

St Cuthbert Without Parish Council

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW
Tel: 0750 800 1602 Email: clerk@stcuthbertwithout.org.uk Web
www.stcuthbertwithout.org.uk

Wednesday, 18 September 2024

Dear Councillor

You are summoned to attend the **St Cuthbert Without Parish Council Meeting** that will be held at Carleton Day Centre on **Thursday 26 September 2024** at 7.30 PM. The Public and Press are invited to attend.



Clerk

AGENDA

44. **APOLOGIES FOR ABSENCE** - To receive apologies and approve reasons for absence
45. **MINUTES OF THE COUNCIL MEETING held on 25 July 2024** - To authorise the chair to sign, as a correct record, the minutes of the meeting held on 25 July 2024 (attached).
46. **Co-option of Councillor – to resolve whether to co-opt Emma Nanson as a councillor (Attached)**
47. **DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION**
 - a. Register of Interests: Councillors are reminded of the need to update their register of interests
 - b. To declare any personal interests in items on the agenda and their nature
 - c. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for the relevant items)
 - d. To make any requests for dispensation
48. **Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**
To decide whether there are any items of business which require exclusion of the press and public
49. **PUBLIC PARTICIPATION (20 MINUTES ALLOWED)** - this agenda item enables Parish Councillors to hear the views, comments and/or complaints from the public. The Parish Councillors can respond. However (unless the items are already on the agenda) no council decisions can be taken at this meeting but, if appropriate, the matters can be put onto a future agenda for decision. Comments limited to 5 minutes per person.
50. **CUMBERLAND COUNCILLOR REPORTS– to receive** items for information (items raised for decision will appear on the agenda for the next meeting subject to agreement by the council.)
51. **POLICE MATTERS – to resolve** whether to submit any matters to the Local Focus Hub.
52. **PLANNING APPLICATIONS** - You may view the details on the Planning Authority website (Cumberland.gov.uk) where parishioners can submit their own observations directly

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a. To resolve whether to submit any observations on the following applications

24/0551	Dalvene, Carleton Road, Carlisle, CA1 3EH A	Erection Of Two Storey Side Extension To Provide Extended Utility & Shower Room On Ground Floor With Bedroom Above (Revised Application)
24/0547	Land adjacent Carwinley, Durdar Road, Carlisle, CA2 4SB	Erection Of 1no. Dwelling
24/0029/TPO	5 Chestnut Lane, Parkland Village, Carlisle, CA1 3SS	Removal Of 2no. Trees Subject To TPO308

b. To note the following applications that were delegated to the Clerk for decision following consultation with councillors and the comments below made online.

24/0491	Former Garages/Offices North of Scalesceugh Hall, Carleton, Carlisle, CA4 0BT	Discharge Of Conditions 4 (Foul Drainage) & 5 (Landscaping Scheme) Of Previously Approved Application 22/0435	No observations
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c. To Note the following applications were granted approval

24/0148	Barn at Blackwell House, Durdar Road, Carlisle, CA2 4ST	Proposed Underpinning & New Foundation To Be Tied Back To Existing Wall & Foundation (LBC)
24/0400	245 Durdar Road, Carlisle, CA2 4TJ	Erection of Single Storey Side & Front Extension To Provide Bedroom, Store & Porch
24/0348	Brookside, Brisco, Carlisle, CA4 0QW	Erection Of Detached Garden Summerhouse (LBC)
24/0234	Land at Woodside Park, Wreay, Carlisle, CA4 0RH	Conversion Of Redundant Stable Block To 1no. Dwelling

d. To Note that the following application(s) have been withdrawn

18/0327	Land at Garlands Road and Cumwhinton Road, Carlisle	Continued Display Of Free Standing Sign

53. FINANCE

a. **Payments- to authorise** schedule of payments totalling £4893.85 (VN 34-45)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
Already paid							

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35	22/07/2024	SSE Energy Solutions	0	Footway lighting	74.68	3.73	78.41
36	01/08/2024	Solway Garden and Landscapes	0	Grass contract	662.42	132.49	794.91
34	07/08/2024	Autospeedwatch Limited	Order ID:332	Speed Indicator Device	845.59	0.00	845.59
37	13/08/2024	Autospeedwatch Limited	333	Speed Indicator Device	33.37	6.68	40.05
38	22/08/2024	SSE Energy Solutions	0	Footway lighting	77.17	3.86	81.03
To be paid							
46	18/09/2024	Moore	325537	Audit	210.00	42.00	252.00
41	27/09/2024	Nick Phillips	0	Expenses	8.25	0.00	8.25
40	27/09/2024	Nick Phillips	0	Salary	891.00	0.00	891.00
39	27/09/2024	HMRC	0	PAYE	18.35	0.00	18.35
44	01/10/2024	Solway Garden and Landscapes	0	Grass contract	662.42	132.49	794.91
43	27/10/2024	Nick Phillips	0	Salary	891.00	0.00	891.00
42	27/10/2024	HMRC	0	PAYE	18.35	0.00	18.35
45	01/11/2024	Solway Garden and Landscapes	0	Playground and bus shelters	50.00	10.00	60.00
45	01/11/2024	Solway Garden and Landscapes	0	Playground and bus shelters	100.00	20.00	120.00

- b. **Monthly reconciliation (July and August) – to receive and note** the reconciliation and balances checked by Cllr Stringfellow.
- c. **Monthly budget update- to receive and note**
54. **HIGHWAY MATTERS:** To receive, for information, any items relating to the highway and **Resolve** which to ask the Clerk to report to the Highways Authority.
55. Speed indicators devices – to receive an update and resolve what the next steps should be (attached with decisions)
- a. Appointing a councillor or other to help administer the data
 - b. Purchase of additional devices
 - c. Publicising the work –
56. Traffic Regulation Orders – to resolve what actions should be taken with respect to the questions in the attached paper:
- a. Cumwhinton Road
 - b. Sewell Lane
 - c. Sycamore Lane
 - d. Any others
 - e. Letter to Denise Rollo
57. NALC Model Financial Regulations – to resolve whether to adopt the NALC Model Financial Regulations as adapted for SCWPC (Attached)
58. External Audit report – To receive and Note any actions required. (Attached)
59. Carlisle Southern Link Road – to receive any updates

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60. St Cuthbert's garden Village – to receive any updates

61. Clerk's verbal report: to receive feedback on the following items

a. Grit Bins

62. Councillors' reports and items for future agenda

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

63. Date of next meeting

The next meeting of the Parish Council will take place on 28 November 2024 in Carleton Clinic (TBC) at 7:30pm.

Agenda items to be submitted to the Clerk by 12 noon on Friday 15 November 2024.

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Minutes of the St Cuthbert Without Parish Council meeting held on Thursday 25 July 2024 at 7.30pm at Wreay Village Hall.

Present: S Reed (Chair), S Bird, M Bowman, S Bradford, T Gear, B Graham, I Stewart, C Stringfellow, M Turnbull, E Wallace

Also present: N Phillips (Clerk/RFO), Cumberland Cllr L Patrick, 4 members of the public.

Minutes

25. **APOLOGIES FOR ABSENCE** - received apologies and approved reasons for absence from Cumberland Cllr G Mitchell

26. **MINUTES OF THE COUNCIL MEETING held on 23 May 2024** - authorised the chair to sign, as a correct record, the minutes of the meeting held on 23 May 2024.

27. **DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION**

- a. Register of Interests: Councillors are reminded of the need to update their register of interests
- b. To declare any personal interests in items on the agenda and their nature – Cllr Stewart declared an interest in item 34
- c. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for the relevant items)
- d. To make any requests for dispensation

28. **Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

To decide whether there are any items of business other than item 40 which require exclusion of the press and public -none

29. **PUBLIC PARTICIPATION (20 MINUTES ALLOWED)** – 4 members of the public attended to discuss the issues of speeding in Brisco. It was reported that funding could be made available to source new devices and councillors asked for the current device to be moved to the middle location in Brisco and for the Clerk to get a login.

30. **CUMBERLAND COUNCILLOR REPORTS**—received the following items for information it was suggested that Parish Councils might want to invite officers to their meetings to discuss the opportunities for funding via the community panels.

31. **POLICE MATTERS** –resolved not to submit any matters to the Local Focus Hub.

32. **PLANNING APPLICATIONS** -

- a. resolved to submit observations on the following application

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24-0412	River Forge, Carleton, Carlisle, CA4 0AA	Display Of 2no. Non Illuminated Free Standing Signs
No observations		

- b. notes the following applications that were delegated to the Clerk for decision following consultation with councillors and the comments below made online.

24-0400	245 Durdar Road, Carlisle, CA2 4TJ	Erection of Single Storey Side & Front Extension To Provide Bedroom, Store & Porch	No observations
24/0348	Brookside, Brisco, Carlisle, CA4 0QW	Erection Of Detached Garden Summerhouse (LBC)	No observations

- c. Noted the following applications were granted approval

24/0297	Caer Mote, Carleton Road, Carlisle, CA1 3EH	Demolition Of Conservatory & Part Rear Extension; Erection Of Single Storey Rear Extension To Provide Kitchen/Dining Area
24/0269	Winton, Chapel Hill Road, Wreay, Carlisle, CA4 0RP	Erection Of Single Storey Rear Extension
24/0109	Wreay Syke, Wreay, Carlisle, CA4 0RL	Erection Of Detached Summerhouse (Part Retrospective)
24/0231	Land to the rear of 42-50 Durdar Road, Carlisle CA2 4SQ	Variation Of Condition 2 (Approved Documents) Of Previously Approved Planning Permission 23/0604 (Erection Of 1no. Dwelling (Revised Application)) To Regularise Minor Alterations To Roof Profile & To Include Integrated Solar Panel Array
23/0852	Grounds of Scalesceugh Hall & Villas, Scalesceugh, Carlisle, CA4 0BT	Reinstatement Of Handrail On Steps Between Parking Area/Entrance To Apartments & Upper Garden Area In Front Of Scalesceugh Hall, Reinstatement Of Handrail On Steps Between Upper Lawn Level & Lower Lawn Level
24/0144	2 Blackhall Wood Cottages, Durdar, Carlisle, CA5 7LH	Erection Of Carport (Retrospective)

- d. Noted that the following application has been refused

24/0075	2 Carleton Hill Cottages, Cocklakes, Cumwhinton, Carlisle, CA4 0BN	Change Of Use From Grass Verge To Be Incorporated Into Garden With Beech Hedge Along New Boundary; Erection Of 1.6 Metre High Double Gates
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33. FINANCE

a. Payments- authorised schedule of payments totalling £4552.61 (VN 20-33)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
Already paid							
20	02/07/2024	Your Security Sign	PO-YS- WEB- 2689859- SCWPC	Signs	54.52	10.90	65.42
21	12/07/2024	James England	001536	Tree Survey	650.00	0.00	650.00
22	30/06/2024	Unity Trust Bank	0	Bank charges	18.00	0.00	18.00
23	21/06/2024	SSE Energy Solutions	0	Footway lighting	77.17	3.86	81.03
To be paid							
24	25/07/2024	Nick Phillips	0	Expenses	8.25	0.00	8.25
25	27/07/2024	HMRC	0	PAYE	18.35	0.00	18.35
26	27/07/2024	Nick Phillips	0	Salary	891.00	0.00	891.00
27	27/07/2024	Nick Phillips	Amazon purchase	Paper	15.75	3.15	18.90
28	25/07/2024	Solway Garden and Landscapes	INV0409	Bench	357.00	71.40	428.40
29	25/07/2024	Starboard Systems Ltd (Scribe)	INV-6142	Subscription	407.50	81.50	489.00
30	27/08/2024	HMRC	0	PAYE	18.35	0.00	18.35
31	27/08/2024	Nick Phillips	0	Salary	891.00	0.00	891.00
32	01/09/2024	Solway Garden and Landscapes	0	Grass contract	662.42	132.49	794.91
33	01/09/2024	Solway Garden and Landscapes	0	Playground and bus shelters	50.00	10.00	60.00
33	01/09/2024	Solway Garden and Landscapes	0	Playground and bus shelters	100.00	20.00	120.00

- b. **Monthly reconciliation (May and June 2024) –received and noted** the reconciliation and balances checked by Cllr Stringfellow.
- c. **Monthly budget update- received and noted**
- d. **Receipt –noted** receipt from Savills (Church Commissioners) £1176.30 for historical work on Wreay Village Green, St Mary’s Church £100, contribution to cost of grass cutting, Unity Trust Bank £173.39 – bank interest.

34. Carlisle Southern Link Road –received the following updates that the Wreay Road will re-open on Sunday 28 July, Councillors asked that a representative of CSLR attend each meeting. The Clerk shared information regarding flooding under the motorway bridge in Wreay and will continue to work with the CSLR and Cumberland Council

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team. It was reported that the road cleaning process was not up to standard. Durdar to Ivelgil road has already closed. Dissatisfaction was expressed over the project management and failure to re-open the Wreay road in a timely manner. The clerk was asked to obtain a copy of the carbon management plan.

35. St Cuthbert's Garden Village – discussions still taking place at Cumberland Council level ahead of further consultation, probably later this year. Questions were raised regarding planned infrastructure improvements as opposed to reactive changes.
36. **HIGHWAY MATTERS:** Road closure near Carleton clinic signs would benefit from a date stating how long the closure would last, Chapel Hill road would benefit from a passing place. Hedge at Cumwhinton Road between Sewell lane and Admiral Way road needs to be cut back to boundary as opposed to edge of grass. Redcat road – verges need attention and fly-tipping taking place in gateways. Junction of Cumwhinton Drive and Parkland Avenue is deteriorating. Burthwaite road potholes.
37. Noticeboard on Speckled Wood- resolved to replace both doors.
38. Speed indicator devices- resolved to authorise the clerk to seek agreement with the Police and then to source one new device, with appropriate signage to be situated in Brisco in the first instance with the intention that the devices can then be interchangeable.
39. Grit bins on the Coppice –resolved write to Taylor Wimpey and state that as they are the de-facto highway authority that the liability rests with them to ensure the safety of motorists on the estate. It was further resolved to update councillors on the response from Taylor Wimpey with an understanding that the Parish Council might be prepared to be the supplier of last resort.
40. Tree survey and Associated Works- resolved to delegate authority to the clerk to commission necessary safety work. Discussions took place regarding the future of the Picnic Area with a report to be tabled at a future meeting.
41. **Clerk's verbal report:** to receive feedback on the following items
 - a. Wreay Village Green- discussions ongoing with Church Commissioners
 - b. Sewell lane – parked cars and potential enforcement – Early discussions with the enforcement team particularly with respect to the London Road end of Sewell Lane. Issue is likely to be that any change would require resident support.
 - c. 40 MPH zone on Cumwhinton Road – Officers are appreciative of the issues and have said that they will await the planning decision as the first step. Councillors asked the Clerk to report the safety issues following a collision with the refuge to highlight that the issue may be more urgent.
 - d. Redcat Road – potholes have been reported.

42. Councillors' reports and items for future agenda

Tree on highway verge near Worthington Place has died
Cllr Wallace enquired whether if the road closure in Wreay is extended is there any way of compensating residents of Wreay.

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Grit heaps on sides of road killing hedges, contact to be made with Highways
St Ninians road flooding and parking on corner of St Ninians road were raised as
questions for Cumberland Councillor.

Reports of delays to bridges were reported.

43. Date of next meeting

The next meeting of the Parish Council will take place on 26 September 2024 at
Carleton Day Centre at 7.30pm.

Agenda items to be submitted to the Clerk by 12 noon on Friday 13 September 2024.

Meeting closed at 21.15

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Eligibility Form

Personal Details

Name E [REDACTED] nson

Address [REDACTED] 4 0QS

Telephone Number [REDACTED]

Email Address [REDACTED]

Are you 18 or over? Yes No

Please detail any experience you have that may be relevant to St Cuthbert Without Parish Council (If necessary, please continue on a separate sheet of paper).

I have lived in St Cuthberts Without Parish for 20 years, the last 2 ½ in Brisco. I feel that I have a good understanding and interest in the area, its people and mix of urban development, businesses and farming. I already support the village of Brisco sorting out potholes, missed bin collections, issues with the water supply etc.

I have two children of school age and many friends of all ages. My work in the NHS has given me experiences of personal interaction with members of the public which is both professional and empathetic. I am approachable and work well as part of a team, I am adaptable and flexible in my work within all the roles I have held I have managed my own workload and am used to dealing with sensitive and confidential information.

I have previously worked for Cumbria Police and within the education sector.

I am not afraid to be direct in expressing a view in which I believe but understand the importance of a team approach.

I would relish being a member of the parish council at a time when it is becoming involved in the garden village project and managing so much change in our area.

St Cuthbert Without Parish Council

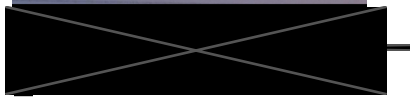
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Is there any other information you would like to disclose regarding your application? (If necessary, please continue on a separate sheet of paper).

Declaration

Signed

A black rectangular box with a white 'X' drawn across it, used to redact the signature of the applicant.

Name Emma Nanson

Date 07/08/24

Please return this completed form and the completed Co-option Eligibility Form to:
St Cuthbert Without Parish Council, 14 Twickenham Court, Carlisle CA1 3TW
Tel: 0750 800 1602 Email: clerk@stcuthbertwithout.org.uk;

Data Protection 1998

The information provided on this application form will remain private and confidential

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Eligibility Form

In order to be eligible for co-option as a St Cuthbert Without Parish Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below.

- a) I am registered as a local government elector for the parish; or
- b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or
- c) My principal or only place of work during those twelve months has been in the parish;
- d) I have during the whole of twelve months resided in the parish or within 3 miles of it.

Please circle which of the above applies to you.

Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

In III., it ceases on the expiry of five years from the date of discharge

Declaration

I Emma Nanson

hereby confirm that I am eligible to apply for the vacancy of St Cuthbert Without Parish Councillor, and the information given on this form is a true and accurate record.

Signed



Name



ST CUTHBERT WITHOUT PARISH COUNCIL MEETING SEPTEMBER 2024 – FINANCIAL OFFICER’S REPORT

ACCOUNTS FOR PAYMENT

I present for approval the following accounts for payment – Vouchers No.34 to 45 amounting to £4893.85

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
Already paid							
35	22/07/2024	SSE Energy Solutions	0	Footway lighting	74.68	3.73	78.41
36	01/08/2024	Solway Garden and Landscapes	0	Grass contract	662.42	132.49	794.91
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45	01/11/2024	Solway Garden and Landscapes	0	Playground and bus shelters	50.00	10.00	60.00
45	01/11/2024	Solway Garden and Landscapes	0	Playground and bus shelters	100.00	20.00	120.00

Approved - Minute No.	53A
Chair signature	
Date	26/9/2024

From: AutoSpeedWatch sales@autospeedwatch.org
Subject: AutoSpeedWatch - Order 332
Date: 7 August 2024 at 10:21
To: clerk@stcuthbertwithout.org.uk



Thank you for your interest in AutoSpeedWatch products. Your order has been received and will be processed once payment has been confirmed.

To view your order click on the link below:

https://store.autospeedwatch.org/index.php?route=account/order/info&order_id=332

Once your payment has been confirmed you can click on the link below to access your downloadable products:

<https://store.autospeedwatch.org/index.php?route=account/download>

<

Order Details	
Order ID: 332 Date Added: 07/08/2024 Payment Method: Bank Transfer Shipping Method: Free Shipping	E-mail: clerk@stcuthbertwithout.org.uk Telephone: 07508001602 IP Address: 84.9.43.24 Order Status: Pending

Instructions
Bank Transfer Instructions Please make a BACS transfer to: Metro Bank Account Name: Autospeedwatch Limited Sort Code: 23-05-80 Account: 31807247 We will process your order on clearance of funds. Your order will not ship until we receive payment.

Payment Address	Shipping Address
Nick Phillips St Cuthbert Without Parish Council 14 Twickenham Court Carlisle CA13TW Cumbria United Kingdom	Nick Phillips St Cuthbert Without Parish Council 14 Twickenham Court Carlisle CA13TW Cumbria United Kingdom

Product	Model	Quantity	Price	
Sign -Sign Size:Standard (approx. 42..	ASWSGN02	1	£58.60	£58.60
Roadside Unit, incl. 1yr data -Road type:Drive on Left (UK) ...	ASWRUxx02	1	£779.00	£779.00
Conspicuity Kit	ASWCNP01	1	£7.99	£7.99
			Sub-Total:	£845.59

	Free Shipping:	£0
	Total:	£80

Please reply to this e-mail if you have any questions

From: AutoSpeedWatch sales@autospeedwatch.org
Subject: AutoSpeedWatch - Order 333
Date: 12 August 2024 at 10:02
To: clerk@stouthbertwithout.org.uk



St Cuthbert Without Parish Council

Clerk's Expenses September 2024

Postage

VAT

Total

Travel

Miles

@per mile

To post agendas on noticeboards (Septem

17.6

£ 0.47

£ 8.25

Totals

£

-

£

8.25

£

8.25



St Cuthbert without Parish Council
14 Twickenham Court
Watermillock
Carlisle
CA1 3TW

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby, NN18 9EZ

T 01536 461900

Rutland House
Minerva Business Park
Lynch Wood
Peterborough, PE2 6PZ

T 01733 397300

www.moore.co.uk

Invoice No.: 325537
Date: 22 August 2024
Ref: 52257/979

Payment Terms: 30 Days
VAT Number: 120 4315 30

DESCRIPTION OF SERVICES

FEE

Fixed rate fee in relation to completing the 2023/24 External Auditor's limited assurance review.

210.00

Net Fee

210.00

VAT @ 20.0%

42.00

Total Fee

£ 252.00

PAYMENT DETAILS

BACS payments to Barclays Bank, account no. 83808459, sort code: 20-67-40.

Please make cheques payable to Moore and send to Oakley House, 3 Saxon Way West, Corby NN18 9EZ

We also accept all major debit and credit cards.

Partners: Geoff Norman FCCA, Andy Hancock FCCA, Carolyn Rossiter FCA, Mohamed Mavani FCA, Matthew Grief CTA TEP, Nick Bairstow FCA, April Foster FCCA, John Harvey BFP ACA FCCA, Jen Nixon FCCA MAAT, Tim Woodgates CTA FCCA, Michelle Watson FCCA, Robert Pluck FCCA, Gemma Roger FCA. **Associates:** Paul Nash FCCA, Amanda Eddy FCA, Lorna Bloor FCCA, Hannah Sardeson FCCA. Registered to carry on audit work in the UK; regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales. An independent member firm of Moore Global Network Limited – members in principal cities throughout the world. This firm is not a partner or agent for any other Moore firm and is a separate partnership with offices in Corby, Peterborough and Northampton.

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Nicholas Phillips
14 Twickenham Court
CARLISLE
CA1 3TW

Date: 31/07/2024

Account Name: St Cuthbert Without Parish Council

Swift Code (BIC): NWBKGB2L

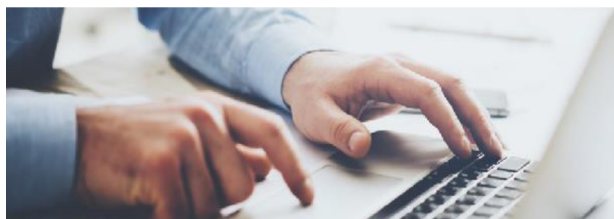
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20452832

Your arranged overdraft limit is £0.00

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at www.unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us

Call us: **0345 140 1000**

Email us: us@unity.co.uk

Visit us: unity.co.uk

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/06/2024		Balance brought forward	£0.00	£0.00	£42,456.81
01/07/2024	Standing Order	S/O to: HMRC	vn16 £18.35	£0.00	£42,438.46
01/07/2024	Standing Order	S/O to: IAN RUMNEY	vn18 £794.91	£0.00	£41,643.55
01/07/2024	Standing Order	S/O to: IAN RUMNEY	vn19 £180.00	£0.00	£41,463.55

Page number 1 of 3

Statement number 040

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE
We invest in people Gold



Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
05/07/2024	Faster Payment Debit	B/P to: Value Products Lim	VN20 £65.42	£0.00	£41,398.13
12/07/2024	Faster Payment Debit	B/P to: James England	VN21 £650.00	£0.00	£40,748.13
22/07/2024	Direct Debit	Direct Debit (SSE ENERGY SUPPLY)	VN35 £78.41	£0.00	£40,669.72
29/07/2024	Standing Order	S/O to: N Phillips	VN26 £891.00	£0.00	£39,778.72
29/07/2024	Faster Payment Debit	B/P to: N Phillips	VN21 £18.90	£0.00	£39,759.82
29/07/2024	Faster Payment Debit	B/P to: Staboard System Lt	VN29 £489.00	£0.00	£39,270.82
29/07/2024	Faster Payment Debit	B/P to: Ian Rumney	VN28 £428.40	£0.00	£38,842.42
29/07/2024	Faster Payment Debit	B/P to: N Phillips	VN24 £8.25	£0.00	£38,834.17
30/07/2024	Standing Order	S/O to: HMRC	VN25 £18.35	£0.00	£38,815.82

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Nicholas Phillips
14 Twickenham Court
CARLISLE
CA1 3TW

Date: 31/08/2024

Account Name: St Cuthbert Without Parish Council

Swift Code (BIC): NWBKGB2L

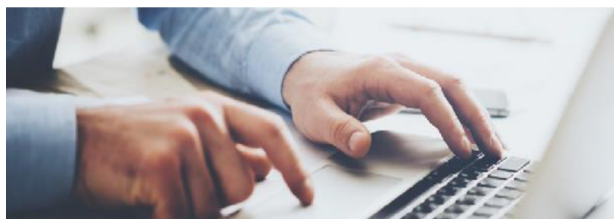
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20452832

Your arranged overdraft limit is £0.00

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Contact Us

Call us: **0345 140 1000**

Email us: **us@unity.co.uk**

Visit us: **unity.co.uk**

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/07/2024		Balance brought forward	£0.00	£0.00	£38,815.82
01/08/2024	Standing Order	S/O to: IAN RUMNEY	VN36 £794.91	£0.00	£38,020.91
07/08/2024	Faster Payment Debit	B/P to: Autospeedwatch Lim	VN34 £845.59	£0.00	£37,175.32
13/08/2024	Faster Payment Debit	B/P to: Autospeedwatch Lim	VN37 £40.05	£0.00	£37,135.27

Page number 1 of 3

Statement number 041

**For Businesses.
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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
22/08/2024	Direct Debit	Direct Debit (SSE ENERGY SUPPLY)	VN38 £81.03	£0.00	£37,054.24
27/08/2024	Standing Order	S/O to: N Phillips	VN31 £891.00	£0.00	£36,163.24
30/08/2024	Standing Order	S/O to: HMRC	VN30 £18.35	£0.00	£36,144.89

St Cuthbert Without Parish Council Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Income															
VAT Refund															
Precept															
Bank Interest															
Grant receipt															
Administration															
Precept															
Payroll	120.00		120.00											120.00	
Audit	250.00		50.00											260.00	-10.00
Clerk's expenses	260.00		24.65					24.00						56.90	203.10
Insurance	101.53													8.25	101.53
Post/Phone	412.00														412.00
Subscriptions	840.00		713.45					407.50						1,120.95	-280.95
Training	155.00		120.00											120.00	35.00
Salary	9,000.00	891.00	891.00	891.00	891.00	891.00	891.00	891.00	891.00	891.00	891.00	891.00	891.00	6,237.00	2,763.00
HMRC	1,908.00	18.35	18.35	18.35	18.35	18.35	18.35	18.35	18.35	18.35	18.35	18.35	18.35	128.45	1,779.55
Bank charges	72.00			18.00										18.00	54.00
Grounds															
Risk Management	354.50		50.00		700.00		50.00		50.00		50.00			850.00	-495.50
Grass contract	6,437.00		662.42	662.42	662.42	662.42	662.42	662.42	662.42	662.42	662.42	662.42	662.42	3,974.52	2,462.48
Sundry repairs and Maint	550.00		100.00		154.52		100.00		100.00		100.00			454.52	95.48
Picnic area	100.00														100.00
Noticeboards															
Delivery			429.00											786.00	-786.00
Benches					357.00									786.00	-786.00
Git Bins	1,260.00													1,260.00	1,260.00
Lighting															
Lighting	922.00	77.17	74.68	77.17	74.68	77.17								380.87	541.13

St Cuthbert Without Parish Council Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Miscellaneous															
Sundries	690.00														690.00
Grants															
SID						878.96								878.96	-878.96
	23,432.03	986.52	3,253.55	1,666.94	3,289.47	2,527.90	1,940.02	1,571.77	150.00						
														Total:	15,386.17
														Variance:	8,045.86

St Cuthbert Without Parish Council Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
RECEIPTS															
Income															
VAT Refund															
Precept		27,000.00												27,000.00	27,000.00
Bank Interest				173.39										173.39	173.39
Grant receipt		610.00	1,176.30											1,786.30	1,786.30
Administration															
Precept	27,000.00														-27,000.00
Payroll															
Audit															
Clerk's expenses															
Insurance															
Post/Phone															
Subscriptions															
Training															
Salary															
HMRC															
Bank charges															
Grounds															
Risk Management															
Grass contract				100.00										100.00	100.00
Sundry repairs and Maint															
Picnic area															
Noticeboards															
Delivery															
Benches															
Grit Bins															
Lighting															
Lighting															

St Cuthbert Without Parish Council Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Miscellaneous															
Sundries															
Grants															
SID															
	27,000.00	27,610.00	1,176.30	273.39											
														Total:	29,059.69
														Variance:	2,059.69

St Cuthbert Without Parish Council

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW (postal queries only)

Tel: 0750 800 1602 Email: clerk@stcuthbertwithout.org.uk Web www.stcuthbertwithout.org.uk

Speed Indicator device update

Older Device in Brisco

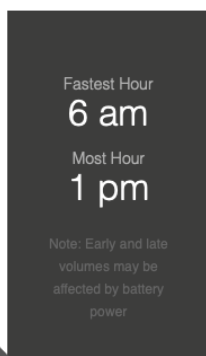
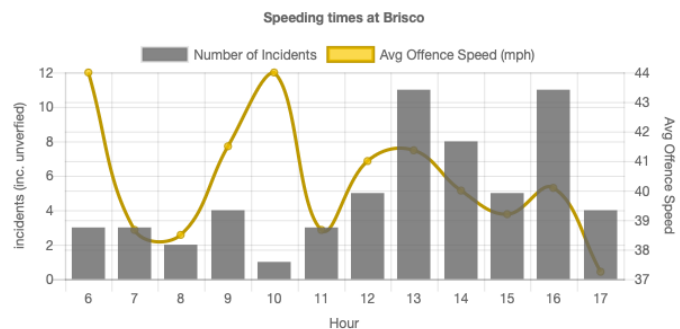
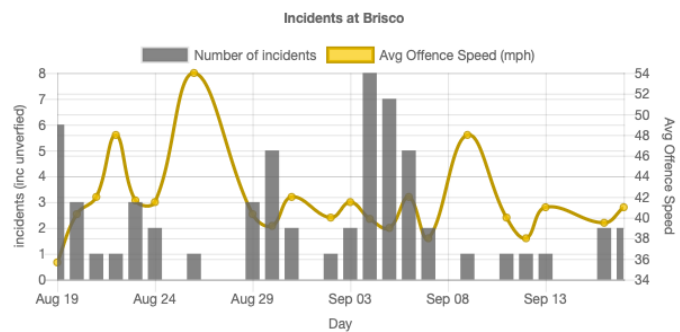
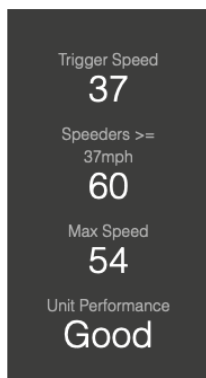
This device has now been moved to one of the other locations where it is signalling speeds to traffic leaving Carlisle. Due to the mounting brackets this device can only easily be mounted on poles placed specifically for that purpose, it is not possible to mount it, for instance, on a lamp post.

Ongoing difficulties with downloading the data mean that I am not able to provide an update on the data at this juncture.

New SID in Brisco

This has been mounted on an existing pole in Brisco which negated the requirement for permissions from the Highway Authority as these already existed. It has been sited near to Brisco Common and detects speeding motorists travelling towards Carlisle. In common with the other device it will only catch and identify vehicles travelling on the side of the road that the unit is placed on.

The following are some of the reports it provides:



St Cuthbert Without Parish Council

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW (postal queries only)
 Tel: 0750 800 1602 Email: clerk@stcuthbertwithout.org.uk Web www.stcuthbertwithout.org.uk

Vehicles
786

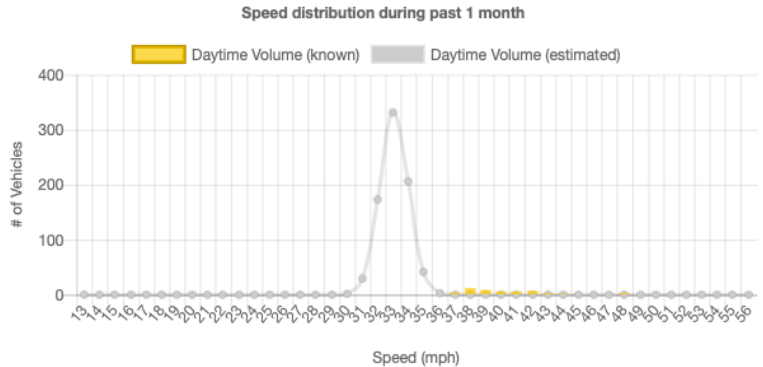
Uptime
100%

Est. Vehicles
786

Average Speed
33.1

Est. 85th %tile
34.1

Speed Adherence
Good



As can be seen there is generally a good adherence to the speed limit with the majority of drivers obeying the speed limit. Each day there are a number of vehicles that exceed the speed limit and these need manually confirming or deleting. If the registration number has been captured then they are confirmed and if not they are deleted.

a) Decision – would the Parish Council allow an extra person to help administer the device and is anyone prepared to help?

A report can then be provided showing the highest speeds in a given time (NB only a small part is shown):

Show vehicles and order by: Date↑ Date↓ Speed↑ Speed↓

for All locations between 2024-09-01 and 2024-09-18

N15YDR 09/09/24 15:40 BST 48 mph	K72UEA 06/09/24 14:00 BST 48 mph	H18JZU 03/09/24 15:17 BST 46 mph	F21OKA 04/09/24 14:51 BST 45 mph
013VAM 05/09/24 11:01 BST 44 mph	M12XRY 06/09/24 17:50 BST 44 mph	F18ULM 17/09/24 10:15 BST 43 mph	LN23URO 06/09/24 10:52 BST 42 mph

Clicking on any one registration plate will show you the vehicle



This is a zoomed image (red border). Registration (no spaces):

K72UEA 06/09/24 14:00 BST 48 mph

DVLA/DVSA say (click to refresh):
 Make: FORD
 Model: TRANSIT 350 LEADER ECOBLUE
 Colour: WHITE
 Type: Light Goods

Previously verified by Daniel Fisher

There is also provision to identify motorists who repeatedly speed.

St Cuthbert Without Parish Council

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW (postal queries only)

Tel: 0750 800 1602 Email: clerk@stcuthbertwithout.org.uk Web www.stcuthbertwithout.org.uk

Persistent speeders

This page lists vehicles that have multiple verified speeding incidents over a specified period (defaulting to past 30 days), and therefore presents stronger evidence of behavioural speeding than an individual record. Unverified incidents are not shown on this page.

Show 50 vehicles, and order by # incidents, then speed speed, then # incidents
for All locations between 2024-08-05 and 2024-09-18 Submit

P71MLV 4 times Max: 47	I21HED 4 times Max: 44	W72WPD 4 times Max: 42	P63WNB 3 times Max: 47
------------------------	------------------------	------------------------	------------------------

Next Steps in Brisco

I agreed with the Police that the unit would remain at the current location for the first month or so of the school year and that it would then be moved to a second location, we are informed that the are immediately prior to the 40MPH zone on the way into Carlisle may be an area to investigate. There is an existing pole there although the vegetation would need to be cut back to be effective. It would remain there for a further month and then be moved to the third location in Brisco to identify issues with drivers leaving Carlisle.

The Police already have access to the data and PC Daniel Fisher has already visited some of the worst offenders and a protocol is being worked on for how the data can best be used. PC Fisher is also working with colleagues in the traffic team to share data with them. Both PC Fisher and Inspector Leather were keen to have site of the data as this would allow them to make a stronger representation to Cumberland Council and the Police Enforcement team for action should the data support the case for action.

Next Steps in the Parish

Currently the data in Brisco shows that, at the current location and the current time frame there is a reasonably good adherence to the speed limit and would probably not be evidentially useful in building a case for speed calming or other measures. However, there are other areas still to explore.

CLLr Reed and the Clerk have identified two more locations on Cumwhinton Drive/Garlands Road where it would be possible and advantageous to site SIDs. The Clerk has asked for permissions from the Highways Authority to site a SID at these positions. It should be noted that SCWPC previously arranged, at their cost, traffic surveys on this road which indicated that there were problems. The data was shared with the Police and Cumberland Council. The Police offered to use one of their SIDs there at some stage. Cumberland Council have not responded or acknowledged the report.

- b) Question – would the Parish Council support the purchase of two additional devices to be sited in Garlands Road/Cumwhinton Drive?

NB the clerk may be able to bid for funding from the Community Panel for this but this is not guaranteed.

- c) Question – how would the Parish Council like to share the work that it is doing to tackle speeding with their partnership with Cumbria Police?

Options could include press releases, CALC news, social media, other ways to publicise.

St Cuthbert Without Parish Council

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW (postal queries only)

Tel: 0750 800 1602 Email: clerk@stcuthbertwithout.org.uk Web www.stcuthbertwithout.org.uk

Traffic Regulation Orders

A traffic regulation order is implemented by a highway authority when it wishes to make changes to road use in an area. Examples would be a change in speed limit, restricting the movement of HGVs in residential areas, creation of low traffic neighbourhoods and implementing parking restrictions. Implementation of a Traffic Regulation Order (TRO) requires the highways authority to consult on their plans. Each consultation takes a period of time and has a cost associated with it.

Cumberland Council have indicated that they are planning to submit groups of TROs at the same time as this will reduce the overall cost of submission, the consultation process can be carried out concurrently and all applications can then be applied at once. This process is currently being used in Westmorland and Furness. Cumberland have indicated that they intend to consult on TROs during the financial year 2025-26 for the Border, Fellside and North Carlisle community panel area of which Wetheral is part. The remainder of the Parish falls into the Carlisle West or Petteril reviews which will be carried out in 2026-27.

Whilst this would seem to a good idea as it reduces the cost and the work in consultation. It does mean that some areas will be reviewed earlier than others.

Very little information has been given to Parish Councils about the TRO reviews although I am informed that all of the previous requests that have been made will not be acted upon unless they have been reported on the HIAMS system. This information has been shared "unofficially" by a Cumberland Councillor from another ward!

I would like to suggest that the following TRO requests are submitted on the HIAMS system some of which have been suggested in the past and some that are new:

- a) Cumwhinton Road Between Sewell Lane and Cumwhinton Drive at 40 mph
- b) Sewell Lane – junction with London Road – introduction of Double Yellow Lines near the junction
- c) Sycamore Lane junction with Garlands Road – following complaints to the Parish Council of Parking issues during school drop off and pick up times and separate reports to the Police about near misses where children have narrowly avoided being run over due to parked cars where parents are waiting to with their children for the school bus. The Police have since placed cones as a temporary measure to prevent parking, the Police have stated that they would support any such application.
- d) Any other suggestions form councillors
- e) I would like to further suggest that the I write to Cllr Denise Rollo, Chair of Highways and Transport Strategic Board, copying our ward councillors and officers, making a suggestion that whilst we support the use of group TROs we would like to see the ability for some issues to be implemented earlier than the current planned review where a strong case can be made and where it is supported by the local community panel. We should also ask that communication with parish councils should be improved.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the council.

- n) Much of Section 16 can be deleted if not applicable.
 - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council’s website.

ST CUTHBERT WITHOUT PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 26 September 2024

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £2,000;

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements or similar document as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of October each year.

4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

contract opportunities and the publication of notices about the award of contracts.

- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council, for any items below £2,000 excluding VAT.
 - in respect of grants, the council will agree grants within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary,

whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £1000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by the chair on each and every occasion when payment is made - to reduce the risk of duplicate payments.

- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000]excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

- 7.6. Councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- a) The council will not maintain any form of cash float. No cash transactions will be carried out.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one

item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Section 3 - External Auditor Report and Certificate 2023/24

In respect of

St Cuthbert Without Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2023/24

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Boxes 1-6 of Section 2 of the AGAR does not arithmetically add down to Box 7 by £2 when summed. It appears that this imbalance is a cumulative effect of the two previous year's £1 imbalances, i.e. based on these previous imbalances we expected Box 1 figure for 2023 to have been stated as £42,082, Boxes 7 and 8 figures for 2023 to have been stated as £46,830 and Box 1 figure for 2024 to have been stated as £46,830. We believe the closing Boxes 7 and 8 figures of 2024 are accurately stated. Therefore when submitting the 2024-25 return, the Council should note the above when completing the figures in the prior year's column.

In addition to this, the Council should note when rounding the numbers for the Return care should be taken to ensure boxes 1-6 sum to box 7 in accordance with Paragraph 2.19 of JPAG Practitioners' Guide 2023 and that box 7 agrees or reconciles to box 8 as is required per Paragraph 2.23 of JPAG Practitioners' Guide 2023.

Other matters not affecting our opinion which we draw to the attention of the authority:

On review, the council's general reserves are higher than the generally accepted level for general reserves for smaller authorities. The council have however informed us that some of these general reserves are actually held to fund various projects. Whilst this is reasonable as a statement, the council should quantify the amount earmarked for these projects from General Reserves each year under the budgeting guidance, ensuring that they then leave sufficient general reserves which under general guidance is 0.25 and 1.0 times expenditure. Amounts can be designated to and/or from this reserve as part of the in year budget monitoring process as is required.

3 External auditor certificate 2023/24

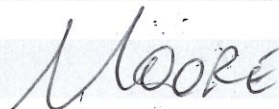
We certify/~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

 MOORE

External Auditor Signature



Date

16/08/2024