



Members of Barrow Parish Council are summoned to attend the **Annual General Meeting** on Monday 15 May 2023, at Whalley Old Grammar School - Commencing at 6:30 pm.

Members of the public are welcome to attend.
Agenda

- 1. To elect a Chair for the next 12 months.**
- 2. To elect a Vice Chair for the next 12 Months.**
- 3. For Chair and Vice Chair to sign the Declaration of Acceptance of Office Forms.**
- 4. Apologies for absence.**
- 5. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**
Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.
- 6. Approve minutes of the AGM held on 30 May 2022.**
- 7. Acceptance of Office and Notification of Members Disclosable Pecuniary Interests.**
All councillors to sign forms.
- 8. Public participation (if any).**

ITEMS for DECISION:

9. External Audit Matters:

- 9.1 To approve as a correct record the Financial Statements to 31 March 2023. Enclosed
- 9.2 To authorise the Chair to sign Section 1: AGAR 2022/2023. Enclosed.
- 9.3 To authorise the Chair to sign Section 2: AGAR 2022/2023. Enclosed.

10. Appointments and nominations for parish activities:

- 10.1 To appoint an auditor for 2023/2024 and 2024/2025.
The current auditor is Alan Rogers (FCA).
- 10.2 To appoint a representative(s) to the RVBC Parish Council Liaison Meeting.
Currently rotated through Councillors: Cowell-Crook and Chiappi.
- 10.3 To appoint a representative to Whalley Educational Foundation.
Former councillor J. Strong is the current nominee (ends 11 October 2023).

- 10.4 To appoint a representative to the Whalley, Wiswell and Barrow Joint Burial Committee. (Future sub-committee of Whalley Parish Council).
Former councillor S. McGregor is the current nominee (nominations are for a three year-term).
- 10.5 Liaison with Borough and County Councillors.
This task is currently carried out by Borough Councillor Birtwhistle.
- 10.6 Planning: Coordination of comments and 'expert' input.
This task is currently carried out by the Clerk.
- 10.7 Monitoring and liaison on all aspects of the Parish Lengthsman Scheme.
This task is currently carried out by the Clerk.
- 10.8 Activities Involving LCC Highways and Street Lighting, reporting defects etc.
This task is currently carried out by Borough Councillor Birtwhistle and the Clerk.
- 10.9 Activities Involving LCC Public Rights of Way (PROW), reporting defects etc.
This task is currently carried out by Borough Councillor Birtwhistle and the Clerk.
- 10.10 Coordination and liaison with parish social and other groups.
This task is currently being carried out by the Clerk.
- 10.11 Remembrance Sunday.
Arrangements for the event are currently carried out by the Clerk.
- 10.12 Carrying out defibrillator routine checks.
This task is currently carried out by Gordon Fishlock.
- 10.13 Carrying out village amenity activities; coordination and liaison with volunteers and other agencies. Includes:
Maintaining and improving Trafford Gardens and the Playing Fields, arranging litter picks, and trimming of overhanging branches, cleaning road signs, street name signs, lower-level streetlights, purchase, and disposal of Christmas tree and arrange for Christmas lights.
Maintain and improve the car park and associated land and maintain and improve 'unadopted' small plots of land.
These tasks are currently undertaken by Borough Councillor Birtwhistle, Clerk, and councillors Chiappi and Kinder.

11. Approve meeting dates for 2023-2024.

Suggested dates:

2023: 17 July, 18 September, 13 November.

2024: 8 January, 11 March and 13 May.

Mike Hill.

Clerk and Responsible Financial Officer to Barrow Parish Council.

Email: clerk@barrowparishcouncil.org.uk

Phone: 07855 183 444

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Agenda Item 6



Parish Council - Annual General Meeting

Date:	30 May 2022		
Place:	Calder Room – Whalley Old Grammar School		
Present:	Councillors: J Brown, E Kinder, L Street, D Chiappi and L Crook		
In attendance:	Committee Clerk, Councillors D Birtwhistle and G Mirfin (part)		
Meeting started:	19:00	Meeting closed:	19:45

22/073 TO ELECT A CHAIRMAN FOR THE NEXT 12 MONTHS.

Cllr L Street was elected as Chairman.

22/074 TO ELECT A VICE CHAIRMAN FOR THE NEXT 12 MONTHS.

Cllr L Crook was elected as Vice-Chairman.

22/075 CHAIR AND VICE CHAIR TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE FORM.

Councillors L Street and L Crook signed the Declaration Acceptance of Office Form.

22/076 APOLOGIES FOR ABSENCE.

There were no apologies for absence.

22/077 DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.

There were no declarations of interest.

22/078 APPROVE MINUTES OF THE AGM HELD ON 24 MAY 2021

The minutes were approved and signed by the Chairman.

22/079 APPROVE THE MINUTES OF THE COMMITTEE MEETING HELD ON 9 MAY 2022

The minutes were approved and signed by the Chairman.

22/080 PUBLIC PARTICIPATION

The following matters were raised by members of the public at the earlier Open Parish Meeting and were further discussed at this meeting:

- The dilapidated state of the old pub, the strip of road that leads to the car park (behind the old pub) and the car park itself. The parishioners were informed that the old pub and the road leading to the car park were owned by the Trafford Housing Trust who are a private (limited by guarantee) company, and that RVBC owned the car park but lease it to the Parish Council.

The parishioners were also informed that discussions with the Trafford Trust regarding the old pub and the slip road are ongoing, that the Parish Council are looking to make the car park surface as safe as possible and that within the next six months the area should see a significant improvement.

- The excessive speed of vehicles using Whalley Road and Hey Road.
Members acknowledged that this was an issue and would contact the office of Lancashire’s Police and Crime Commissioner to see if measures could be introduced to mitigate the problem.
- Unsociable behaviour.
Parishioners were informed that any unsociable behaviour should be reported to the police (see details below).

Clitheroe and Whalley police on 01200 458 766 or the Police Crime Prevention Officer on 01200 458 711 or the local PCSO for Barrow who is Ailsa Gill at ailsa.gill@lancashire.police.uk

22/081 FINANCIAL STATEMENTS TO 31 MARCH 2022

RESOLVED THAT COMMITTEE:

Approve as a correct record the Financial Statements to 31 March 2022

22/082 AGAR 2021/2022 FORM 2 (CERTIFICATE OF EXEMPTION)

RESOLVED THAT COMMITTEE:

Authorise the Chair to sign the Certificate of Exemption

22/083 AGAR 2021/2022 SECTION 1 (GOVERNANCE STATEMENT)

RESOLVED THAT COMMITTEE:

Authorise the Chair to sign Section 1 - Governance Statement

22/084 AGAR 2021/2022 SECTION 2 (ACCOUNTING STATEMENT)

RESOLVED THAT COMMITTEE:

Authorise the Chair to sign Section 2 – Accounting Statement

22/085 APPOINTMENT OF REPRESENTATIVES FOR 2022/2023

RESOLVED THAT COMMITTEE:

Appoint the following Councillors:

Body	Spaces	Appointed/Comments
Barrow Primary School – Governor	1	To be re-considered when new members appointed to the Council.
Whalley, Wiswell and Barrow Joint Burial Committee	2	Councillor J Brown be appointed to the Whalley, Wiswell and Barrow Joint Interim Burial Committee. One place vacant
<i>Note: At the 5 September 2022 Council meeting it was agreed that Minute 22/085, be changed as above.</i>		
Parish Council Liaison Committee	2	Councillors: L Crook and E Kinder

22/086 WORK CARRIED OUT BY MEMBERS AND VOLUNTEERS

RESOLVED THAT COMMITTEE:

Agree that Cllr Chiappi would continue to inspect Barrow Playing Fields and that Gordon Fishlock would carry out the routine checks on the parish defibrillators. Gordon is a first responder and has a great deal of experienced in this matter.

Signed:..

Date:..

Agenda Item 9.1



Meeting Date: 15/05/2023

Title: **Finance Report to 31/03/2023
End of the 2022/23 Financial Year**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members of the Council's financial position to the end of March 2023 and to seek approval of the accounts to that date.

Recommendations:

1. Approve the end of year Financial Report.

Receipts for the period 1st April 2022 to 31st March 2023.

Bank		Income Streams						Totals
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Sundry	
04/04/2022	00204582	RVBC - 2022/23 precept	21,000					21,000
03/06/2022	Unity Bank	Balance as at 03/06/2022					100.00	100
15/09/2022	HMRC VTR	VAT Repayment		1,084.00				1,084
10/10/2022	accy049379	Concurrent Grant			915.00			915
14/10/2022	AP 2806765	Bio Diversity Grant from LCC				300.00		300
24/10/2022		Cllr E. Kinder (duplicate payment)					40.16	40
01/11/2022		Oaklea Garden Services (duplicate payment)					101.25	101
01/11/2022		Barrow Action Group (ring-fenced donation)					10,979.11	10,979
Total:			21,000	1,084.00	915.00	300.00	11,220.52	34,520

Note 1:

Switch from Barclays to Unity Trust occurred 17/06/22 = £27,015.32 Unity Trust bank had a balance of £100 on 16/06/22. Unity Trust Balance after Switch = £27,115.32

Note 2: Barrow Action Group (ring-fenced donation).

At the 5 December 2022 Council Meeting: RESOLVED THAT COUNCIL:

Agree to accept the funds as a charitable donation with the following conditions:

1. The donated funds will be ring-fenced, in that they will only be used to improve the parish amenity.
 2. Any suggestions made by the Chair of the Action Group, on how to spend the donated funds will be considered sympathetically by the Council.
 3. Any expenses incurred by the Council in the administration of the funds or as a consequence of increasing its revenues will be met from the ring-fenced funds.
- The above points were agreed by the two members (including the current Chair of the Barrow Action Group - Karen Heyworth) who were present at the meeting.

Payments for the period 1st April 2022 to 31st March 2023

Dates		(DD) = Direct Debit (UB) = Unity Bank		Administration Expenses						Amenity Expenses			Sundry Expenses	BAG	VAT	Total
CHQ Stub	Bank Recon.	CHQ No.	Details	Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Expenses	Ground Maint. etc.	Playing Field	Other Expenses				
	01/04/22	DD	Easy Web					24.00							3.60	27.60
04/04/22	14/04/22	100232	LALC: Membership Subscription						319.41						-	319.41
04/04/22	14/04/22	100233	Oaklea Garden Services							56.25					-	56.25
04/04/22	11/04/22	100234	Clerk: Use of Home, Mileage and other expenses			144.30										144.30
		100235	Void													-
04/04/22		100236	HMRC		427.20											427.20
04/04/22	20/04/22	100237	PM+M Payroll Solutions				55.50								11.10	66.60
		100238	Void													-
12/04/22	19/04/22	100239	Clerk: 3 months salary	1,708.80												1,708.80
12/04/22	09/05/22	100240	Whalley Educational Foundation (Meeting Room)						65.00							65.00
12/04/22	04/05/22	100241	Purchase of bunting											39.55	7.90	47.45
12/04/22	25/04/22	100242	RVBC: lease of land at rear of Old Row Barrow									100.00				100.00
12/04/22	25/04/22	100243	RVBC: Ground Maintenance							346.80					69.36	416.16
		100244	Void													-
		100245	Void													-
		100246	Void													-
	03/05/22	DD	Easy Web					38.00							7.60	45.60
17/05/22	19/05/22	100247	Oaklea Garden Services:							56.25					-	56.25
17/05/22	20/05/22	100248	Joti Ltd: Jubilee Bench:									556.66			111.33	667.99
17/05/22	31/05/22	100249	Whalley Educational Foundation (Meeting Room)						26.00							26.00
17/05/22	23/05/22	100250	Stuart McGregor: Painting Barrow sign							44.00						44.00
17/05/22	25/05/22	100251	RVBC: Emptying bins on playing field								416.00				83.20	499.20
	01/06/22	DD	Easy Web					38.00							7.60	45.60
		100252	Void (mistake of amount on cheque)													-
01/06/22	15/06/22	100253	AER Accountants						200.00							200.00
01/06/22	17/06/22	100254	Mulberry Tree Management - Tree Assessment						150.00						30.00	180.00
01/06/22	22/06/22	100255	Notice Board Company									906.00			181.20	1,087.20
01/06/22	09/06/22	100256	Joti Ltd:Bench (Trafford Gardens Bench)									427.09			85.42	512.51
01/06/22	07/06/22	100257	Oaklea (Wheel barrow + plants at Barrow Sign)							66.10						66.10
01/06/22	07/06/22	100258	Oaklea Gardening (Improve Trafford Gardens)							600.00						600.00
01/06/22	08/07/22	100259	Cllr. E. Kinder (plants near Jubilee Bench)							46.98						46.98
01/06/22	12/08/22	100260	Parishoner Margaret Farrent (plants under N/B)							21.16						21.16
	30/06/22	UB	UB Service Charge				18.00									18.00
	01/07/22	DD	Easy Web					38.00							7.60	45.60
	01/07/22	UB	Three months Salary - Clerk	1,872.00												1,872.00
	07/07/22	UB	Cllr. E. Kinder (teak oil x 2 for new benches)							23.20						23.20

Dates		(DD) = Direct Debit (UB) = Unity Bank		Administration Expenses						Amenity Expenses						
CHQ Stub	Bank Recon.	CHQ No.	Details	Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Expenses	Ground Maint. etc.	Playing Field	Other Expenses	Sundry Expenses	BAG	VAT	Total
	20/07/22	UB	HMRC		477.78											477.78
	20/07/22	UB	Whalley Educational Foundation						52.00							52.00
	20/07/22	UB	Oaklea Gardening Services							56.25						56.25
	20/07/22	UB	Clerk (Purchase of Wooden Planter)									46.58			9.32	55.90
	20/07/22	UB	Clerk (Expenses for three months)			251.37										251.37
	22/07/22	UB	Sabden PC (cost of tarmac on playing fields)								1,420.00					1,420.00
	22/07/22	UB	PM+M Payroll Solutions (three months)				27.75								5.55	33.30
	22/07/22	UB	Sabden PC (Lenghtman Scheme)									1,500.00				1,500.00
	01/08/22	DD	Easy Web					38.00							7.60	45.60
	09/08/22	UB	Clr. E Kinder (plants and sealer for planter)							40.16						40.16
	01/09/22	DD	Easy Web					38.00							7.60	45.60
	07/09/22	UB	Clr. E Kinder (plants and sealer for planter)							40.16						40.16
	07/09/22	UB	Oaklea Gardening Services (July)							56.25						56.25
	07/09/22	UB	Oaklea Gardening Services (August)							56.25						56.25
	07/09/22	UB	Play Inspection Company								69.50				13.90	83.40
	27/09/22	UB	RVBC: Spider bin installation								347.57					347.57
	30/09/22	UB	Clerk: 3 months salary	1,872.00												1,872.00
	30/09/22	UB	UB Service Charge				18.00									18.00
	03/10/22	DD	Easy Web					43.00							8.60	51.60
	06/10/22	UB	Microsoft 365 Annual Subscription					49.99							10.00	59.99
	06/10/22	UB	Oaklea Gardening Services (September plus extras)							101.25						101.25
	17/10/22	UB	HMRC Cumbernauld		477.78											477.78
	01/11/22	DD	Easy Web					43.00							8.60	51.60
	01/11/22	UB	Purchasing 'Tommies' Remembrance Sunday										209.65		41.94	251.59
	01/11/22	UB	Altham Parish Council										50.00			50.00
	01/11/22	UB	PM+M Payroll Solutions (three months)				27.75								5.55	33.30
	01/11/22	UB	Clerk: Use of Home, Mileage and other expenses			292.60										292.60
	01/11/22	UB	Whalley Educational Foundation (Meeting Room)						26.00							26.00
	01/11/22	UB	Clr. E Kinder (plants)							20.95						20.95
	01/11/22	UB	Clr. E Kinder (wooden planter x2)							19.00						19.00
	01/11/22	UB	Oaklea Gardening Services							56.25						56.25
	01/11/22	UB	Oaklea Gardening Services							101.25						101.25
	07/11/22	UB	Proludic (spare parts 1)								66.72				13.34	80.06
	07/11/22	UB	Proludic (spare parts 2)								85.18				17.04	102.22
	07/11/22	UB	Clr. D. Chiappi (flowers for Jean Brown illness)										54.50			54.50
	28/11/22	UB	RBL Poppy Appeal										25.00			25.00
	01/12/22	DD	Easy Web					43.00							8.60	51.60
	05/12/22	UB	Christmas Tree										225.00			225.00

Dates		(DD) = Direct Debit (UB) = Unity Bank								Administration Expenses			Amenity Expenses						
CHQ Stub	Bank Recon.	CHQ No.	Details	Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Expenses	Ground Maint. etc.	Playing Field	Other Expenses	Sundry Expenses	BAG	VAT	Total			
	12/12/22	UB	Oaklea Gardening Services							56.25						56.25			
	12/12/22	UB	C Ball Forestry (tree felling)							400.00					80.00	480.00			
	12/12/22	UB	Donation to Barrow Brownies										100.00			100.00			
	12/12/22	UB	Whalley Educational Foundation (Meeting Room)						26.00							26.00			
	30/12/22	UB	Clerk: 3 months salary	1,872.00												1,872.00			
	31/12/22	UB	UB Service Charge				18.00									18.00			
	03/01/23	DD	Easy Web					43.00							8.60	51.60			
	05/01/23	UB	HMRC Cumbernauld		476.97											476.97			
	18/01/23	UB	PM+M Payroll Services (three months)				27.75								5.55	33.30			
	01/02/23	DD	Easy Web					43.00							8.60	51.60			
	10/02/23	UB	Whalley Educational Foundation (Meeting Room)						26.00							26.00			
	10/02/23	UB	PM+M Payroll Services (three months to April)				27.75								5.55	33.30			
	16/02/23	UB	RVBC Grounds Maintenance (annual payment)							357.20					71.44	428.64			
	21/02/23	UB	Coronation Bench - (BAC Funds)											620.00	40.00	660.00			
	01/03/23	DD	Easy Web					43.00							8.60	51.60			
	22/03/23	UB	BHIB (Insurance)						777.39							777.39			
	22/03/23	UB	Cllr. D Chiappi (Gift for Jean Brown Retirement)										99.97			99.97			
	22/03/23	UB	Dan's Lawn and Gardening Services (Contract)							56.00						56.00			
	22/03/23	UB	Dan's Lawn and Gardening Services (Plants)							25.49						25.49			
	22/02/23	UB	Clerk: 3 months salary	1,872.00												1,872.00			
	31/03/23	UB	UB Service Charge				18.00									18.00			
TOTALS				9,196.80	1,859.73	688.27	238.50	521.99	1,667.80	2,703.45	2,404.97	3,536.33	803.67	620.00	991.89	25,233.40			

Check Sum: 25,233.40

Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2022:	12,384	
Add total receipts to date:	34,520	
Less total payments to date:	(25,233)	
Balance:	21,670.44	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Balance as at 31/03/23:	21,670.44	

Comparisons as at 31/03/2023

	FINAL ACCOUNTS 2021/22	AGREED BUDGET 2022/23	ACCOUNTS TO DATE 2022/23
INCOME	£	£	£
RVBC Precept:	14,430	21,000	21,000
RVBC Grants:	1,111	0	915
HMRC VAT Refunds:	290	0	1,084
Sundry and Other Income:	113	0	541
Barrow Action Group:	0	0	10,979
	15,944	21,000	34,520
EXPENDITURE			
Administration Expenses:	£	£	£
Clerk's salary:	5,044	7,488	9,197
HMRC: Employers Tax and NIC:	64	1,950	1,860
Clerk expenses: Home use, mileage etc.:	785	650	688
General Administration:	0	200	239
Website and email hosting, software/hardware:	216	600	522
General Costs - Insurance:	1,009	1,200	777
General Costs - Audit fees:	200	200	200
General Costs - Legal fees:	35	0	0
General Costs - Room hire etc.:	25	200	371
General Costs - LALC Subscripton:	279	290	319
	7,657	12,778	14,173
Amenity Expenses:	£	£	£
General maintenance: Parish lengthsman etc.:	1,500	1,500	1,500
Car park rental: RVBC:	100	100	100
Car park - maintenance:	0	400	0
Playing field - improvements:	15	2,500	1,420
Playing field - inspections:	68	100	70
Playing field - maintenance:	1,404	400	152
Playing field - bin emptying RVBC:	398	500	764
Ground maintenance - grass cutting RVBC:	0	420	704
Trafford Gardens - ground maintenance:	0	700	1,120
Amenity capital spend (benches etc.):	0	700	1,936
General maintenance and improvement:	692	1,500	879
	4,177	8,820	8,645
Sundry Expenses:	£	£	£
Burial Committee precept:	145	145	0
Christmas trees, lights and bunting:	300	400	265
Remembrance Sunday - wreath etc.:	25	25	235
Defibrillator costs:	10	200	0
Sundry expenses:	0	200	304
	480	970	804
BAG	£	£	£
Expenditure to date:	0	0	620
Balance:	0	0	10,359
VAT on Expenses to be Reclaimed:	222	0	992
Total Expenditure:	£ 12,536	£ 22,568	£ 25,233
SUMMARY:	£	£	£
Income:	15,944	21,000	34,520
Expenditure:	(12,536)	(22,568)	(25,233)
	3,408	(1,568)	9,286
BALANCE:	£	£	£
Balance brought forward at 1 April:	8,975	12,384	12,384
Add surplus / less deficit from year:	3,408	(1,568)	9,286
Balance carried forward:	12,384	10,816	21,670

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 2023, 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 Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<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 do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 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 01/05/2023 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 Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED