

CLOUGHTON PARISH COUNCIL

Mrs J. Marley, Clerk to the Parish Council,
Annan, 41 Scalby Road, Burniston, Scarborough, YO13 0HN
Tel. 01723-870299
 Email: clerk@cloughtonpc.org.uk

PARISH COUNCIL ANNUAL MEETING **Tuesday 3rd May 2023, St. Mary's Church Hall** **at 7.10pm**

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

Parishioners welcome to attend

PARISH COUNCIL ANNUAL MEETING AGENDA

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

1. To elect a Parish Council Chairman for forthcoming year.
2. To receive Chairman's Declaration of Acceptance of Office.
3. To elect a Vice Chairman.
4. Election of representatives/officers:-

YLCA
 Coastal Forum
 Heritage Coast
 Scarborough & District Sports Council
 Burniston & Cloughton Village Hall
 Friends of the Railway
 CAP Group

CURRENTLY

Clerk
 Cllrs. Baker & Mrs Readman
 Cllrs. Ford & Mrs Readman
 Cllr. Couch
 Cllr. Mrs Staveley
 Cllr. Couch
 Cllr. Baker

5. Apologies to receive and accept.
6. To receive member's declarations of interest in items of business on this agenda.
7. Minutes of Council meeting of 3rd April 2023 (*enclosed*) to approve and sign.

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

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

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

9. To consider & agree action as appropriate on matters raised at the Parish Assembly or in the Public Open Forum.
10. Reports to receive (as available) & agree action as appropriate – Police (no reports to hand at preparation of agenda), Unitary, Parish, Clerk - not to exceed 30 minutes in total.
11. Updates on items raised at last meeting
 - a) Repairing vandalised playground fencing [*Minute 9/23b*] refers] – to note this has been repaired and invoice in region of £683+VAT is pending;
 - b) Flagpole [*Minute 9/23d*] refers] – to note 1] Duchy has agreed to our proposed location at a cost of £1 a year; 2] an order has been submitted (invoice pending in the region of £500+VAT), 3] Clerk liaising with builder re. concrete foundation block;

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

12. Correspondence:-
 - a) Correspondence received after 24/4/23 & requiring a response before next meeting.
13. Planning Matters:-
 - a) Applications Received & Appeals Notified –
 - 1) Appeal submitted against refusal of 22/01517/FL, erect 1no. dwelling, land at The Old Mill, Mill Lane – to note.
 - b) Decisions received to note:- None at preparation of agenda.
 - c) To agree comments/note any planning matters/decisions received after 24/4/23.
14. Finance & Regulatory Matters:-
 - a) 2022/23 Accounts (*enclosed. If you have a query on them please let me know BEFORE the meeting*) – to receive, approve & authorise Chairman to sign;
 - b) 2022/23 Annual Return (*enclosed*) – 1] to approve the Certificate of Exemption; 2] to receive & note the Annual Internal Audit Report; 3] to complete & approve the Annual Governance Statement (Section 1); 4] to approve the Accounting Statements (Section 2).
 - c) Standing Order to pay Clerk's wages – to note this needs adjustment and the existing standing order has been amended to pay £177/month on the 15th day monthly commencing 15th May 2023 – for authorisation by Council.
 - d) Standing Order to N. Barnes – to authorise a new standing order in payment for the current year's grass cutting etc (set up as £425 payable 20th day monthly from 20th May 2023 to 20th December 2023 inclusive).
 - e) Parish Council website – to consider if there is a need to continue to maintain the planning page & agree action as appropriate.
 - f) To agree the dates of Council meetings till May 2024 (*list enclosed*).
15. Accounts to certify: R. Carey (internal audit 2022/23) £30; YLCA 22/23 membership sub £311-00; St. Mary's Church Cloughton (contribution to churchyard maintenance 23/24) £254-98; Burniston & Cloughton Village Hall (contribution to ground maintenance) 23/24 £700-00.
16. (Subject to the outcome of agenda item 14f) To confirm the date of the next meeting as 5th June 2023.

J. Marley

J. Marley (Mrs)

Clerk to the Parish Council

24th April 2023

MINUTES OF ORDINARY MEETING OF CLOUGHTON PARISH COUNCIL HELD IN ST. MARY'S CHURCH HALL ON MONDAY 3rd APRIL 2023 AT 7.30PM

Present: Councillor P Couch (Chairman)
Councillor D Baker
Councillor M Brooks
Councillor D Ford
Councillor Mrs S Staveley

1 member of public; Mrs J Marley (Clerk to Council).

Absent: Councillors Mrs P Bleasdale and Mrs D Readman, Unitary Councillor D Bastiman.

1/23 **APOLOGIES FOR ABSENCE:** **Accepted** from Councillors Mrs P Bleasdale (prior commitment).

2/23 **DECLARATIONS OF INTEREST:** None.

3/23 **MINUTES** Having been previously circulated, Cllr. Brooks asked that Minute 158/22 be amended to show it was Cllrs. Baker and Staveley who did the online authorisations, not Cllrs. Brooks and Staveley. That amendment was carried and the amended minutes of the meeting of 6th March 2023 were **approved** as an accurate record and authorised for signature by the Chairman.

4/23 **PROCEDURAL MATTER** Standing Orders suspended at 7.34pm for the Public Open Forum.

5/23 **PUBLIC OPEN FORUM** No matters raised.

6/23 **PROCEDURAL MATTER** Standing Orders were resumed at 7.34pm.

7/23 **MATTERS RAISED IN PUBLIC OPEN FORUM** None.

8/23 **REPORTS**

- a) **Police:** the report for incidents during March had been emailed to councillors on 29/3/23 and was **received**.
- b) **Unitary:** No report to receive.
- c) **Parish:** Cllr. Mrs Staveley reported 1] the defibrillator training had been very successful with over 40 people in attendance; 2] installation of the mosaic would start this week; 3] the link footpath on West Lane had been marked up but no repairs had yet taken place; 4] the gate on the footpath through the Uttriss Field [*Minute 152/23 refers*] had still not been repaired (Clerk to report again); 5] the static caravan at the top of Quarry Bank [*Minute 150/22 refers*] had been removed. Cllr. Brooks reminded Cllr. Couch the traffic mirror on the corner of the Blacksmith's still needed adjustment (to do over Easter weekend). Cllr. Baker reported 1] the online CAP meeting with the police – issues with speeding on West Lane were still being addressed; 2] he had reported two problem gullies near his house. Cllr. Couch reported the streetlight at the bottom of the church steps was out (Clerk to report to NYC).
- d) **Clerk:** No matters to report.

9/23 **UPDATES ON MATTERS RAISED AT PREVIOUS MEETINGS:-**

- a) £250 contribution to coronation celebrations [*Minute 152/22 refers*] – details of payee's bank received by Clerk and payment had been raised. **Agreed** payment be authorised, bank authorisations to be done by Cllrs. Baker and Brooks.
- b) Repairing vandalised playground fencing [*Minute 153/22d refers*]. **Agreed** BT Fencing's price of £683+VAT be accepted, Clerk to make necessary arrangements.
- c) Grit bin Littlemoor Close corner [*Minute 154/22b refers*] – **noted** Highways to amend their list of PC owned bins and invoice it in financial year 23/24.
- d) Flagpole [*Minute 154/22d refers*] – **noted** Duchy preparing licence. **Agreed** to wait until details of licence and cost were available before submitting order for flagpole.

10/23 **CORRESPONDENCE**

- a) **Received & noted** letter of thanks from Burniston & Cloughton Village Hall for Council's £150 contribution to repairs in the Under 10's playground [*Minutes 140/22d and 158/22 refer*].
- b) Correspondence received after 28/3/23 & requiring a response before next meeting – none.

11/23 PLANNING MATTERS

a) **Applications Received:-** none.

b) **Decisions received:** – none.

c) **Planning matters received after 28/3/23:-**

1. 23/00214/FL Erect dormer bungalow following demolition of existing bungalow, The Haven, White Way *[details emailed to councillors 29/3/23]* none. **Agreed** to **object** on the grounds the proposed development was not in keeping (scale, height and massing), parking was inadequate, minimal space for domestic enjoyment.

12/23 FINANCE & REGULATORY MATTERS – none.

13/23 ACCOUNTS TO CERTIFY – Having been previously notified/agreed, the following was approved for payment via online banking (Cllrs. Baker and Brooks to do the online authorisation within 24 hours):-

S. Staveley	Reimburse cost of fliers for defibrillator training	£36-72
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14/23 DATE OF NEXT COUNCIL MEETING

Agreed 2nd May 2023, St. Mary's Church Hall. The Annual Parish Assembly is to start at 7pm followed by the Annual Council Meeting (not before 7.10pm).

There being no further business, the Chairman declared the meeting closed at 8.42pm.

DRAFT
for approval
2/5/23

CLOUGHTON PARISH COUNCIL

SUMMARY RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31 MARCH 2023

(Previous) Year Ended <u>31 March 2022</u>	<u>RECEIPTS</u>	(Current) Year Ended <u>31 March 2023</u>
£		£
3,150.00	Precept	3,310.00
5,159.61	Agency Services: SBC	5,309.24
195.99	Agency Services: NYCC	195.99
2,100.00	Rent of Parish Property	2,100.00
6,925.00	Capital Grants (Defib £2,660, DJB Locality Grant for flagpole £750)	3,410.00
3.25	Interest	50.33
<u>12,093.40</u>	VAT recovered	<u>1,968.47</u>
<u><u>29,627.25</u></u>	Total	<u><u>16,344.03</u></u>

<u>PAYMENTS</u>		
£		£
2.32	Printing/stationery	14.19
0.00	Hall hire	190.00
714.02	Insurance	766.51
340.00	Subscriptions	343.00
144.00	Website	120.00
2,091.97	Clerk salary & allowances (sal. £2,133-64; all. £132-36)	2,266.00
110.60	HMRC Tax/NI	75.80
189.72	Pension contributions (see note on page 3)	210.49
32.44	Training	0.00
0.00	Election fees	0.00
72.00	Bank charges	72.00
30.00	Audit (external and internal for 21/22 financial year)	330.00
341.67	Reading Rooms Repairs/Maintenance	0.00
0.00	Defib in phonebox (part grant funded)	2,570.00
221.95	Traffic safety mirror for exiting Beck Lane	0.00
0.00	Replace noticeboard	756.98
0.00	Grant for Platinum Jubilee celebrations	250.00
0.00	Grant to Scarborough Citizen's Advice	150.00
0.00	Contribution to repairs B&CVH Under 10's playground	150.00
58,712.91	New village playground (retention fee and gate)	4,622.50
	Agency Services:-	
0.00	Public seats	410.00
195.99	Roadside verges (part-funded by NYCC)	195.99
227.75	Churchyard	234.36
5,807.51	Parks (£4,068.45) & Verges (£1,299.01)	5,367.46
2,380.00	Bus shelter	150.00
12,147.79	VAT	1,924.12
83,762.64	Total	21,169.40

CLOUGHTON PARISH COUNCIL

RECEIPTS AND PAYMENTS FOR YEAR ENDED 31 MARCH 2023

(Last) Year Ended <u>31 March 2022</u>	SUMMARY	(Current) Year Ended <u>31 March 2023</u>
£		£
67,551.85	Balance brought forward 1 April	13,416.46
<u>29,627.25</u>	ADD total receipts	<u>16,344.03</u>
97,179.10		29,760.49
<u>83,762.64</u>	LESS total payments	<u>21,169.40</u>
<u><u>13,416.46</u></u>	Balance carried forward	<u><u>8,591.09</u></u>

These cumulative funds are represented by:

8,031.76	Unity Trust current a/c	4,244.69
<u>0.00</u>	LESS cheques unpresented at 31 March	<u>0.00</u>
8,031.76		4,244.69
<u>5,384.70</u>	Unity Trust instant access a/c	<u>4,346.40</u>
<u><u>13,416.46</u></u>	Total	<u><u>8,591.09</u></u>

The above statement represents fairly the financial position of the authority as at 31 March 2023 and reflects its receipts and payments during the year.

Approved by Council: _____

.....

(Chairman)

.....

(Responsible Financial Officer)

CLOUGHTON PARISH COUNCIL

SUPPORTING STATEMENT TO THE ACCOUNTS FOR YEAR ENDING 31 MARCH 2023

ASSETS

The noticeboard removed in 21/22 has now been replaced, see below.

At 31 March 2022 the following assets were held:

	Valuation		Valuation
	£		£
Reading Rooms (revalued 2019)	312,000.00	Union Jack	52.00
Playground equipment	60,298.25	Trophies (8)	166.00
Office equipment	100.00	Christmas Lights	890.00
Public seats (12) [revalued 2019]	4,800.00	Defibrillator	2,570.00
Noticeboard	£770.00		
(The basis of valuation of these assets is acquisition cost)			£381,646.25

RESERVES

Reserves are allocated as follows:-

- Parish property repair reserve £743
- Election reserve £500
- Contingency reserve £1,000
- Unitary impact reserve £3,000
- General reserve £3,348

PENSIONS

A pension scheme is set up with The People's Pension. Contributions are a percentage of gross salary:- Council 3.75% and Clerk 5%. In the year of account, employee's contributions totalled £116-95 and employer's contributions totalled £93-54.

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 (rent review due 1/9/23)	Repairing

Council as Tenant:

Landlord	Property	Rent p.a (ex VAT)	Repairing/Non Repairing
Duchy of Lancaster	Bus Shelter	£50	Repairing
Duchy of Lancaster	Quiet Area	£50	Repairing
Duchy of Lancaster	Playground	£50	Repairing

CLOUGHTON PARISH COUNCIL

SUPPORTING STATEMENT TO THE ACCOUNTS FOR YEAR ENDING 31 MARCH 2023 (continued)

S. 137 PAYMENTS

Section 137 of the Local Government Act 1972 (as amended) enables local councils to spend up to the product of £8-82 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 £5,018-58.

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	4,068.45
	Highway verges	1,299.01
	Bus/public shelters	150.00
	Churchyards	234.36
	Seats	410.00
North Yorkshire County Council	Highway verges	195.99

MISCELLANEOUS

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

- Borrowing
- Advertising and publicity

Leases – No leases were ceased or entered into.

Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, 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 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

CLOUGHTON PARISH COUNCIL 2023

certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2022/23: **£16,344** ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23: **£21,169** ENTER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2023.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

www.cloughtonpc.org.uk ENTER OWNED GENERIC EMAIL ADDRESS

Telephone number

01723870299 ENTER NUMBER

*Published web address

https://cloughtonpc.org.uk/ ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2022/23

CLOUGHTON PARISH COUNCIL 2023

<https://cloughtonpc.org.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY 13/04/2023

R. A. Carey

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

13/04/2023

*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 2022/23

We acknowledge as the members of:

CLOUGHTON PARISH COUNCIL 2023

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	No	'Yes' means that this authority:
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
			✓

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

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

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

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	No
☐	☐

<https://cloughtonpc.org.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

CLOUGHTON PARISH COUNCIL 2023

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	67,552	13,416	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	3,150	3,310	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	26,477	13,034	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	2,192	2,434	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.
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	81,571	18,735	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	13,416	8,591	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	13,416	8,591	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	376,758	381,646	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).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

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

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

CLOUGHTON PARISH COUNCIL

Mrs J. Marley, Clerk to the Parish Council,
Annan, 41 Scalby Road, Burniston, Scarborough, YO13 0HN
Tel. 01723-870299
Email: clerk@cloughtonpc.org.uk

2/5/23 meeting, AGENDA ITEM 14f)

Dates for Ordinary Meetings of Cloughton Parish Council June 2023 to May 2024

To agree the dates of Ordinary Meetings of Cloughton Parish Council from June 2023 to May 2024. Meetings to be held in St. Mary's Church Hall on the following dates, commencing at 7.30pm unless otherwise stated:-

5th June 2023	3 rd July 2023	No meeting August 2023	4th September 2023
2nd October 2023	6 th November 2023	4 th December 2023	8 th January 2024
5 th February 2024	4 th March 2024	1st April 2024 (start not before 7.10pm)	13 th May 2024