

**DRAFT MINUTES OF MEETING OF CULWORTH PARISH COUNCIL
held on Thursday 18th July 2024 at 7pm in the Village Hall**

Present:

Stuart Rolt (SR)	Chairman of the Meeting
David Mumford (DM)	Councillor
Martin Rowling (MR)	Councillor
Jose Rowling (JR)	Councillor
Catherine Ruffley (CR)	Councillor
Andrew Field (AF)	Councillor
Gary Denby (GD)	Parish Clerk

Public:

Steven Kerridge (SK)
Simon Theobald (ST)
Karen Theobald
Rob Stuart (RS)

(10 present)

Welcome to members and parishioners by Stuart Rolt

1. Apologies received:-
Cllr Andrew Wilby
2. Councillor declarations of interest & dispensations in the following agenda items: None.
3. Receive minutes of the meeting held on **17th June 2024** as an accurate record of the Parish Council official acts and decisions Proposed by DM, seconded by JR and agreed by all Councillors present (the member of the public was McDonald-Lewitt).
4. **Public Concerns** (prior notice to the the Chair or the Parish Clerk is recommended)
 - 4.1 SK asked whether the Culworth Village signs on the village entrances might be updated, since they have become very faded. It was agreed the the Clerk will seek costings **GD**.
 - 4.2 SK suggested that Culworth village might seek Highway's 20 mph Maximum Speed signs, as with some surrounding villages recently? This was supported by ST, with additional concerns that Banbury Lane might become a regular short-cut by locals when HS/2 developments close the road between Thorpe Mandeville and the Sulgrave turn-off (for years). The Clerk advised that that only advisory 20mph signs are available in Northamptonshire (green cable-tied notices, free of charge from WNC through our Unitary Councillor Alison Eastwood – Moreton Pinkney are trialling some). The Clerk will inquire whether a village-wide reduction to 20mph might work on safety grounds **GD**
 - 4.3 ST asked whether additional Vehicle Activated speed Signs (VAS) might be installed in the village? It was noted that the present one (through an HS/2 grant) can be easily re-located to the post already installed on the lower end of High Street, adding a novelty factor, as advised to Moreton Pinkney a decade ago. **AF** volunteered to do so.
 - 4.4 SR advised that with his HS/2 Liaison role, he is aware of the need to close Banbury Lane coming into Culworth for the HS/2 removal of old pipework. This is likely to be in mid September 2024. The lane is likely to be closed for a much longer period, once HS/2 start installing the steel cross-overs on their new viaduct. He receives a further update tomorrow [19/7/24:- *there is to be a one month closure of Banbury Road east of the village during September for removal of a redundant utility / clearance work, with a longer closure to follow to enable works for Greatworth Green Tunnel to extend northwards. Diversion will be via the Greatworth Tee. It was noted however that it*

would be important to prevent 'rat-running' along the Banbury Lane via Lower Thorpe during this time as it is a poor-quality narrow local road].

- 4.5 ST reported on the concerns of some residents close to the Play Park, with late evening noise disturbance from a minority of unaccompanied 8-11 year-olds; a particular child frequently squealing. It was argued that the current trial sign is too vague with its 'dawn to dusk' limitation: they need to be tighter and clearer **GD**.

5. **Matters Arising** from previous Parish Council minutes

- 5.1 Ref 8: Update on village BBQ, postponed from 7th July due to inclement weather. No date has been so far been set for its reinstatement (requires good weather). Perhaps at the start of September (the neighbouring Eydon fete is on Sun 1st)
- 5.2 Ref 10.2: Receive recommendations regards tree works requiring attention. AW and DM have looked at the burial ground: one with a fungus still looks healthy. AW will look at a Beech tree with potential falling branches. JR has tried to contact Ed Pointon of Tree Tops (provided 2021 survey) but without success. The Clerk will try a more formal letter, inviting Tree Tops to quote for a review **GD**. Tim Rose at Tree Tops may be calling JR back at some point.
- 5.3 Ref 10.3: Update on Cricket field entrance signage. JR (the Cricket Club Secretary) reported that wood for the signs has been kindly supplied by Adrian Kilmister and the sign writing will be made by **CR**.
- 5.4 Ref 10.4: Progress regarding a band to assist with Play Park equipment checking **AF**. AW has looked at the equipment and found nothing amiss. The Clerk will supply him with a copy of the Kompan recommended inspection schedule **GD**.

The Clerk has written to the Play Inspection Company (from Poole, Dorset) who performed the initial equipment inspection at its installation in June 2023. They have quoted £175 + VAT for an annual update to their report (using the same criteria as before). It will be useful to compare like-with-like after a year of public use. Councillors agreed to this approach **GD**.

- 5.5 Ref 10.6: Clerk's progress with burial ground formal registrations. Carried forward **GD**.

6. **Correspondence received by Councillors**

- 6.1 6 May: Customising the 2024 Financial Regulations (to Finance Committee)
- 6.2 10 May: Gallagher-Hiscox Insurance renewal quote £957.26 from 1.6.24 (excl Ppark)
- 6.3 10 May: N-CALC mini eUpdate 10/05 – Rose of Northamptonshire; member Services
- 6.4 30 May: N-CALC mini eUpdate 17/05 – Good Councillor Guide
- 6.6 5 Jun: N-CALC eUpdate Mar/Apr
- 6.7 5 Jun: WNC Northants Community Choir in Britain's Got Talent
- 6.8 5 Jun: WNC Town & Parish Briefing (24)
- 6.9 5 Jun: WNC welcome new Chairman: Cllr Jo Gilford
- 6.10 5 Jun: WNC help shape the vision of Daventry town centre
- 6.11 9 Jun: Clerk's call for an additional June meeting to ratify the accounts for auditors
- 6.12 10 Jun: N-CALC mini eUpdate 07/06 – LAP websites
- 6.13 10 Jun: Sovereign Play offers £40 per inspection for play kit... (5 years £400 + VAT)
- 6.14 10 Jun: WNC extension to Open Spaces Assessment key stakeholders consult (21 Jun)

- 6.15 12 Jun: N-CALC requests a membership survey for Councillors
- 6.16 24 Jun: WNC Town & Parish Briefing (25)
- 6.17 24 Jun: N-CALC mini eUpdate 21/06 – AGAR Deadline (external audit)
- 6.18 24 Jun: WNC Bird keepers urged to register their flocks
- 6.19 24 Jun: N-CALC mini eUpdate 14/06 – Local Council week; Engagement workshop
- 6.20 28 Jun: Trafford Bride road closure 8 Jul – 1 Sept
- 6.21 24 Jun: N-CALC mini eUpdate 28/06 – More Fibre on the way
- 6.22 1 Jul: Clerk query on mowing requirements (map) for the School Sports Day 18 July
- 6.23 5 Jul: N-CALC membership survey reminder (by 31 July)
- 6.24 5 Jul: WNC Grand Prix weekend local road restrictions
- 6.25 8 Jul: WNC confirm date for return of Northampton Market to its historic square (Sep)

7. Planning (items available at wnc.planning-register.co.uk + Advanced Planning + Parish)

- 7.1 2024/3131/TCA: Removal of co-dominant stem and three laterals from a Horsechestnut tree at the Manor House, the Green OX17 2BB by 17 Jul.
- 7.2 2024/3049/TCA: Fell one Ash tree to ground level at Danvers House, High Street OX17 1BD by 15 Jul.
- 7.3 2024/2923/TCA: Reduce crown of Eucalyptus by approx 7m at The Red Lion, High Street OX17 2BD by 5 Jul.
- 7.4 2024/2853/TCA: Notification of tree works at The Old Bakehouse, The Green OX17 2BB (Reduction to 1x Bay Tree; Removal of 1x Juniper, 1x Yew and 1x Bush). FYI. Councillors had no comments on this. Pending.
- 7.5 2024/2800/OUT: Extension to existing barn to form living accommodation for pub owners and / or staff at The Red Lion, High Street OX17 2BD by 1 July. Councillors supported this application. Pending.
- 7.6 2024/2589/FULL: New agricultural barn, new track and access to land adjacent to Peas Furlong, Sulgrave Road by 14 June. Councillors Objected to this application on grounds of its dangerous access on the brow of a hill within a National Speed Limit (60 mph) area. Pending.
- 7.7 2024/2101/FULL: Construction of 4 bedroom dwelling, double garage and vehicle access on land adjacent to Barley Hill, Sulgrave Road **by 6 June**. Pending. Councillors approved of the application **GD**.
- 7.8 2023/2358/LBC: Replace existing approaches along front elevation and replace windows and doors (inclusive of supporting works) at Myrtle Cottage, Sulgrave Road OX17 2AP by 3 June. Councillors had No Objections. Pending.
- 7.9 2024/2042/TCA: Reduce canopy of Yew tree by 2m at Danvers House, High Street OX17 2BD (no consultees). Councillors had no comments. No Objections 30 May.
- 7.10 2024/1860/TCA: Fell Laburnum to near ground level at Dalmar House, The Cottage, High Street OX17 2BD by 1st May (still addressed to The Forge...). Councillors had no comments on this. Consent not required 16 May.

- 7.11 2024/0861/PNHPD: Whether prior approval required regards amenity impact for a proposed single storey rear extension at 7 Barley Hill OX17 2AR. Councillors had no objections to this proposal: 20 Mar. Prior Approval not required 5 Jun.

8. **Audit and Accounts**

- 8.1 Adoption of the reconciled 2023-24 Accounts, forwarded for consideration (budget). Shown in APPENDIX A and APPENDIX B, presented by Clerk and considered by Councillors. Both show a surplus of £4,837.78 over the year, now reconciled to the Unity Trust bank statements after some 40+ hours of work and external assistance.

The nuance was that transfers from the interest-bearing saver accounts into the Parish Council account all require allocation of an income category, except when reducing the saver account below its start of year figure (when that amount was part of the previous year's income and so has no assigned category). This triggered the double-allocations.

Of note was the halving of the Clerks salary claimed in 2023-24 from £6,400 in the two previous years to £2,770 and less than £1,000 in expenses on lines 6a and 6b. This is from your current Clerk having more of an administrative role and less face-to-face interaction, compared with his predecessor JR. The budget sheet also shows the effects of the Cricket Field project on lines 16a, 16b and 24 with its VAT (about £14,000 to still be reclaimed); also the Play Park project on lines 17, 19a and 23 with £15,000 VAT reclaim outstanding. The Expenditure Total for 2023-23 was £161,000 and lower at £107,000 in 2023-24. This has been noticed by the Unity Bank computer system!

JR noted that the S137 donation of £25 for the Poppy Wreath has been inadvertently included in the Clerk's expenses. Adoption of the presented accounts was proposed by DM, seconded by AW and agreed by all Councillors present. To be uploaded to the Parish Council web site for public scrutiny, internal and external audit **GD**.

- 8.2 Revision of Standing Orders (2018), model supplied by N-CALC, to include the revised Complaints Procedure. These are unchanged and the final edits are carried forward **GD**.
- 8.3 Adoption of **new** Financial Regulations (2024), model supplied by N-CALC, if ready **GD**. Carried forward **GD**.
- 8.4 Update of Parish Council Risk Assessment and Asset Register, includes Play Park & Gym This remains unchanged from the previous year, excepting that a £75,000 acquisition cost has been added to the assets register to include the Play Park and Adult Gym equipment (APPENDIX C).
- 8.5 Review of policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (N-CALC as council's DPO) This remains unchanged from last year; a requirement of N-CALC acting as the Parish Council's Data Protection Officer.
- 8.6 Review of the Council's expenditure incurred under S137: £25 for RBL wreath. The S142 charitable grant of £100 to the Banbury branch of Citizens Advice Bureau failed since addressed to their former office. It has been re-credited to the Parish accounts. Councillors agreed that consequently £200 shall be sent during the current financial year **GD**.
- 8.7 Receive Internal auditor's report, if available with such short notice. The Clerk hope to meet with N-CALC's Gill Wells on Wed 24 July **GD**.
- 8.8 **Completion** of Form 3 Section 1 Annual Governance Statement 2023/24 APPENDIX D.

Reviewed verbally, section by section with Councillors present, signed by the Chairman.

8.9 **Completion** of Form 3 Section 2 Accounting Statements for 2023/24

This is a re-work of the approved parish accounts in APPENDIX A and APPENDIX B. Adoption of the Accounting Statements was proposed by DM, seconded by AW and agreed by all Councillors present, signed by the Clerk as the council's Responsible Financial Officer and by the Chairman – see APPENDIX E.

8.10 Update on registration with 12cloudpayroll.com for Clerk's zero PAYE for 2024-25

The new Clerk's submission of his zero PAYE payments and gross salary to HMRC for 2023-24 remains outstanding, but shall be covered by his own Sole Trader tax submission for 2023-24 in the next couple of months **GD**.

Councillors agreed to his move for periodic reporting of his zero PAYE via 12cloudpayroll.com, backdated to April 2024. This will permit a formal P60 to be issued in March 2025, declaring gross salary and zero PAYE (working 4 hours weekly). Further a Direct Debit mandate shall be set up for the occasions when the facility is used (about seven times a year) **GD**.

8.11 Unity Bank developments on 'upgrade' to T2 account since over £100,000 turnover

Their computer has noticed a turnover exceeding £100,000 pa and is moving you to a T2 account as of September 2024 (additional 15p per transaction charges). The Clerk has disputed this presumption that we are a large town council and explained the transient nature of the two overlapping projects. The only means of addressing this situation is for the Clerk to submit a complaint (Case No 00533658). Pending developments.

~~8.12 Update on HMRC debt collection agency chase on erroneous £200 penalty charge~~
Erroneous – from another Parish Council. No action required.

8.13 Receive Clerk's hours expended for Q2 to 30 June 2024 (48 hrs above 0.5 days/week)

Resolution of the non-reconciliation of the accounts with the bank statements took an unexpected 40 hours of additional audit time. This caused the Clerk's expended hours to exceed the target 78 hours for Q1-Q2, by a significant 48 hours. Thus the Clerk has reclaimed an additional 40 hours in his July salary claim. This is well within 'the normal' hours for the previous Clerk. Hopefully there will be no National Insurance ramifications. See APPENDIX F.

8.14 Consider and approve the Parish Council payments listed below.

It transpires that the Roger Smith invoice 728 for May 2024 has previously been paid and should be ignored (it has not been set up for payment approval).

During the audit process, the Clerk came across an unpaid invoice for Texprep for £31.50 dated 12 April 2024 (presumably the Spring Newsletter, 80 printed copies). Given its lateness, the Clerk has tacked onto the end of the approvals list below.

JR anticipates an invoice for about £175 (last year's amount) for the maintenance of the church clock. The Clerk has not received this invoice to date. Councillors proposed that this be paid upon its presentation, to a maximum of £200 (there being no meeting until Sept).

Approved by all Councillors present:-

Description / Power	Amount	VAT	Total
---------------------	--------	-----	-------

Cartwright Landscapes mowing of Greens and other areas on 8 th & 20 th May; mow cricket field perimeter on 16 th May; strim wall of cricket field on 20 th May. Inv C45309 <i>Open Spaces Act 1906, ss.9 and 10</i>	£133.50 £99.00 £50.00	£56.50	£339.00
Cartwright Landscapes mowing of Greens and other areas on 3 rd & 17 th June. Inv C45423 <i>Open Spaces Act 1906, ss.9 and 10</i>	£133.50	£26.70	£160.20
Roger Smith mowing of Burial Ground on 10th & 20th May; Strim-burial ground on 17th and 31st May; mow & strim Play and Gym areas on 13th & 27th June. Inv 728 <i>Open Spaces Act 1906, ss.9 and 10</i>	£48.00 £16.00 £150.00	-	£230.00
Roger Smith mowing of Burial Ground on 3 rd , 13 th , 20 th & 27 th June; Strim burial ground on 13 th June; mow & strim Play and Gym areas on 4 th , 17 th & 31 st May. Inv 711 <i>Open Spaces Act 1906, ss.9 and 10</i>	£96.00 £16.00 £100.00	-	£212.00
Gary Denby Parish Clerk gross remuneration and expenses (5 weeks) including home office expenses 13 Jun – 17 Jul Remuneration for 40 extra hours worked on audit reconciliation <i>Local Government Act 1972, Section 112 Appointment of staff.</i>	£323.40 £35.75 £646.80	-	£1,005.95
Yu Energy Street lighting electricity charges 01 – 30 Jun 2024 (DD) 43.5 p/day standing; 27.08 day 27.08 night p/kWh	£89.32 £13.29	£4.47 £0.66	£107.74
Texprep 80 printed newsletters prior to 12 April 2024, Invoice 26825 <i>Local Government Act 1972, Section 21.25 Bulletins and Newsletters.</i>	£31.50		£31.50

9. Councillors' Comments

9.1 MR has spoken with Paul Lewis with regards adding palings to the small and larger Play Park safety fencing (to deter entry by small dogs). He also suggested that the small gate should be self-closing (a weight and pulley), but Paul was concerned with finger entrapment.

Councillors considered that small fingers could be entrapped by the free-swinging gate, and that the children should be accompanied in any case. They therefore agreed that a self closing mechanism should also be added **MR**.

9.2 JR reported that recently, when the small gate was padlocked during a cricket match, unaccompanied children climbed over the gate in any case. Councillors agreed there was little more that could be done (larger signs are planned but unlikely to assist).

9.3 Visibility out on the Weston Road is becoming dangerous due to an over-grown hedge. SR agreed to have a work with the new landowner **SR**.

10. Date of next meeting: **Thursday 12th September at 7pm** in the village hall.

Meeting closed at 8.10 pm

.....
Chairman

.....
Date

APPENDIX A: ACCOUNTS FOR 2023-24, SIGNED WITH COUNCIL APPROVAL

Culworth Parish Council

Receipts & Payments Account for the Year ended 31 March 2024

<u>2022-23</u>		<u>2023-24</u>
Receipts		
25,000	Parish Council Precept from WNC	37,000
331	Receipts from Burials & Monuments	1,371
5	Wayleave (+ unrepresented CAB + mug sales 23-24)	135
110,020	Sport England Grant (22-23) / HS/2 Grant (23-24)	54,118
14,000	Culworth Cricket Club	0
6,000	Culworth Community Park Fundraising	8,497
656	Community Infrastructure Levy	0
152	Bank Interest	426
16,428	VAT Recovered	10,793
£ 172,592		£ 112,341
Payments		
2,232	Street Lighting (power + replacement / maintenance)	2,382
2,960	Culworth Castle Maintenance	1,499
599	Recreation Field Maintenance	
643	Burial Ground Maintenance	1,105
1,274	Dog Fouling Bins & Maintenance	1,274
387	Cricket Field Maintenance, including annual lease	106
880	Village Maintenance	0
213	Bus Shelter & Misc Repairs	0
185	Church Clock (Parish Councils Act 1957 1.2)	0
880	Tree Surgeon	0
114,288	Cricket Field project support	3,429
0	Play Park project support	75,000
6,472	Clerk's Salary	2,774
897	Administration Expenses	680
400	Newsletters and Reports	303
220	Website Fees	102
117	Hire of Hall	171
834	Parish Council Public and Employer Liability Insurance	885
466	N-CALC, SLCC, ACRE Parish Online subscriptions	546
282	Training	0
200	External audit by PKF Littlejon	500
72	Bank Charges	72
25,307	VAT Recoverable	16,650
	Section 137 (max = £9.93 x 307 = £3,048.51 for 2023-24)	
20	Royal British Legion / War Memorial	25
1,749	Queen's Jubilee	0
1,769		25
100	Section 142 (Citizen's Advice Bureau)	0
£ 161,677		£ 107,502
Summary		
31,617	Balance brought forward from last year	42,532
172,592	Add Receipts (above)	112,341
204,209		154,873
161,677	Less Payments (above)	107,502
£ 42,532	Balance carried forward to next year	£ 47,370
Represented by:		
33,905	Unity Trust Bank – General T1 Account	31,442
7,971	Unity Trust Bank – Cricket Field Saver Account	6,783
656	Unity Trust Bank – Community Park Saver Account	9,144
£ 42,532		£ 47,370

Culworth PC Receipts and Payments 2023-24.ods

Gary Deuby
18/7/24

[Signature]
18/7/24

18/07/2024

APPENDIX B: AUDITED ACCOUNT INCLUDED WITHIN THE 2024-25 BUDGET

Culworth Parish Council
Expenditures for 2020-2023, budget 2023-24 with 2023-24 expenditures for the year
Against the budget for 2024-25

Expenditure Item		Expenditure 2021-22 Audited	Expenditure 2022-23 Audited	Budget 2023-24	Expenditure 2023-24 Audited	Budget 2024- 25
1	Grass Mowing S96	£1,698	£3,946	£3,000	£1,499.00	£2,500
2	Tree / Footpath Maintenance	£600	£880	£2,000	-	£2,000
3	Subscription NCALC, SLCC + PoL	£397	£456	£500	£328.70	£600
4a	Electricity supply un-metered	£1,245	£2,232	£1,000	£1,021.01	£1,100
4b	Street light maintain & upgrade	£2,175	£1,278	£3,000	£1,361.00	£3,000
5	Parish Council Insurance	£594	£834	£900	£885.07	£1,000
6a	Clerk salary 3.5 hrs / week + hols	£6,473	£6,472	£8,000	£2,773.57	£3,363
6b	Clerk / Office Expenses / Other	£1,296	£969	£4,150	£778.06	£800
6c	Clerk & Councillor Conf / Training	£229	£282	£300	-	£500
7a	Audit Int+Ext – N-CALC + LJ	£485	£200	£552	£707.00	£590
7b	N-CALC acting as DPO	£10	£10	£10	£10.00	£10
8	Village Hall rental	-	£117	£300	£171.00	£300
9	Burial Ground Maintenance	£855	£643	£900	£1,105.00	£800
10	Dog and litter bin maintenance	£1,165	£1,274	£900	£1,274.00	£1,000
11	Village Newsletter– Sec 142	£519	£400	£250	£302.70	£300
12	Village web site & maintenance – S142 Gov't Info	£296	£220	£0	£101.90	£445
13	Jubilee / Coronation RBL–Sec 137	£244	£1,769	£2,904	£0.00	£25
14	Miscellaneous contingency	£1,517	-	£2,000	-	£2,000
15	Citizens Advice Bureau	£100	£100	£100		£100
16a	Cricket Field CHFT support	-	£114,288	£11,500	£105.52	£100
16b	Cricket Field CHFT funding	-	-	£0	£3,429.00	
17	Community Play Park funding	-	-	£0	£75,000.00	£8,000
18	Rebuild reserves for new assets			£0	-	£10,000
19a	Play Park VAT refund outstanding				£15,000.00	
19b	VAT as a refundable expense	£1,358	£25,307		£1,650.42	
TOTAL EXPENDITURE (inc VAT):		£21,256	£161,677	£42,266	£107,502.95	£38,533

20	Precept request	£23,500	£25,000	£37,000	£37,000.00	£38,000
21	Burials & Monuments	£331	£331		£1,376.10	£400
21	Bank Interest: CHFT & Ppark		£152		£426.30	
22	Community Infrastructure Levy	£2,846	-	£5,540		
23	Play Park grants			£0	£62,614.86	
24	Donations / awards	£303	£130,681		£130.00	
25	Recovered VAT	£1,356	£16,428		£10,793.47	
TOTAL INCOME		£28,336	£172,592	£42,540	£112,340.73	£38,400
Excess income over expenditure		£7,080	£10,915	£274	£4,837.78	-£133

Culworth Parish Council

Fixed assets

2023-24

Transferred from hard copy book kept since 1996

Actual purchase price when known

1. Bus shelter wooden Sulgrave Road **c£100**
2. Bus shelter Stone on Village Green **c£2,000**
3. 26 street lights (24 converted to LED, 2 remaining 35 sox to be changed when lights fail to LED) **£26,000**
4. Metal seat on green - silver jubilee **£550**
5. Dave Lewitt seat- gift
6. Burial ground gate , fence and stone wall **£2,000**
7. Land at Berry Hill Close **£1.00**
8. Part of cricket field **£1.00**
9. War memorial - converted 1922- NOT insured

10. Given by SNC March 2020
(currently in Forge Coffee upstairs)
 - a. Laptop **£295**
 - b. Projector **£391**
 - c. HDMI cable **£2**
 - d. Projector Screen **£99**
 - e. Projector Stand **£72**

11. Acquisition cost of Play Park and Adult Gym equipment installed on Hill Field in June 2023 **£75,000**

TOTAL DECLARED: £31,511 + £75,000 = £106,511

APPENDIX D: Form 3 Section 1 Annual Governance Statement 2023/24, signed
Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

CULWORTH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

18/07/2024

and recorded as minute reference:

Minutes of Meeting 240718/8.8 CE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair S. [Signature] REQUIRED

Clerk Gary [Signature] REQUIRED

<http://www.culworthparishcouncil.gov.uk/community/culworth-parish-council-18681/audit-2023-24/>

APPENDIX E: Form 3 Section 2 Accounting Statements for 2023/24

Section 2 – Accounting Statements 2023/24 for

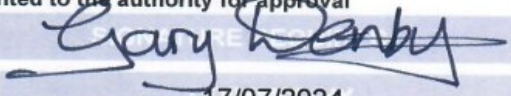
CULWORTH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	31,617	42,532	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	25,000	37,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	147,592	75,341	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	6,472	3,552	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	155,205	103,951	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	42,532	47,370	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	42,532	47,370	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	30,514	106,511	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 exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval


Date 17/07/2024

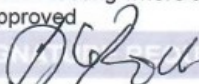
I confirm that these Accounting Statements were approved by this authority on this date:

18/07/2024

as recorded in minute reference:

Minutes of Meeting 240718.pdf/8.9

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

 SIGNED

APPENDIX F: Clerk hours expended during 2024 to date (Q1 & Q2)

YTD

<u>Month</u>	<u>Days</u>	<u>Target Hours</u>	<u>Actual Hours</u>	<u>Difference</u>
3.5 hours per week contracted (4 hour paid), equates to a target of 0.5 hours per day				
January (Precept, tenders)	31	13.3	9.2	-4.1
February (EXTRA Co-opt meeting)	28	12.0	20.00	8.0
March (draft end of year accounts)**	31	13.3	10.00	-3.3
April (Annual Parish Meeting, Accts)	30	12.9	14.50	1.6
May (Annual General Meeting, Procs)	31	13.3	32.00	18.7
June (extra meeting)	30	12.9	40.50	27.6
July	31	0.0	0	0.0
August (no meeting)	31	0.0	0	0.0
September	30	0.0	0	0.0
October (no meeting)	31	0.0	0	0.0
November (budgeting)**	30	0.0	0	0.0
December (contracts renewals)	31	0.0	0	0.0
Accumulated over / under hours worked		77.6	126.2	48.6

** 10 additional hours reimbursed at older pay rate within April Parish Council meeting