

PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

29 September 2022

You are summoned to attend a meeting of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted at the **Pannett Gallery**, on **Tuesday 4 September 2022 at 6:00pm**, the agenda for which is set out below.



Michael King
Town Clerk

To: Councillors A Abbott, Mrs H Coughlan, R Dalrymple,
J Harston, A Jones, Mrs L Wild and Mrs N Wilson

Councillor G Goodberry(sub.)

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.

AGENDA

1. APOLOGIES

To receive apologies for inability to attend.

2. DECLARATION OF INTERESTS

To declare any disclosable pecuniary interests or any other interests which members may have in the following agenda items and consider any dispensation requests.

3. PUBLIC PARTICIPATION

Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person).

General Purposes & Policy

4. MINUTES OF MEETING HELD ON 2 AUGUST 2022

(page 3)

To approve the minutes of the last meeting.

5. ACTION OUTSTANDING FROM PREVIOUS MEETINGS

Verbal update from the Clerk on items outstanding from earlier meetings.

6. MEETING ACCESSIBILITY

(page 9)

To consider next steps

7. LOCAL GOVERNMENT REORGANISATION

(page 11)

Update attached

Finance

8. APPROVAL OF EXPENDITURE

(page 13)

To approve payment of invoices dated to 28 September 2022.

9. FINANCIAL STATEMENT – CASHBOOK TO 31 AUGUST 2022

(page 17)

To note income, expenditure and balances to the end of Month 5 – 2022-23.

Please note that an update to the end of September will be tabled at the meeting.

10. NOTICE OF COMPLETION OF LIMITED ASSURANCE REVIEW

(page 19)

To formally note the receipt of an unqualified certificate from the council's external auditor concluding the 2021/22 Annual Accountability and Governance Review, which was published on the town council's website by 30 September 2022, as required.

11. BUDGET PREPARATION 2023/24

To consider any proposals from members for growth or additional expenditure within the scope of the committee.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held in the Pannett Gallery on Tuesday 7 June 2022 at 6:00pm.

Present: Councillors Dalrymple (Chair), Abbott, Mrs Coughlan, Harston, Jones and Mrs Wilson.

Also: M King, Town Clerk and three members of the public.

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972

131/22 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mrs Wild.

MOVED by Councillor Mrs Wilson, seconded by Councillor Harston and unanimously

RESOLVED that Cllr Mrs Wild's apologies be accepted.

132/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

STANDING ORDERS SUSPENDED

133/22 PUBLIC PARTICIPATION

Cllr Riddolls (as a member of the public) raised comments on three items on the agenda:

- a) Advocating that Option 5 is chosen over Option 4 under question 9 at Item 6
- b) Suggesting the Full Council should determine the response to the expression of interest request raised at Item 7
- c) Suggesting that provision is made to increase the Earmarked Reserve for elections and polls from its current value (£0) to reflect the known costs of the recently undertaken parish poll.

STANDING ORDERS REINSTATED

134/22 MINUTES OF MEETING HELD ON 7 JUNE 2022.

MOVED by Councillor Mrs Wilson, seconded by Councillor Mrs Coughlan and unanimously

RESOLVED that minutes of the meeting held on 7 June 2022 be approved and signed by the Chair as a correct record.

135/22 ACTION OUTSTANDING FROM PREVIOUS MEETINGS

The Clerk provided a verbal update on items from earlier meetings. It was noted that the vote for the parish representative on the North York Moors National Park had been posted and that the issue of correspondence with the

Chair of the Lit & Phil was under consideration by the Joint Management Committee.

MOVED by Councillor Harston, seconded by Councillor Mrs Coughlan and unanimously

RESOLVED that the information be noted.

136/22 SHORT TERM HOLIDAY LETS

To consider a draft response to the consultation by DCMS on Short-Term Holiday Lets, for direct submission and indirectly to contribute to a sectoral response from NALC.

MOVED by Councillor Harston, seconded by Councillor Abbott and

RESOLVED that the council's response (appendix A) be forwarded to NALC by 30 August and directly through the DCMS website by 21 September.

137/22 LOCAL GOVERNMENT REORGANISATION

Submitted: an update to prepare a position paper for consideration by full council in support of developing an expression of interest in participating in the proposed pilot asset and service transfer workstream, once the parameters of this are known.

MOVED by Councillor Mrs Wilson, seconded by Councillor Harston and

RESOLVED that the clerk is delegated to work with members, with county councillors and with other representatives in the community to refine a list of potential assets or services suitable for submission to the pilot programme for approval by full council.

138/22 APPROVAL OF EXPENDITURE

MOVED by Councillor Mrs Wilson, seconded by Councillor Mrs Coughlan and unanimously

RESOLVED that the schedule of expenditure up to 30 June 2022 in the sum of **£44,468.10** (as attached) is approved and submitted to Full Council.

139/22 FINANCIAL STATEMENT - CASHBOOK TO 30 JUNE 2022

MOVED by Councillor Mrs Coughlan, seconded by Councillor Harston and unanimously

RESOLVED that the cashbook balance sheet for the quarter ending 30 June 2022 be noted.

..... 4 October 2022

NB. Questions 1-4 are concerned with the suppliers of short-term lets and the compliance framework for health and safety. NALC is requesting views on Questions 5-10, which are of relevance to local councils and their communities.

Question 5: Do you consider there to be other legal provisions concerning the supply of short-term and holiday letting to paying guests which are not covered elsewhere in this call for evidence but where there are issues with awareness, compliance and/or enforcement?

- Option 1 - Yes

Short term and other holiday lets should form a specific planning use class, which would enable reference between planning records and any registration scheme and would enable LPA's to manage the supply of such properties and to mitigate the impact on residential housing supply. There should be a fixed allowance of permissible cumulative use, set at a neighbourhood level by the LPA.

Question 6: Do you consider the increase in short-term and holiday letting in England to have had adverse consequences on the housing market?

- Option 1 - Yes, this is a major problem

The proliferation of short-term holiday letting in Whitby has led to inflation in the price of housing, making local residential accommodation unaffordable for local people. There are examples of local employers who have to bus staff into Whitby to work because homegrown accommodation is not available. There is evidence to support the view that the proportion of non-residential housing in the town of Whitby exceeds 40% of the stock and that local estate agents are inundated with demand to take residential property into the short-term letting and second home market. The loss of full-time rental properties is a significant distortion of the local housing market, which reduces the supply and creates an acute shortage of affordable housing for primary occupation.

Question 7: Do you consider noise, anti-social or other nuisance behaviour in short-term and holiday lets in England to be a problem? If so, why?

- Option 1 - Yes, this is a major problem

There are increasing incidents of large properties, which were formerly guest houses, being let as 'party houses' and occupied on a short-term, holiday basis by large groups. There are reports from the public and from the owners of neighbouring properties of noise and anti-social behaviour including drinking and excessive littering/fly tipping. Landlords need to be responsible for the behaviour of short-term tenants – linked to an appropriate licensing condition and monitoring (see response to Question 9.)

To date, complaints to local police or to licensing authority have not been effective.

Question 8: Aside from the impacts on housing and incidents of anti-social/nuisance behaviour, do you consider the increase in short-term and holiday letting in England to have had other adverse impacts on local communities and residents?

- Option 1 - Yes

The imbalance between residential and non-residential property reshapes the nature of the community in the heart of the town. Its impacts are considerable in terms of parking and vehicle movements. Holiday let properties in the historic centre of the town are without dedicated off-street parking in many cases. The on-street parking strains to cope and the off-street parking is constrained against the needs of day-visitors and residents with restricted mobility.

There is an impact on the availability of labour in the local job market as a consequence of the reduction in affordable housing.

Question 9: Which of the following do you consider to be the most appropriate form of response in the short-term letting market?

- 5 - Develop a licencing scheme with physical checks of the premises

Local authority licensing, with nationally collated data to inform utilization and policy development, is necessary to quantify the number of properties and to monitor changes in the proportion of short-term lets in the overall residential housing stock. This would work most effectively if combined with relevant planning controls, such as the introduction of a specific use class for short-term letting properties.

Are there other options that should be considered?

Question 10: What do you consider to be the costs and associated burdens of these options, who would bear the costs and how might they be mitigated?

Licensing should be charged on a self-financing basis. The costs should be borne by the landlords of the short-term letting properties.

APPROVAL OF EXPENDITURE TO 30 JUNE 2022

Ledger date	Tran	Net (£)	Detail
24/05/2022	90	110.00	Keighley Town Council - Yorkshire Day Attendance 2022
27/05/2022	87	19.50	Cathedral Hygiene - Air Freshener Servicing (May)
29/05/2022	56	350.00	Gordon Fletcher - Audit of 2021/22 Accounts
31/05/2022	62	401.25	Lewis Hart Security Services - Mobile Patrols - May
31/05/2022	72	32.08	Sapphire Print Solutions - Billing to end of April
01/06/2022	64	71.00	SAGE UK Ltd - Payroll Subscription June 2022
01/06/2022	69	155.15	Document Solutions - June Bill
07/06/2022	77	878.81	TotalEnergies Gas & Power - Electricity (PAG & Museum) June
07/06/2022	78	61.44	Pitney Bowes - Quarterly charge and maintenance
08/06/2022	59	48.19	Rentokil Initial UK Ltd - Hygiene Services July 22
09/06/2022	57	449.82	ENGIE Gas Limited - Gas Charges - June 2022
10/06/2022	58	10.80	Caedmon College Whitby - Laser cutting for Jubilee
14/06/2022	83	112.50	Medics UK - Medical Cover - 2 June Picnic in the Park
15/06/2022	44	9,343.04	WTC Salaries - June 2022
15/06/2022	45	3,451.40	North Yorkshire Pension Fund - Contributions - June
15/06/2022	46	3,757.97	HMRC - PAYE & NI - June
15/06/2022	60	25.00	Bagdale Hall - Deposit for visit of Rt Hon R Spink MLA - Falkland Islands
20/06/2022	89	421.93	Everflow Limited - Water Bill - Rebilled
21/06/2022	88	13.11	EE Limited - Mobile Phone Charge (June)
22/06/2022	84	2,147.08	Everflow Limited - Water Bill - June
23/06/2022	96	100.00	Armed Forces Day Cash Float - Float for Armed forces day
24/06/2022	47	55.00	Keighley Town Council - Yorkshire Day Attendance 2022
24/06/2022	85	346.26	UK Safety Management - PAT testing
28/06/2022	75	40.97	Sapphire Print Solutions - Billing to end of May
30/06/2022	74	401.25	Lewis Hart Security Services - Mobile Patrols - June
01/07/2022	65	71.00	SAGE UK Ltd - Payroll Subscription July 2022
01/07/2022	91	176.73	Grenke Leasing - Quarterly Charge - Photocopier Lease
03/07/2022	79	90.76	Pitney Bowes - Quarterly maintenance & set up fee
05/07/2022	71	130.00	Rural Services Partnership Ltd - Subscription 2022-23
05/07/2022	76	2,255.00	John Nobles - Fence at allotments
05/07/2022	86	901.74	TotalEnergies Gas & Power - Electricity (PAG & Museum) July
11/07/2022	92	10,145.61	WTC Salaries - July 2022
12/07/2022	93	3,754.02	North Yorkshire Pension Fund - Contributions - July
12/07/2022	94	4,139.69	HMRC - PAYE & NI - July
		44,468.10	Total

MEETING ACCESSIBILITY

At the meeting of this Committee on 12 April, the issue of making meetings accessible to those with hearing impairment was considered at item F258/22. It was resolved that facilities in the Art Gallery are made compatible with the needs of people present with hearing impairment. All participants to have access to equipment to enable all those present to fully take part in meetings, and be able to hear what speakers, the chair and members of the public are saying.

This recommendation was made to Council, meeting as Annual Council on 17 May 2022. At that meeting, it was further resolved that this should include examination of the "layout of the room and lighting."

In an effort to experiment with alternative venues, Extraordinary Council was held in the Normanby Room on 31 May 2022. Similarly, Full Council was held on 5 July and 6 September in the Coliseum Centre.

Both venues had been identified by members as potentially more suitable than the Pannett Gallery for meetings.

It should be noted that there remain operational reasons which make evening meetings in the Normanby Room impractical because of the need to protect the museum and its collection from unauthorised access.

Some members have confirmed that the acoustics in the Coliseum Centre are no better than in the Pannett Gallery, that the air conditioning system is oppressive and that the lighting is significantly worse. Added to the issue of parking and physical access to the building, members have requested that meetings do not return to that venue.

It is **recommended** that the next meeting of full council in November is held in the Pannett Gallery and that the council's PA system is used, with additional loaned microphones to assess whether the sound system improves audibility in the Gallery.

LOCAL GOVERNMENT REORGANISATION

At the date of dispatch of the agenda no template had been issued by North Yorkshire Council inviting expressions of interest in developing pilot proposals for asset and service transfer arrangements. Indications are that the (shadow) unitary authority anticipates developing six discrete pilot projects during 2023-24.

The councils own online survey of residents to inform any bid from Whitby Town Council runs until 30 September. A summary of the responses received will be circulated at the meeting.

APPROVAL OF EXPENDITURE TO 28 SEPTEMBER 2022

Ledger date	Tran	Net (£)	Detail
13/07/2022	098	146.25	Scarborough Lifts - Repair to 'lift overweight' error
17/07/2022	111	404.30	PHS Group - Consumables
18/07/2022	099	1,809.22	Everflow Limited - Water Bill - July
19/07/2022	117	24.79	Barclays Bank - Commission Charges 13 Jun - 12 Jul
21/07/2022	130	13.11	EE Limited - Mobile Phone Charge (July)
22/07/2022	129	57.00	H Berry - Expenses
22/07/2022	174	11.18	Etsy UK - PAG Samples (Recharge)
22/07/2022	176	1.24	Yorkshire Trading Company (Whitby) - Sellotape
23/07/2022	128	100.56	A Cowey - Expenses
25/07/2022	114	240.00	Scarborough Borough Council - Charge for Period 1 August 2022 - 31 July 2023
25/07/2022	144	449.40	Dock End Engineering - Ground away sharp edges and trip hazards on under-floor heating pipe grids as per site meeting 15/7/22. (Lit & Phil Specified)
25/07/2022	165	60.00	Vinyl Signs of Whitby - Update to mayoral sign board
26/07/2022	102	1,050.00	Branching Out Tree Service - Clearance of Allotments and paths at Cala £800 & clearance of Stakesby Allotment £250
26/07/2022	110	32.44	National Associations of Local Councils - "GIVING LOCAL COUNCILS MORE OF A SAY ON HOUSING" (Wednesday, 27 July 2022)
26/07/2022	115	286.62	Andrews Air Conditioning - Maintenance and Delta Ts for Planned Maintenance 27 June 2022 (WTC)
26/07/2022	116	300.00	Andrews Air Conditioning - Maintenance and Delta Ts for Planned Maintenance 27 June 2022 (Museum)
26/07/2022	195	-100.00	Armed Forces Day Cash Float - Float for Armed Forces Day (Returned)
27/07/2022	166	212.50	Andrews Air Conditioning - Contracted Labour Day Rate site call out
28/07/2022	104	13.31	Sapphire Print Solutions - July Invoice - Printing Charges
28/07/2022	105	5,231.07	Scarborough Borough Council - Recharge for net costs of Whitby Parish Poll 13 June 2022
28/07/2022	112	1,072.47	PHS Group - 1 Baby Changer 01/09/2022 to 31/08/2023 8 Hand/Hair Drier 01/09/2022 to 31/08/2023 6 Soap Dispenser 01/09/2022 to 31/08/2023
30/07/2022	113	222.64	PHS Group - Consumables
31/07/2022	106	112.31	H Pickup M & E Services Ltd - Attend site as per instruction and carry out the following works: <ul style="list-style-type: none"> ▪ Unblock kitchen sink and waste pipe within the Normanby Room. ▪ Repairs to hot water tap within the Normanby Room. ▪ Re-set hot water thermostats to unvented
01/08/2022	107	71.00	SAGE UK Ltd - Payroll Subscription August 2022
01/08/2022	139	155.15	Document Solutions - August Bill
01/08/2022	153	156.63	Document Solutions - September Bill
02/08/2022	175	86.67	Shopfitting Supplies (Preston) - Display Racking
03/08/2022	167	204.60	Cllr L Wild - Subsistence (Yorkshire Day)
04/08/2022	103	6.00	HM Land Registry - Title Search - Spa Well
04/08/2022	173	319.96	TheTrainline.Com - Return rail fare (two together) Scarborough-Bury St Edmunds. Visit Soper Collection
05/08/2022	141	947.00	TotalEnergies Gas & Power - Electricity (PAG & Museum) August
09/08/2022	132	3,639.22	North Yorkshire Pension Fund - Contributions - August

Ledger date	Tran	Net (£)	Detail
09/08/2022	133	3,957.09	HMRC - PAYE & NI - August
09/08/2022	134	9,891.46	WTC Salaries - August 2022
09/08/2022	159	232.17	YHA Whitby - Civic reception - Queen's Baton Relay
09/08/2022	161	50.00	YLCA - Government reform of planning (August 22) x2
09/08/2022	177	3.24	Boyes of Whitby - Ribbon
09/08/2022	193	379.17	Best Badges - 500 x Premium Soft Enamel Badges: £455.00 INC VAT
11/08/2022	142	223.94	ENGIE Gas Limited - Gas Charges - August 2022
11/08/2022	150	39.86	Rentokil Initial UK Ltd - Hygiene Services September 22
11/08/2022	188	180.00	Brian Oakley - External window clean - August
12/08/2022	172	30.00	National Railcards - Two Together railcard (visit to Soper Collection - curator and Town Mayor)
15/08/2022	138	121.00	Cathedral Hygiene - Air Freshener Servicing (August)
18/08/2022	146	480.00	North East Security Shutters - Bottom Stairs roller shutter repair to motor
18/08/2022	185	31.11	Barclays Bank - Commission Charges 13 Jul - 12 Aug
19/08/2022	140	5,740.76	Everflow Limited - Water Bill - August
22/08/2022	145	400.00	2 Commune Ltd - Website Hosting Year to 23/11/23
22/08/2022	191	13.11	EE Limited - Mobile Phone Charge (August)
23/08/2022	181	165.33	Youngs Jewellers - Paperknife (Whitby Ontario)
23/08/2022	186	397.00	ADT Fire & Security PLC - Repair to intruder alarm
23/08/2022	196	-321.09	Society of Local Council Clerks - Reimbursement of employment costs re SAAA meetings
24/08/2022	170	70.00	Azul Services Ltd - Service automatic door
30/08/2022	147	13.22	Sapphire Print Solutions - August Invoice - Printing Charges
31/08/2022	163	300.00	Lawsons Builders and High Access Ltd - 31/Aug/2022 For the clearing of all gutters, hoppers & down pipes on Whitby Museum, Pannett Park, YO21 1RE, 2 blocked hoppers cleared, 1 x football removed
31/08/2022	164	85.00	Lawsons Builders and High Access Ltd - Spa Well lock repair
31/08/2022	183	120.00	Abbey Wharf - Canadian visit (deposit)
01/09/2022	148	71.00	SAGE UK Ltd - Payroll Subscription September 2022
02/09/2022	179	320.00	Momentive Europe UC FKA SurveyMonkey - Advantage Annual Plan
05/09/2022	143	1,467.70	TotalEnergies Gas & Power - Electricity (PAG & Museum) September
06/09/2022	149	726.34	Blachere Illumination UK Ltd - BITE Hire of Product
06/09/2022	171	68.60	Pannett Art Gallery - Exchange of gifts - Whitby Ontario
06/09/2022	180	100.00	WhizzKids (Charity) - Mayoral donation (from 2021-22 reserve)
06/09/2022	197	7.00	Abbey Taxis - Fare to Abbey Wharf - Canadian party
07/09/2022	151	39.86	Rentokil Initial UK Ltd - Hygiene Services October 22
07/09/2022	184	160.75	M King - Reimbursement of expenditure obo council (Abbey Wharf) - Barclaycard declined and paid on private card
09/09/2022	152	241.05	ENGIE Gas Limited - Gas Charges - September 2022
09/09/2022	178	24.58	Holmans Bookshop - Books of condolence
12/09/2022	154	140.96	Pitney Bowes - Meter reading and transaction fee based on usage
15/09/2022	135	9,772.81	WTC Salaries - September 2022
15/09/2022	136	3,896.59	HMRC - PAYE & NI - September
15/09/2022	137	3,605.07	North Yorkshire Pension Fund - Contributions - September
18/09/2022	155	107.00	Everflow Limited - Water Bill - August

Report**Item 8**

Ledger date	Tran	Net (£)	Detail
21/09/2022	156	2,480.00	Lawsons Builders and High Access Ltd - For the repairs to Spa Tower, all loose & failed glazing putty removed & replaced with new, first lead flashings repaired / replaced where needed, exposed timber frame treated as was bare, all made good & gutters cleaned
21/09/2022	192	13.11	EE Limited - Mobile Phone Charge (September)
22/09/2022	157	499.00	Society of Local Council Clerks - National Conference (01 - 03 November 2022) - Event Fee
23/09/2022	158	50.68	Pitney Bowes - Quarterly rental in advance
23/09/2022	162	1,000.00	PKF Littlejohn - Audit 2021-22
26/09/2022	160	5,860.00	K&D Building & Property Renovations Ltd - Replace the roof on the toilet block in Ruswarp with a new GRP fibre glass roof, with new Coad 4 lead work were needed.
27/09/2022	182	50.70	Barclaycard - Miscellaneous Expenses Lavenham
27/09/2022	187	21.40	Whitby Museum Tea Room - Canadian party hospitality (Hot Drinks)
27/09/2022	190	23.83	Cathedral Hygiene - Air Freshener Servicing (September)
27/09/2022	194	35.00	Information Commissioners Office - Registration 2022-23
		70,722.04	Total

Financial Statement – Cashbook to 28 September 2022

Statement of receipts and payments between 01/04/22 and 28/09/22 inclusive.
Includes current debtors and creditors.

Balances at the start of the year**Ordinary Accounts**

Whitby Town Council - Base Rate Tracker	£67,354.94
Whitby Town Council - Current	£5,461.62
Total	£72,816.56

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Whitby Town Council			
4000 Town Council Income	48,875.43	0.00	48,875.43
4010 Allotments	1,165.62	0.00	1,165.62
4050 Tracker Account Interest	9.85	0.00	9.85
4051 Current Account Interest	15.90	0.00	15.90
4100 Precept	116,692.50	0.00	116,692.50
4200 VAT Refund	42,241.85	0.00	42,241.85
4300 Job Retention Scheme Grant	0.00	0.00	0.00
Total Receipts	209,001.15	0.00	209,001.15

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Whitby Town Council			
5000 Core & Democratic Expenditure	30,847.80	3,373.05	34,220.85
5001 Facilities Management	26,033.86	4,825.15	30,859.01
5002 Services	45,698.79	5,022.43	50,721.22
6000 Staffing	102,163.51	0.00	102,163.51
Total Payments	204,743.96	13,220.63	217,964.59

Closing Balances**Ordinary Accounts**

Whitby Town Council - Base Rate Tracker	£52,397.23
Whitby Town Council - Current	£11,704.47
Total	£64,101.70

Reserve Balances

Allotment Reserve	£7,000.00
Toilets Reserve	£33,000.00
Maintenance Reserve	£14,000.00
Apprentice Reserve Fund	£0.00
War Memorial Reserve	£2,570.00
Christmas Lights	£10,000.00
Legal costs reserve	£1,218.18
Project/Event Reserve	£55.77
Elections & Polls	£0.00
Alarm Call Outs	£493.76
Noticeboard	£1,000.00
Mayoral Allowance (2021-22 Mayoral Year)	£520.83
Training reserve	£1,697.13
Residents Parking Reserve	£5,000.00
Pier Extension footbridge	£0.00
Reserves Total	£76,555.67

Section 3 – External Auditor Report and Certificate 2021/22

In respect of WHITBY TOWN COUNCIL – NY0608

1 Respective responsibilities of the body and the auditor

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with 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.

Other matters not affecting our opinion which we draw to the attention of the authority:
None.

3 External auditor certificate 2021/22

We 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 2022.

External Auditor Name: PKF LITTLEJOHN LLP

External Auditor Signature: *PKF Littlejohn LLP* Date: 23/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)