

CLOUGHTON PARISH COUNCIL

Mrs J. Marley, Clerk to the Parish Council,
Annan, 41 Scalby Road, Burniston, Scarborough, YO13 0HN
Tel. 01723-870299
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PARISH COUNCIL ANNUAL MEETING

St. Mary's Church Hall

Monday 13th May 2019 at 7.10pm

or on completion of the Annual Parish Assembly if that is later

Parishioners Invited to attend

ANNUAL PARISH COUNCIL MEETING AGENDA

NOTE: outgoing Chairman (P Couch) presides over election of new Chairman.

1. Election of Parish Council Chairman for forthcoming year.
2. To receive: Chairman's Declaration of Acceptance of Office.
3. Ordinary Vacancies - to fill the vacancy which was unfilled at the election by reason of insufficient nominations.
4. Apologies to receive and accept (to hand from Cllr. Loy)
5. To receive member's declarations of interest in items of business on this agenda.
6. Election of Vice Chairman.
7. Election of representatives/officers:-

YLCA
Coastal Forum
Heritage Coast
Scarborough & District Sports Council
Burniston & Cloughton Village Hall
Community Police Liaison Group
Cloughton Relief in Need Charity
Friends of the Railway

CURRENTLY

Clerk
Cllrs. Baker & Mrs Readman
Cllrs. Mrs Loy & Mrs Readman
Cllr. Couch
Cllr. Mrs Loy
Cllr. Couch & 1 vacancy
Cllr. Couch & Mrs Readman
Cllr. Couch

8. Minutes of Council meeting of 1st April 2019 (*enclosed*) to approve and sign.

Meeting to be suspended by Chairman to allow for next item.

9. Public Open Forum (not to exceed 5 minutes).

Meeting to be re-convened to continue with business on the agenda.

10. To consider & agree action as appropriate on matters raised at the Parish Assembly or in the Public Open Forum.
11. Reports to receive (as available) & agree action as appropriate – Police [*enclosed*], County, Borough, Parish, Clerk - not to exceed 30 minutes in total.
12. War memorial – update by Clerk & agree action as appropriate.
13. Playground - to receive updates and agree action as appropriate.

*****CONTINUED OVERLEAF*****

- a) National Park Parish Member Elections on 10/6/19- to agree who (if anyone) is to be nominated. *[NOTE: only one councillor can be nominated]*;
- b) Email from Playgroup re. their 50 year celebrations in July - to agree action as appropriate;
- c) Training for councillors - to receive YLCA flyer & agree action as appropriate;
- d) Correspondence received after 4/5/19 & requiring a response before next meeting.

- a) Applications Received – to agree comments:-
 - 1) 19/00954/HS Annexe extension to existing dwelling at Old Mill House, Mill Lane;
- b) Decisions received to note:- none @ preparation of agenda;
- c) To agree comments/note any planning matters/decisions received after 4/5/19.

- a) 2018/19 Accounts (*enclosed. If you have a query on them please let me know BEFORE the meeting*) – to receive, approve & authorise Chairman to sign;
- b) 2018/19 Annual Return (*enclosed*) – 1] to resolve the Council wishes to certify itself as exempt from a limited assurance review & authorise Chairman to sign; 2] to note Internal Auditor's unqualified report; 3] to complete governance statement (Section 1) & authorise Chairman to sign; 4] to confirm figures in accounting statement (Section 2) & authorise Chairman to sign
- c) Banking - to consider the need to 1] change/add signatories with current bankers or 2] move to Unity (who do electronic banking for councils).

J. Marley

J. Marley (Mrs)

Clerk to the Parish Council

4 May 2019

MINUTES OF ORDINARY MEETING OF CLOUGHTON PARISH COUNCIL HELD IN ST. MARY'S CHURCH HALL ON MONDAY 1st APRIL 2019 AT 7.30PM

Present: Councillor P Couch (Chairman)
Councillor D Baker
Councillor J Brace
Councillor Mrs K Loy
Councillors Mrs Readman

PCSOs Lockey & Wilkinson (left 7.47pm), Mrs Hill & Pratt (Village Fund), 1 member of public (left during meeting), Mrs J. Marley (Clerk).

Absent: County Councillor D Bastiman, Borough Cllr. A Backhouse, Parish Councillors D Ford and G Hill.

The Chairman reminded the meeting that filming, photographing or audio recording of the meeting's proceedings was allowed and asked that people wishing to do this notified the Clerk of their intention prior to the start of the meeting. In the interests of encouraging public participation it was requested that people remained seated and did not include members of the public "in shot".

1/19 **APOLOGIES FOR ABSENCE:** Accepted from Cllr. Ford (prior commitment) and Cllr. Hill (unwell).

2/19 **DECLARATIONS OF INTEREST:** None.

3/19 **MINUTES** Having been previously circulated, the minutes of the meeting of 4th March 2019 were **approved** as an accurate record and signed by the Chairman.

4/19 **PROCEDURAL MATTER** Standing Orders suspended at 7.31pm.

5/19 **PUBLIC OPEN FORUM** Matters raised included 1] dog mess near the Beck Lane entrance to the playground; 2] unauthorised burning of plastic; 3] Cloughton Village Fund's contribution to new playground.

6/19 **PROCEDURAL MATTER** Standing Orders were resumed at 7.40pm.

7/19 **MATTERS RAISED IN PUBLIC OPEN FORUM Agreed** 1] to be monitored by parishioners; 2] Chairman to speak with person believed responsible; 3] update and information to be taken at agenda item 9a).

8/19 **REPORTS**

- a) **Police:** PCSO Wilkinson introduced to meeting. Written report **received & noted**. Additional information exchanged.

At this point PCSOs Lockey & Wilkinson left the meeting.

- b) **County & Borough:** No report to receive.

- c) **Parish:** Cllr. Baker reported he'd heard the Burnistonbury event which raised funds for the hospice was to be held on 22nd June on land off Ripley's Road Cloughton, not Coastal Road Burniston. Cllr. Couch reported a continuing general problem with rats following the demolition of the farm buildings at Town Farm.

- d) **Clerk: noted** Clerk's report that from 6/4/2019 auto-enrolment pension contributions increased from 3.75% to 4% for the employer and from 4.25% to 5% for the employee.

9/19 **CORRESPONDENCE**

- a) A letter from NYMNP Planning Enforcement re. possible unauthorised tree felling opposite Calthwaite Farm [*Minute 156/18c*] refers] & confirming the case had been allocated to an officer was **noted**;
- b) **Correspondence** received after 25/3/19 & requiring a response before next meeting – email of 1/4/19 from Neil Barnes asking if he was doing verge cutting/ground maintenance in Cloughton for the current financial year. Price would increase by 2%. Clerk reported the cost was within budget. **Agreed** cost of £3,152 accepted and standing order in sum of £394/month from 15/4/19 to 15/11/19 be authorised for signature. Further **agreed** that the verge cutting/ground

maintenance for the financial year commencing 1/4/2020 be put out to tender.
Clerk to draw up maps and bring to a future Council meeting.

At this point the member of public left the meeting.

10/19 PLANNING MATTERS

- a) **Applications received:-** None.
- b) **Decisions received & noted:-** None.
- c) **Planning matters received after 25/3/19:-** None.

11/19 ACCOUNTS TO CERTIFY – Having been previously notified, the following were approved for payment:-

YLCA	Annual membership sub	£291-00
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12/19 CIRCULATION The following was handed to Cllr. Brace for circulation:- Clerks & Councils Direct [March 2019].

13/19 PLAYGROUND *[Minute 159/18 refers]* – The Chairman invited Mrs Hill and Pratt to address the meeting. They explained the Village Fund had agreed to donate £5,000; there were concerns about the timescale as it was hoped the upgrade could commence soon and whether any equipment was to be aimed at older children or adults. A letter of confirmation was handed to the Clerk and Council thanked the Village Fund for their generous donation. An open and wide-ranging discussion took place which touched on matters including design/types of equipment, time scales, VAT/audit implications, public consultation, the amount of finance/when it would be available, surfacing, CCTV, and the tender evaluation criteria. It was **agreed** the Clerk would draw up a draft tender document for consideration at the May meeting.

There being no further business, the Chairman declared the meeting closed at 9.05pm.

Police Report
Burniston & Cloughton Parish Councils: Figures
for
May 2019 meeting



Lindhead Figures:

Breakdown data based on 01/04/2019 to 30/04/2019
versus same period in previous two years

Group	Crime Type	2017-18	2018-19	2019-20	Diff 2020 from 2019
Victim Based	Arson & Criminal Damage	3	0	1	+1
	Burglary	0	0	2	+2
	Sexual Offences	1	0	0	0
	Fraud	1	0	1	+1
	Theft	0	0	2	+2
	Vehicle Offences	0	0	0	0
	Violence against the person	0	3	3	0
	Total victim based crimes	5	3	9	+6
	Drugs offences	0	0	0	0
	Misc Crimes Against Society	0	0	0	0
Crimes Against Society	Possession Of Weapons	0	0	1	+1
	Public Order Offences	0	0	2	+2
	Total crimes against society	0	0	3	+3
	Total	5	3	12	+9

Incidents of note for the Burniston and Cloughton areas - 01/04/2019 - 30/04/2019:

There were no road traffic collisions recorded in the Lindhead area during April.

On 28th April, Police received a report that a caravan was being towed erratically in Cloughton on the A171. Officers attend and stop the vehicle. The driver failed a road side drugs test so was arrested. He did not have the correct license to tow a caravan. The car was seized by Police.

On 19th April, a call received about a driver who was suspected to be drink driving on Scalby Road. Officers attend and carry out breath test on the driver who blew under the legal limit. They were given advice and let on their way.

On 5th April, a male was arrested on Scalby Road for being unfit to drive a motor vehicle through either drunk or drugs. He is currently under investigation and we are awaiting results of blood test.

On 19th April, a report was received that four youths were playing football on the tennis courts in Burniston. No Officers were free to attend due to their attendance at a fatal road traffic collision elsewhere.

Other News

Please note that in addition to the traditional 999 or 101 we can be contacted on our email address is snafiley@northyorkshire.pnn.police.uk. Please do not report incidents to this email, but if you would like to speak to a member of our team for advice then please use it.

If an incident of Anti-Social Behaviour occurs which you would like Police to deal with then please report this as soon as possible after the event to allow Officers the best chance to deal with the culprits. Please do not wait until next time you happen to bump into an Officer or Parish Councillor. It allows us to make connections with other incidents and deal with individuals for patterns of behaviour rather than incidents in isolation. It does not matter if no suspects have been seen or cannot be identified; we may have this reported on another nearby incident and be able to link them.

Your local Community team are regularly carrying out anti-social behaviour patrols in all local villages. We have engaged with youths in East and West Ayton and seized a quantity of cannabis along with dealing with 2 youths for entering an insecure building.

PC Bilton has carried out various wildlife talks in his role as rural Officer and Wildlife Crime Officer. If any parish councils would like any information about wildlife crime then please contact your rural team.

Our new PCSO Anna Wilkinson is busy introducing herself to the various parish councils and areas. She has visited the coffee morning at Bell Close and is doing the same at East Ayton. Please approach her with any issues you have or you would like her to visit any events you have planned.

Community Payback – (previously Community Service)

******Please consider this for any relevant areas within your area******

You will be aware that many of the people we deal with receive community orders from the courts, but were you aware that your local community groups, projects and parish councils can access the work they do?

Magistrates or judges can sentence offenders to carry out anything from 40 to 300 hours of unpaid work as part of their order. Community Payback must include a minimum of a day's work – lasting at least seven hours – once a week.

People can also be sentenced to intensive Community Payback orders, which mean they must complete 28 hours of work every week.

Across Humberside, Lincolnshire and North Yorkshire people on probation complete roughly half a million hours of Community Payback every year.

All projects combine hard work and the chance for the participant to develop skills. It is also a punishment as the individual is giving up their time to carry out the work.

Community Payback projects vary from maintaining the grounds of parks; churches; cemeteries; local football; cricket and sports clubs; schools and parks through to helping to run clubs for the elderly and vulnerable adults with learning difficulties. In addition, offenders who have been rigorously risk assessed can also be placed directly with charities and community groups, such as helping to run charity shops.

Members of the public can nominate projects for Community Payback teams to complete.

For more details, please speak to Eastfield Police Station.

NYP TIMES

Community speedwatch

If you wish to make a complaint about speeding, then please email:-

CommunitySpeedWatch@northyorkshire.pnn.police.uk

They will get in touch to discuss what options are available, this can range from enforcement from speed vans to members of the community being trained in the use of a speed gun.

Community Messaging is 'live'

If you wish to receive community news via messaging, please visit the North Yorkshire Police Website – Community Messaging and sign up or speak with a member of the Safer Neighbourhood Team.

For any complaints regarding 101 or other issues, please go to the North Yorkshire Police Website, click – Contact us at the top of the page, then 'complain to us box'

*Or go straight to it by this link -
<https://northyorkshire.police.uk/contact/complain-to-us/>*

Local Events

Property marking

Consider marking your expensive property – such as laptops, ipads, games consoles and TV's. Your local neighbourhood team will be happy to assist with this.

Also register your new property at
www.immobilise.com

Crimestoppers - 0800 555 111

If you have any information you would like to pass in a confidential manner then please contact Crimestoppers.

Can You Help

There has been a significant increase in incidents of fly-tipping within the rural area. Any information relating to suspect vehicles or sites of rubbish should be reported to NYP (101) or directly to Scarborough Council waste enforcement team (01723 232323)

Contact Us



@NYP_FileySNA – Local Twitter

@NYorksPolice – Force Twitter

Find us on Facebook and give our page a like for updates.

Local Facebook Page

Filey Police

North Yorkshire Police – Force Page

Your Local Team –

Beat Manager

PC 595 Graham Bilton – graham.bilton@northyorkshire.pnn.police.uk

PCSO

PCSO 5208 Ria Lockey – ria.lockey@northyorkshire.pnn.police.uk

PCSO 6780 Anna Wilkinson – anna.wilkinson@northyorkshire.pnn.police.uk

Useful Contact Numbers

Highways 01609 780 780

NHS 111

Local Dog Warden 01723 232323

Action Fraud 0300 123 2040



To contact Local officers please call 101 and select Option Two and state either officer's full name or collar number. Please do not report incidents via this method – please dial 101 and select Option One to speak to an operator.

Data Protection

In order to comply with data protection, whilst details of crimes and anti-social behaviour are included in Parish / Town council reports, North Yorkshire Police may not wish to disclose further information or exact locations of incidents.

CLOUGHTON PARISH COUNCIL

SUMMARY RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31 MARCH 2019

(Previous) Year Ended 31 March 2018	<u>RECEIPTS</u>	(Current) Year Ended 31 March 2019
£		£
3,000.00	Precept	3,000.00
4,795.38	Agency Services: SBC	4,929.64
195.99	Agency Services: NYCC	195.99
2,267.00	Rent of Parish Property	2,100.00
-	Capital Grants (playground)	6,750.00
10.99	Interest	32.58
248.30	VAT recovered	1,332.60
<u>10,517.66</u>	Total	<u>18,340.81</u>

<u>PAYMENTS</u>		
£		£
18.45	Printing/stationery	20.39
110.00	Hall hire	110.00
462.41	Insurance	471.66
318.00	Subscriptions	323.00
69.09	Website	30.00
1,932.52	Clerk's salary & allowances	2,072.44
28.20	HMRC Tax/NI	25.80
156.84	Pension contributions (see note on page 3)	159.96
-	Misc. expenditure reimbursed as petty cash	32.59
219.00	Refund of overpaid rent (playgroup)	-
130.00	Audit (internal only, exempt from external from 1/4/17)	30.00
-	Reading Rooms Repairs/Maintenance	220.00
-	Replacement seats (3)	1,542.00
-	Playground refurb project	3,906.00
	Donations made (s142):-	
100.00	Scarborough Citizens Advice Bureau	-
500.00	Scalby Library	500.00
	Agency Services:-	
-	Public seats	315.00
970.00	Roadside verges (part-funded by NYCC)	990.00
211.68	Churchyard	217.60
4,026.50	Parks (3,102-75) & Verges (1158-75)	4,261.50
35.00	Bus shelter	110.00
248.30	VAT	1,325.60
<u>9,535.99</u>	Total	<u>16,663.54</u>

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RECEIPTS AND PAYMENTS FOR YEAR ENDED 31 MARCH 2019

(Last) Year Ended 31 March 2018	SUMMARY	(Current) Year Ended 31 March 2019
£		£
26,974.52	Balance brought forward 1 April	27,956.19
<u>10,517.66</u>	ADD total receipts	<u>18,340.81</u>
37,492.18		46,297.00
<u>9,535.99</u>	LESS total payments	<u>16,663.54</u>
<u>27,956.19</u>	Balance carried forward	<u>29,633.46</u>

These cumulative funds are represented by:

11,774.41	Barclays Bank current a/c no 50688428	13,279.10
<u>140.00</u>	LESS cheques unpresented at 31 March	<u>0.00</u>
11,634.41		13,279.10
<u>16,321.78</u>	Barclays Bank high interest a/c no 30614874	<u>16,354.36</u>
<u>27,956.19</u>	Total	<u>29,633.46</u>

The above statement represents fairly the financial position of the authority as at 31 March 2019 and reflects its receipts and payments during the year.

Approved by Council: 13th May 2019

.....
(Chairman)

.....
(Responsible Financial Officer)

Cloughton Parish Council

SUPPORTING STATEMENT TO THE ACCOUNTS FOR YEAR ENDING 31 MARCH 2019

ASSETS

At 31 March 2019 the following assets were held:

	Valuation		Valuation
	£		£
Reading Rooms	132,574.52	Union Jack	52.00
Playground equipment	10,000.00	Trophies (8)	166.00
Office equipment	100.00	Noticeboard (post office)	235.00
Public seats (16)	6,249.00		
(The basis of valuation of these assets is replacement value)			£149,376.52

RESERVES

Reserves are allocated as follows:-

- Parish property repair reserve £1,500
- Election reserve £1,000
- Playground refurb reserve £15,000
- Library funding £500
- General reserve £10,134

PENSIONS

A pension scheme is set up with The People's Pension and from 1/4/16 Council has contributed 3.75% and Clerk 4.25% of gross salary. Funds of £899-21 previously held within earmarked reserves as a gratuity were transferred into the pension scheme during 2016/17. In the year of account, employees contributions totalled £84-96 and employer's contributions totalled £75-00.

DEBTS OUTSTANDING

At the year end no monies were owing to the Parish Council.

TENANCIES

During the year the following tenancies were held:-

Council as Landlord:

Tenant	Property	Rent	Repairing/Non Repairing
Burniston & Cloughton Playgroup	Reading Rooms	£2,100 pa from 1/9/17	Repairing

Council as Tenant:

Landlord	Property	Rent p.a	Repairing/Non Repairing
Duchy of Lancaster	Bus Shelter	£35	Repairing
Duchy of Lancaster	Quiet Area	£35	Repairing
Duchy of Lancaster	Playground	£35	Repairing

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SUPPORTING STATEMENT TO THE ACCOUNTS FOR YEAR ENDING 31 MARCH 2019 (continued)

S. 137 PAYMENTS

Section 137 of the Local Government Act 1972 (as amended) enables local councils to spend up to the product of £7-86 per elector, as at 1 April in the relevant year, for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The limit for spending under s137 of the Local Government Act 1972 (as amended) for this Council in the year of account was £4,503-78.

No payments were made in the year of account.

AGENCY WORK

During the year the Council undertook the following agency work on behalf of other authorities:

Principal Authority	Nature of Work	£
Scarborough Borough Council	Parks, playing fields, open spaces	3,102.75
	Highway verges	1,158.75
	Bus/public shelters	110.00
	Churchyards	217.60
	Seats	315.00
North Yorkshire County Council	Highway verges	990.00

MISCELLANEOUS

No expenditure has been incurred, or income received, under any of the following headings:

Borrowing
Leases
Advertising and publicity

Certificate of Exemption – AGAR 2018/19 Part 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 2019, 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 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

CLOUGHTON PARISH COUNCIL

certifies that during the financial year 2018/19, the higher of the authority's gross income for the year **or** gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2018/19: £18,341 AMOUNT £25,000

Annual gross expenditure for the authority 2018/19: £16,664 AMOUNT £25,000

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 Part 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 has been in existence since before 1st April 2015
- In relation to the preceding financial year (2017/18), 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 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, Annual 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 a public website* before 1 July 2019. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

SIGNATURE J. Marley

05/04/2019

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YY

Email

Telephone number

clerk@cloughtonpc.org.uk

01723870299 NUMBER

*Published web address

www.cloughtonpc.org.uk

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.

Annual Internal Audit Report 2018/19

CLOUGHTON PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			No Petty Cash
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)	✓		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			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

11/04/19

Name of person who carried out the internal audit

RONALD AMBROSE CAREY

Signature of person who carried out the internal audit

R.A. Carey

Date

11/04/19

*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 2018/19

We acknowledge as the members of:

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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 2019, 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
	☐	☐	☒

*For any statement to which the response is 'no', an explanation should be published

This Annual Governance Statement was approved at a meeting of the authority on:

DATE: 14/03/19

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

Section 2 – Accounting Statements 2018/19 for

CLOUGHTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	26,975	27,956	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	3,000	3,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7,518	15,341	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2,118	2,258	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	7,419	14,405	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	27,956	29,634	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	27,956	29,634	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	149,376	149,376	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 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

S. Marley

Date

05/04/2019

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED