proposed oak framed rear extension (Keepers Lodge, Dalegate Road Brancaster). Council agreed to raise no objection to this application.
 - b. 24/00254 - Change of use of area at Deepdale Farm, to become a permanent part of the existing campsite on the farm, providing additional pitches. Council agreed to raise no objection to this application.
 - c. 24/00342 - Conversion of existing ground floor garage to bedroom and ensuite, with new first floor extension for bedroom and ensuite, replace conservatory to insulated sunroom (2 Anchorage View, Brancaster). Council agreed to raise no objection to this application, though reluctantly, on grounds of design.
 - d. 24/00340 - Proposed shed in front garden (1 Prospect Place, Harbour Way, Brancaster). Council agreed to raise no objection to this application.
 - e. 24/00435 - Outline Application: Demolition of existing single storey farm workers cottage and replacement Two Storey dwelling on same footprint (School Farm, Choseley Road, Brancaster). Council agreed to support this application.
 - f. 24/00396 - Rear extension and alterations to dwelling (2 Harbour View Terrace, Main Road, Brancaster Staithe). Council agreed to raise no objection to this application.
 - g. 24/00010 - Removal and variation of conditions attached to permissions 20/00819 & 14/0168. Revised design to planning permission 09/01846. To allow for the erection of one dwelling only in the grounds of plots 2 and 3 and increase garden land to plot 1 (Lynwood House, Main Road, Brancaster Staithe). Council agreed to raise no objection to this application.
- b) There were no late-arriving applications.
- c) Cllr de Winton noted there was no news on ongoing Appeals.

² This despite request, as it stated when he was away.

³ See below.

⁴ It was noted that this was outside the window specified in the Policy, but the need was urgent, hence the approval.

Signed:

(Chair)

Date: 7/5/24

2024.04.02.08 - Delegated decisions etc.

- a) Clerk noted that he had accepted a quote for electricity (streetlights) in line with the decision last month – this would reduce by £2.5K to £3K; yet to be signed.

2024.04.02.09 - Other matters

- a) Cllr Gardiner reported on his attendance at the Commons Committee meeting – there was a need for more money to run the Harbour (£6K loss) hence the moorings issue; the Hard was not in their orbit; no report had been received from Natural England. Cllr Bax noted the events to commemorate D-Day on 6th June: presentations and talks (Messrs Wingrove and Wakefield), tea/cake (incl. "bake-off"), music (Brancaster Community Choir), dressing up, photos and aural remembrances; Barrow Common from 8pm with Beacon at 9pm. Exhibition continues to 11th June, with information transferring to BPC website.
- b) Cllr Bax reported that Green Day on 16th March had been well-attended. Several groups present including the School who presented photos. Positive feedback especially from the young. To become an Annual event. Thanks were given to Fiona Borthwick among others. Planting of wild-flower seeds needed to be completed – being organised to allow School to be involved.
- c) A report on Audio-Visual equipment had been received. It was felt that wider inquiry was needed particularly on audio-loop provision at Brancaster Staithe Village Hall. It appeared that this did exist at Brancaster Village Hall – info on access and microphone requirements needed.
- d) It was noted that the provision of three electronic signs linked to a float, and one manual flip sign, to advise of Beach Rd tidal flooding, would cost approximately £25K. Of this NCC and Cllr Jamieson would provide c.£13K. Borough Cllr and general fund grants to be sought (Borough CIL/Parish Partnership too late at this point). It was agreed to pursue but only with full information on: exact cost, appearance, wording allowed, maintenance, ownership, guarantee/life expectancy etc. This to be requested, and item added to next agenda.

2024.04.02.10 - Correspondence and requests

- a) Clerk noted the volume of correspondence received while on leave, but there were no specific items to bring to the meeting.

2024.04.02.11 - AOB and agenda requests

- a) Cllr Bocking asked about the work at the Hard – NT had replied. Progress on yellow lines etc. – Parking and Safety Team members had expressed concern over the "final" proposals; meeting soon. Likely timescale shared⁵, looking as if completion August 2025.
- b) No additional items requested for next agenda.

2024.04.02.12 - Public Comments 2

- c) Subjects raised were:
- Brancaster Staithe Village Green.
 - Electronic signs – costs compared with manual ones.
 - Traveller now selling doormats made from tennis court off-cuts – contact to be made with Highways, Police and BT.
 - Coastwatch station now active – very nice.
 - Refunds from Anglian Water if soakaways etc. used.

⁵ To be added to website.

- Size of Borough Cllr grant (previously £1,000 spread across all parishes in Ward.)
- Planting of wildflower seeds – adjacent to daffodils.
- Telephone boxes – contractor has info; to chase.
- Freebridge housing – digger on site, timescale to completion 18 months?
- Affordable housing access – Clerk and Cllr Bax to liaise.
- Boardwalk "looking good".

2024.04.02.13 - Next meeting

- a) The next meeting, the Annual Meeting of Council, was confirmed as being on Tuesday 7th May 2024, at 6.30pm in Brancaster Staithe Village Hall.

2024.04.02.14 - Private session

- a) Council agreed to close the meeting under Standing Orders and relevant legislation due to the nature of the subjects to be discussed.
- b) There was a brief discussion relating to the method of communicating with contractors.

Meeting ended at 8.45pm

Expenditure:

Date	To	For	Amount	of which VAT	budget
	ECS - apr	Computer	£38.40	£6.40	admin
	npower - mar	Streetlights			utilities
21/3/24	Norman Raynore - jul23-mar24	SAM sign	£390.00	£0.00	utilities
14/3/24	Val Carpenter	Expenses	£9.53	£0.00	biodiversity
	Barclaycard - approx	Various	£315.76	£41.90	admin/events/cont
30/4/24	Salaries - approx	Salaries	£1,760.00	£0.00	salaries

Signed:

(Chair)

Date: 7/5/24

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 23rd April 2024 at 6.15pm

The meeting was held in Brancaster Village Hall – an additional meeting to consider Planning matters.

Present: Cllr C Borthwick, Cllr V Carpenter, Cllr W Gardiner, Cllr S Ullswater

Also in attendance: Simon Bower (Parish Clerk) and one Member of the Public

Meeting began at 6.18pm – in the absence of a Chair, the meeting proceeded as agreed by Cllrs collectively.

2024.04.23.01 - Declarations of Interest

- a) No Declarations of Interest were received.

2024.04.23.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs Bax, Bocking, Dovey and Osborn.

2024.04.23.03 – Public Comments

- a) None.

2024.04.23.04 - Planning

- a) The following applications were considered:
 - a. 23/02267 (variation of condition 2 and 4 of planning consent 23/00665/F: Proposed annexe replacement. Revised design to planning consent 21/02317/F - Dormy Cottage, London Street, Brancaster). Council agreed to raise no objection to this application.
 - b. 24/00543 (Proposed Construction of Outdoor Kitchen, Shed and Sauna - Lobster Pot, Main Road, Brancaster Staithe). Council agreed to raise no objection to this application.
 - c. 24/00144 (First floor extension to rear of dwelling to provide a bedroom and shower room - Pump Cottage, Main Road, Brancaster Staithe). Council agreed to maintain its objection to this application, on the basis of what it considered to be unsatisfactory drawings.

The difficulty of properly considering applications where repeated changes were made, and where the numbering was inconsistent and unclear, was stressed. Clerk to write.

2024.04.23.05 - Next meeting

- a) The next meeting was noted as being on Tuesday 7th May, 2024 at 6.30pm in Brancaster Staithe Village Hall.

Meeting ended at 6.32 pm, after which Cllrs received a training session delivered by Norfolk ALC.

Note – during this training it was suggested that the Clerk's Planning log be published in some form. This to show Council's responses and the final outcomes of such applications.

Signed:

(Chair)

Date:

BRANCASTER PARISH COUNCIL

SUMMARY OF BANK ACCOUNTS 2024/25

DATE: 30/04/2024

Balance Savings Account	£198,286.10
Balance Current Account	-£17,767.26
<i>Incomplete Transactions</i>	<i>-£27,985.92</i>
<i>Current A/C statement balance</i>	<i>£10,218.66</i>

Actual Balance **£180,518.84**

Balance at start of year	Savings	£173,286.10
	Current	£11,457.62
	Total Barclays	<u>£184,743.72</u>

Expenditure		£28,644.88
Income	to current	£24,420.00
	to savings (interest)	£0.00
	Balance	<u>£180,518.84</u>

Outstanding invoices due to BPC £0.00

Protected - CIL	£19,160.68
Protected - other ring-fenced	£42,000.00
<i>General Funds Available including creditors</i>	<i>£119,358.16</i>
check - difference	£0.00

SPENT AGAINST BUDGET Financial Year 01/04/24 31/03/25

AS AT **30/04/24** payments until 31/05/24
% of year **16%**

Budget Area	24/25 budget	spent	income	yr balance	budget bal	note
s.137	£8,000.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	1
Open Spaces	£8,000.00	<i>£1,429.78</i>	<i>£0.00</i>	£1,429.78	18%	2
Utilities	£6,500.00	<i>£1,115.25</i>	<i>£0.00</i>	£1,115.25	17%	0
Admin	£6,500.00	<i>£1,652.89</i>	<i>£0.00</i>	£1,652.89	25%	2
Salaries	£23,000.00	<i>£3,508.52</i>	<i>£0.00</i>	£3,508.52	15%	0
Insurance	£2,500.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	1
Events	£1,000.00	<i>£373.50</i>	<i>£0.00</i>	£373.50	37%	2
Biodiversity	£1,000.00	<i>£56.39</i>	<i>£0.00</i>	£56.39	6%	1
Allowances	£4,500.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	1
Contingency	£2,600.00	<i>£64.36</i>	<i>£0.00</i>	£64.36	2%	1
Miscellaneous	£0.00	<i>£100.00</i>	<i>£100.00</i>	£0.00		
Total - excl VAT	<u>£63,600.00</u>	<i>£8,300.69</i>	<i>£100.00</i>	<u>£8,200.69</u>	<u>13%</u>	
		spent	income	yr balance		
<i>Refundable VAT</i>	<i>so far totals</i>	<i>£344.19</i>	<i>£0.00</i>	<i>£344.19</i>		
<i>Precept</i>		<i>£0.00</i>	<i>£23,320.00</i>	<i>-£23,320.00</i>	<i>income only</i>	
<i>Reserves</i>		<i>£20,000.00</i>	<i>£1,000.00</i>	<i>£19,000.00</i>		

TOTAL SPENT	£28,644.88	<i>budgeted, VAT and reserves</i>
TOTAL INCOME	£24,420.00	<i>all sources, incl interest to reserves</i>
 <i>YEAR BALANCE</i>	 <i>-£4,224.88</i>	 <i>income less expenditure</i>
<i>YEAR BALANCE</i>	<u>-£4,224.88</u>	<i>balance excluding ring-fenced/CIL</i>

Notes:

0 - on target - no concern

1 - under - no concern

2 - over - large items - no concern

3 - over - monitor - two year payments/refund due

4 - spent - further expenditure to come from reserves

5 - no set miscellaneous budget: used for monies going in and out and grants, or where allocation tbc

NB CIL money into reserves which is not accessible for everyday spending = £0.00

BRANCASTER PARISH COUNCIL INCOME AND EXPENDITURE - FOR MAY PAYMENT**EXPENDITURE**

Date	Ref	To	For	Amount	of which VAT	budget
	DD	ECS - may	Computer	£38.40	£6.40	admin
	DD	Tomato - awaited	Streetlights			utilities
31/3/24	M-7/5	BCKLWN	Dog Bins	£1,242.94	£207.16	open spaces
12/3/24	M-7/5	Witley Press	Printing	£31.50	£0.00	biodiversity
1/3/24	M-7/5	Witley Press	Printing	£18.43	£3.07	biodiversity
6/4/24	M-7/5	NALC	Sub	£305.27	£0.00	admin
5/4/24	M-7/5	Brancaster Village Hall	Room Hire	£175.00	£0.00	admin
5/4/24	M-7/5	Brancaster Staithe Village Hall	Room Hire	£175.00	£0.00	admin
5/4/24	M-7/5	SHADCRA	Wire Money	£100.00	£0.00	misc
8/4/24	M-7/5	Aubergine	Website	£238.80	£39.80	admin
31/3/24	M-7/5	Heronwood	Grass Cutting	£149.00	£0.00	open spaces
12/4/24	DD	npower - apr	Streetlights	£163.79	£7.80	utilities
22/4/24	M-7/5	Brancaster Village Hall	D-Day hire	£180.00	£0.00	events
14/4/24	M-7/5	Sonya Blythe	Audit	£190.00	£0.00	admin
28/4/24	M-7/5	Marcus Townshend	Grass Cutting	£245.00	£0.00	open spaces
30/4/24	M-7/5	SLCC	Membership	£162.59	£0.00	admin
30/4/24	M-7/5	Simon Bower	Expenses	£288.04	£0.00	admin
30/4/24	M-7/5	BSBDVH	Play Equipment	£20,000.00	£0.00	reserves
		Witley Press	D-Day			events
29/5/24	DD	Barclaycard	Various	£25.20	£3.20	admin
31/5/24	contract	Salaries - incl pension/tax/NI	Salaries	£1,754.26	£0.00	salaries

BRANCASTER PARISH COUNCIL

SUMMARY OF BANK ACCOUNTS 2023/24

DATE: 16/04/2024

Balance Savings Account	£173,286.10
Balance Current Account	£11,457.62
<i>Incomplete Transactions</i>	<i>-£3,007.20</i>
<i>Current A/C statement balance</i>	<i>£14,464.82</i>

Actual Balance **£184,743.72**

Balance at start of year	Savings	£183,758.32
	Current	£8,324.38
	Total Barclays	<u>£192,082.70</u>

Expenditure		£110,123.01
Income	to current	£100,756.25
	to savings (interest)	£2,027.78
	Balance	<u>£184,743.72</u>

Outstanding invoices due to BPC £0.00

Protected - CIL	£19,160.68
Protected - other ring-fenced	£62,000.00
<i>General Funds Available including creditors</i>	<i>£103,583.04</i>
check - difference	£0.00

SPENT AGAINST BUDGET Financial Year 01/04/23 31/03/24

AS AT 16/04/24 payments until 31/03/24
% of year 100%

Budget Area	23/24 budget	spent	income	yr balance	budget bal	note
s.137	£5,500.00	<i>£7,250.00</i>	<i>£0.00</i>	£7,250.00	132%	2
Open Spaces	£6,500.00	<i>£6,460.33</i>	<i>£0.00</i>	£6,460.33	99%	0
Projects	£3,500.00	<i>£251.01</i>	<i>£0.00</i>	£251.01	7%	1
Utilities	£6,500.00	<i>£5,657.75</i>	<i>£0.00</i>	£5,657.75	87%	1
Admin	£7,650.00	<i>£5,757.62</i>	<i>£52.04</i>	£5,705.58	75%	1
Salaries	£21,000.00	<i>£21,068.01</i>	<i>£0.00</i>	£21,068.01	100%	0
Insurance	£1,600.00	<i>£1,600.00</i>	<i>£0.00</i>	£1,600.00	100%	0
Repairs/Fees	£500.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	1
Coronation	£3,000.00	<i>£2,053.46</i>	<i>£0.00</i>	£2,053.46	68%	1
Allowances	£3,500.00	<i>£3,007.20</i>	<i>£0.00</i>	£3,007.20	86%	1
Contingency	£2,687.50	<i>£2,172.87</i>	<i>£0.00</i>	£2,172.87	81%	1
Miscellaneous	£0.00	<i>£1,400.00</i>	<i>£1,300.00</i>	£100.00		
Total - excl VAT	<u>£61,937.50</u>	<i>£56,678.25</i>	<i>£1,352.04</i>	<u>£55,326.21</u>	<u>89%</u>	
		spent	income	yr balance		
<i>Refundable VAT</i>	<i>so far totals</i>	<i>£8,448.09</i>	<i>£8,459.33</i>	<i>-£11.24</i>		
<i>Precept</i>		<i>£0.00</i>	<i>£23,321.06</i>	<i>-£23,321.06</i>	<i>income only</i>	
<i>Reserves</i>		<i>£44,996.67</i>	<i>£69,651.60</i>	<i>-£24,654.93</i>		

TOTAL SPENT £110,123.01
TOTAL INCOME £102,784.03

budgeted, VAT and reserves
all sources, incl interest to reserves

YEAR BALANCE -£7,338.98
YEAR BALANCE -£15,729.23

income less expenditure
balance excluding ring-fenced/CIL

Notes:

0 - on target - no concern

1 - under - no concern

2 - over - large items - no concern

3 - over - monitor - two year payments/refund due

4 - spent - further expenditure to come from reserves

5 - no set miscellaneous budget: used for monies going in and out and grants, or where allocation tbc

NB CIL money into reserves which is not accessible for everyday spending =

£8,390.25

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.			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, as a body corporate, 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 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 £	
1. Balances brought forward	181,198	192,083	<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	23,159	23,321	<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	78,306	79,463	<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	19,451	21,068	<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	0	0	<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	71,129	89,055	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	192,083	184,744	<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	192,083	184,744	<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	97,561	126,808	<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>

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

SUMMARY OF COUNCIL POLICIES etc.

Document	Adopted	Revisions (no, last)	Next review	Accessible	Web?
GENERAL:					
Standing Orders	9/1/24		May 25	Y	new
Biodiversity Policy	5/12/23		May 25	Y	new
Car Park Passes	7/12/21	(3) 6/2/24	Feb 25	y	new
Complaints Policy	6/2/24		May 25	y	new
Communication Policy	2/8/22		May 24	Y	new
Contract for Services	7/12/21		May 24	Y	new
Co-option Policy	5/9/23		May 25	y	new
Delegation Policy	3/5/22	(4) 6/2/24	May 25	Y	new
Dignity at Work Policy	5/9/23		May 25	Y	new
Document Retention	2/11/21		May 24	Y	new
Donations Policy	6/9/22	1/8/23	May 25	Y	new
Equality and Diversity Policy	need				
Health & Safety Policy	need				
GDPR					y
Member/Officer Protocol	5/12/23		May 25	y	new
Public Questions	1/12/20		May 22	Y	new
Privacy					y
Email contact privacy					y
Planning	6/9/22		May 24	y	new
Planning – developer contact	4/4/23		May 24	Y	new
Safeguarding					y
SAR form					y
Training Policy	4/7/23		May 24	Y	new
Website Accessibility	1/8/23		May 25	Y	new
Publication Scheme	(1/24)		Rolling	Y	new
FINANCE:					
Financial Regulations	1/12/20	7/3/23	May 24	Y	new
Risk Management	3/8/21	(2) 6/2/24	Feb 25	y	new
Asset List	3/5/22	12/4/23	Feb 25	No - table	new
COUNCIL GROUPS:					
Membership & Representation	10/1/23		May 25	Y	new
EMPLOYEES:					
Privacy notice (staff)					y
Pension Policy	6/4/21		n/a	Y	new
COUNCILLORS:					
Allowances	9/1/24		May 25	Y	new
Code of Conduct	7/3/23		May 25	Y	new

NB yellow highlights show work requiring to be done – e.g. update/review/upload.
Review dates set on basis of last revision – complete within two yrs of review/introduction.

Updated – 25/04/24