



PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

20 June 2024

You are **summoned** to attend the **MEETING** of the **TOWN COUNCIL OF WHITBY** to be conducted Pannett Gallery on **Tuesday 25 June 2024 at 5:00pm**, the agenda for which is set out below.

Michael King
Town Clerk

To: Councillors Abbott, Barnett, Brown, Coughlan, Dalrymple, Goodberry, Harrison, Harston, Layman, Mulheran, Nock, Redfern, Riddolls, Smith, Turner and Wild

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 FOR ABSENCE

To receive and resolve upon apologies for inability to attend.

2. DECLARATION OF INTERESTS

To declare any interests which members have in the following agenda items.

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 public¹ (limited to 3 mins per person).

4. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/24 Page 3

- a. Financial Statement - Cashbook (3 - to note)
- b. Internal Auditor's Report (15 - to note)
- c. AGAR Section 1 (Annual Governance Statement) (19 - to approve)
- d. AGAR Section 2 (Accounting Statement) (21 - to approve)
- e. To confirm that the dates set for the period for the exercise of public rights will commence on Friday 28 June 2024 and end on Friday 4 August 2023.

Members should note that audit regulations require that two separate votes are taken to approve Sections 1 and 2 of the AGAR and that these **should not** be moved *en bloc*.

¹ Anyone who wishes to register to participate under this item, please contact the Town Clerk (town.clerk@whitbytowncouncil.gov.uk)

COST CENTRE EXPENDITURE & INCOME TO 31 MARCH 2024 (as reported to FP&GP on 4 June 2024)

Budget Headings Summary

Start of year 01/04/23

Heading	Net (£)	Vat (£)	Gross (£)
5000 Core & Democratic Expenditure			
5000/1 Administration			
5000/1/1 Stationery	194.73	38.95	233.68
5000/1/2 Photocopying	1,238.61	247.72	1,486.33
5000/1/3 Adverts	0.00	0.00	0.00
5000/1/4 Postage	1,167.43	56.79	1,224.22
5000/1/5 Telephones/broadband/email	2,994.93	599.00	3,593.93
5000/1/6 Office Equipment			
5000/1/6/1 Computing	14.83	2.97	17.80
5000/1/6/2 Furniture	0.00	0.00	0.00
5000/1/6/3 Consumables	0.00	0.00	0.00
5000/1/6/4 Operational Equipment	644.36	128.83	773.19
5000/1/7 Audit	600.00	0.00	600.00
5000/1/8 Rechargeable Pannett	533.30	0.00	533.30
5000/1/9 IT Hosted Applications	4,584.27	916.86	5,501.13
5000/1/10 Website	150.00	30.00	180.00
5000/1/11 Computer Maintenance	0.00	0.00	0.00
5000/1/12 Insurance	15,598.50	168.40	15,766.90
5000/1/13 Bank Charges	145.80	0.00	145.80
5000/1/14 Professional Fees	50.00	423.93	473.93
5000/1/15 Legal Costs	525.00	105.00	630.00
5000/1/16 Data Protection Annual Fee	0.00	0.00	0.00
5000/1/17 HR Advisory Service	2,119.67	0.00	2,119.67
5000/1/18 Staff Training	685.84	137.16	823.00
5000/1/19 Staff Travel Expenses	74.35	0.00	74.35
5000/1/20 Subscriptions			
5000/1/20/1 YLCA/NALC	1,520.00	0.00	1,520.00
5000/1/20/2 SLCC	546.67	109.33	656.00
5000/1/20/3 Yorkshire Society	0.00	0.00	0.00
5000/1/20/4 Rural Services Network	133.00	26.60	159.60
5000/1/21 Room Hire	0.00	0.00	0.00
5000/1/22 Health & Safety	0.00	0.00	0.00
5000/1/23 Publications	28.21	0.00	28.21
5000/1 Administration Total	33,549.50	2,991.54	36,541.04
5000/2 Civic & Councillors			
5000/2/1 Mayor's Allowance	333.45	61.40	394.85
5000/2/2 Councillors' Training	187.36	13.08	200.44
5000/2/3 Civic Regalia	16.67	3.33	20.00
5000/2/4 Election/Polls	0.00	0.00	0.00
5000/2/5 Mayoral Board	325.00	65.00	390.00

30/05/24 03:52 PM Vs: 8.99.01

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Budget Headings Summary

Start of year 01/04/23

Heading	Net (£)	Vat (£)	Gross (£)
5000/2/6 Honorary Freeman	0.00	0.00	0.00
5000/2/7 Annual Report	0.00	0.00	0.00
5000/2/8 Plaques and Pennant Gifts	0.00	0.00	0.00
5000/2/9 Hospitality	108.85	0.00	108.85
5000/2/10 Contingencies	0.00	0.00	0.00
5000/2/11 Section 137	30.00	0.00	30.00
5000/2/12 Civic Events	0.00	0.00	0.00
5000/2/13 Twinning	0.00	0.00	0.00
5000/2/14 Councillors' Travel & Subsistence	0.00	0.00	0.00
5000/2/15 Parish Meeting	150.00	30.00	180.00
5000/2 Civic & Councillors Total	1,151.33	172.81	1,324.14
5000 Core & Democratic Expenditure Total	34,700.83	3,164.35	37,865.18
5001 Facilities Management			
5001/1 Gas	7,355.15	1,471.04	8,826.19
5001/2 Electricity	11,489.61	2,297.93	13,787.54
5001/3 Water Charges	2,395.90	0.00	2,395.90
5001/4 Trade Waste	679.65	0.00	679.65
5001/5 Business Rates	0.00	0.00	0.00
5001/6 Hygiene Contracts	2,570.13	514.06	3,084.19
5001/7 Security Patrols	7,070.32	1,414.05	8,484.37
5001/8 Alarm Call Outs	0.00	0.00	0.00
5001/9 ADT Contracts	7,899.34	1,579.87	9,479.21
5001/10 ADT Repairs and Maintenance	5,957.44	1,191.48	7,148.92
5001/11 Cleaning/Hygiene Supplies	2,147.77	321.55	2,469.32
5001/12 Fixtures and Fittings (R&M)	367.51	69.51	437.02
5001/13 Lift Maintenance	887.18	177.44	1,064.62
5001/14 Operational Equipment (New)	155.25	31.04	186.29
5001/15 Air Conditioning	2,090.31	418.05	2,508.36
5001/16 Heating System	4,109.87	821.98	4,931.85
5001/17 Repairs & Maintenance (General)	35,809.06	3,119.93	38,928.99
5001/99 Maintenance Reserve	0.00	0.00	0.00
5001 Facilities Management Total	90,984.49	13,427.93	104,412.42
5002 Services			
5002/1 Allotments			
5002/1/1 Infrastructure	0.00	0.00	0.00
5002/1/2 Grounds Maintenance	200.00	0.00	200.00
5002/1/3 Clearance	0.00	0.00	0.00
5002/1/4 Water Charges	735.88	0.00	735.88
5002/1 Allotments Total	935.88	0.00	935.88

Budget Headings Summary

Start of year 01/04/23

Heading	Net (£)	Vat (£)	Gross (£)
5002/2 Public Conveniences			
5002/2/1 Water Charges	32,734.22	0.00	32,734.22
5002/2/2 Additional Works	13,795.11	589.77	14,384.88
5002/2 Public Conveniences Total	46,529.33	589.77	47,119.10
5002/4 Christmas Lights	23,930.86	4,786.17	28,717.03
5002/5 Notice Board	0.00	0.00	0.00
5002/8 Spital Bridge - Residents Parking site	0.00	0.00	0.00
5002/10 Abbey / Caedmon Footpath	0.00	0.00	0.00
5002/11 Twinning	0.00	0.00	0.00
5002/12 Old Town Hall Survey	0.00	0.00	0.00
5002/13 War Memorial	23.99	0.00	23.99
5002/14 Harbour Story Boards (R&M)	0.00	0.00	0.00
5002/15 Welcome to Whitby Sign (R&M)	0.00	0.00	0.00
5002/16 Climate Emergency Engagement	0.00	0.00	0.00
5002/17 Victoria Spa Well (R&M)	0.00	0.00	0.00
5002/18 East Pier Footbridge	6,000.00	0.00	6,000.00
5002/19 Christmas Festival	21,772.02	3,988.45	25,760.47
5002/20 Other Events			
5002/20/1 Armed Forces	1,248.00	169.00	1,417.00
5002/20/2 Coronation	173.10	12.23	185.33
5002/20/3 Fossil Festival	0.00	0.00	0.00
5002/20 Other Events Total	1,421.10	181.23	1,602.33
5002/21 Armistice Day/Remembrance	34.98	7.00	41.98
5002/30 Modern Apprentice Contribution	0.00	0.00	0.00
5002/40 Grants	0.00	0.00	0.00
5002/41 Pannett Extension	658.17	40.96	699.13
5002/42 Neighbourhood Plan	490.00	90.00	580.00
5002/43 Unitary Engagement	0.00	0.00	0.00
5002 Services Total	101,796.33	9,683.58	111,479.91
6000 Staffing			
6000/1 Nett Salaries	146,394.11	0.00	146,394.11
6000/2 Tax	20,324.00	0.00	20,324.00
6000/3 National Insurance			
6000/3/1 Employees' NIC	11,668.13	0.00	11,668.13
6000/3/2 Employer's NIC	17,678.02	0.00	17,678.02
6000/3 National Insurance Total	29,346.15	0.00	29,346.15
6000/4 Pension Contributions			
6000/4/1 Employees' Contribution	13,392.43	0.00	13,392.43
6000/4/2 Employer's Contribution (19.5%)	37,796.43	0.00	37,796.43

Budget Headings Summary

Start of year 01/04/23

Heading	Net (£)	Vat (£)	Gross (£)
6000/4 Pension Contributions Total	51,188.86	0.00	51,188.86
6000 Staffing Total	247,253.12	0.00	247,253.12
Total	474,734.77	26,275.86	501,010.63

Budget Headings Summary

Start of year 01/04/23

Heading	Net (£)	Vat (£)	Gross (£)
4000 Town Council Income			
4000/1 PAG Recharges	30,000.00	0.00	30,000.00
4000/3 PPM Office Rental	0.00	0.00	0.00
4000/4 PPM Telephone Refunds	0.00	0.00	0.00
4000/5 PAG Commission	0.00	0.00	0.00
4000/6 Recharges (Lit & Phil)	8,761.56	0.00	8,761.56
4000/7 60% Admission (Lit & Phil)	69,952.00	0.00	69,952.00
4000/9 Locality Grants	0.00	0.00	0.00
4000/10 Capital/Heritage Grants	0.00	0.00	0.00
4000/11 Other Grants	4,393.41	0.00	4,393.41
4000/12 Christmas Lighting Grant	0.00	0.00	0.00
4000/13 Recharges/SLAs	16.85	0.00	16.85
4000/20 Christmas Festival	29,172.50	0.00	29,172.50
4000/21 Armed Forces Day	581.67	0.00	581.67
4000/30 Public Conveniences	652.00	0.00	652.00
4000/31 Community Donation	50.00	0.00	50.00
4000/32 Neighbourhood Plan	0.00	0.00	0.00
4000 Town Council Income Total	143,579.99	0.00	143,579.99
4010 Allotments	1,300.80	0.00	1,300.80
4050 Tracker Account Interest			
4050/1 Interest	475.73	0.00	475.73
4050/2 Loyalty Reward	0.00	0.00	0.00
4050 Tracker Account Interest Total	475.73	0.00	475.73
4051 Current Account Interest			
4051/1 Interest	0.00	0.00	0.00
4051/2 Loyalty Reward	18.75	0.00	18.75
4051 Current Account Interest Total	18.75	0.00	18.75
4100 Precept	283,560.00	0.00	283,560.00
4200 VAT Refund	31,077.10	0.00	31,077.10
Total	460,012.37	0.00	460,012.37

Income and Expenditure Figures by Budget Headings

INCOME	1 Receipts	2 Debtors	3 Receipts in advance	4 Opening Debtors	5 Opening Receipts in advance	1+2-3-4+5 INCOME	INCOME Last year	INCOME Variance	Annual Return Box
<u>Allotments</u>									
4010 Allotments	£1,300.80	£0.00	£0.00	£0.00	£0.00	£1,300.80	£1,261.02		3 Receipts
Total Allotments	£1,300.80	£0.00	£0.00	£0.00	£0.00	£1,300.80	£1,261.02	3.15%	£39.78
<u>Income</u>									
4000/10 Capital/Heritage Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
4000/11 Other Grants	£4,393.41	£29,290.04	£0.00	£29,290.04	£0.00	£4,393.41	£126,808.92		3 Receipts
4000/1 PAG Recharges	£30,000.00	£-21,804.00	£0.00	£0.00	£0.00	£8,196.00	£12,425.00		3 Receipts
4000/12 Christmas Lighting Grant	£0.00	£10,000.00	£0.00	£0.00	£0.00	£10,000.00	£10,000.00		3 Receipts
4000/13 Recharges/SLAs	£16.85	£0.00	£0.00	£0.00	£0.00	£16.85	£0.00		3 Receipts
4000/20 Christmas Festival	£29,172.50	£0.00	£0.00	£0.00	£0.00	£29,172.50	£26,176.02		3 Receipts
4000/21 Armed Forces Day	£581.67	£0.00	£0.00	£0.00	£0.00	£581.67	£1,222.13		3 Receipts
4000/30 Public Conveniences	£652.00	£15,262.51	£0.00	£0.00	£0.00	£15,914.51	£60,940.50		3 Receipts
4000/31 Community Donation	£50.00	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00		3 Receipts
4000/3 PPM Office Rental	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
4000/32 Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
4000/4 PPM Telephone Refunds	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
4000/5 PAG Commission	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
4000/6 Recharges (Lit & Phil)	£8,761.56	£0.00	£0.00	£0.00	£0.00	£8,761.56	£4,191.23		3 Receipts
4000/7 60% Admission (Lit & Phil)	£69,952.00	£0.00	£0.00	£0.00	£0.00	£69,952.00	£62,146.20		3 Receipts
4000/9 Locality Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
4000 Town Council Income	£143,579.99	£32,748.55	£0.00	£29,290.04	£0.00	£147,038.50	£303,910.00		3 Receipts
Total Income	£143,579.99	£32,748.55	£0.00	£29,290.04	£0.00	£147,038.50	£304,160.00	-51.66%	-£157,121.50
<u>Interest on Investments</u>									
4050/1 Interest	£475.73	£0.00	£0.00	£0.00	£0.00	£475.73	£132.78		3 Receipts
4050/2 Loyalty Reward	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
4050 Tracker Account Interest	£475.73	£0.00	£0.00	£0.00	£0.00	£475.73	£132.78		3 Receipts
4051/1 Interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
4051/2 Loyalty Reward	£18.75	£0.00	£0.00	£0.00	£0.00	£18.75	£68.48		3 Receipts

Income and Expenditure Figures by Budget Headings

INCOME	1 Receipts	2 Debtors	3 Receipts in advance	4 Opening Debtors	5 Opening Receipts in advance	1+2-3-4+5 INCOME	INCOME Last year	INCOME Variance	Annual Return Box
4051 Current Account Interest	£18.75	£0.00	£0.00	£0.00	£0.00	£18.75	£68.48		3 Receipts
Total Interest on Investments	£494.48	£0.00	£0.00	£0.00	£0.00	£494.48	£201.26	145.69%	£293.22
<u>Precept</u>									
4100 Precept	£283,560.00	£0.00	£0.00	£0.00	£0.00	£283,560.00	£233,385.00		2 Precept
Total Precept	£283,560.00	£0.00	£0.00	£0.00	£0.00	£283,560.00	£233,385.00	21.50%	£50,175.00
EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
<u>Art Gallery & Museum Maintenance</u>									
5001/10 ADT Repairs and Maintenan	£5,957.44	£0.00	£0.00	£0.00	£0.00	£5,957.44	£1,452.77		6 Payments
5001/11 Cleaning/Hygiene Supplies	£2,147.77	£0.00	£0.00	£0.00	£0.00	£2,147.77	£1,881.32		6 Payments
5001/12 Fixtures and Fittings (R&M)	£367.51	£0.00	£0.00	£0.00	£0.00	£367.51	£1,845.18		6 Payments
5001/1 Gas	£7,355.15	£0.00	£0.00	£0.00	£0.00	£7,355.15	£7,306.88		6 Payments
5001/13 Lift Maintenance	£887.18	£0.00	£0.00	£0.00	£0.00	£887.18	£1,083.75		6 Payments
5001/14 Operational Equipment (New)	£155.25	£0.00	£0.00	£0.00	£0.00	£155.25	£0.00		6 Payments
5001/15 Air Conditioning	£2,090.31	£0.00	£0.00	£0.00	£0.00	£2,090.31	£799.12		6 Payments
5001/16 Heating System	£4,109.87	£0.00	£0.00	£0.00	£0.00	£4,109.87	£2,885.12		6 Payments
5001/17 Repairs & Maintenance (Gene	£35,809.06	£0.00	£0.00	£0.00	£0.00	£35,809.06	£5,683.74		6 Payments
5001/2 Electricity	£11,489.61	£0.00	£0.00	£0.00	£0.00	£11,489.61	£12,445.23		6 Payments
5001/3 Water Charges	£2,395.90	£1,152.47	£0.00	£0.00	£0.00	£3,548.37	£3,651.65		6 Payments
5001/4 Trade Waste	£679.65	£0.00	£0.00	£0.00	£0.00	£679.65	£595.27		6 Payments
5001/5 Business Rates	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£240.00		6 Payments
5001/6 Hygiene Contracts	£2,570.13	£0.00	£0.00	£0.00	£0.00	£2,570.13	£2,212.91		6 Payments
5001/7 Security Patrols	£7,070.32	£0.00	£0.00	£0.00	£0.00	£7,070.32	£6,324.22		6 Payments
5001/8 Alarm Call Outs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5001/9 ADT Contracts	£7,899.34	£0.00	£0.00	£0.00	£0.00	£7,899.34	£6,929.26		6 Payments
5001/99 Maintenance Reserve	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments

Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
5001 Facilities Management	£90,984.49	£1,152.47	£0.00	£0.00	£0.00	£92,136.96	£55,336.42		6 Payments
Total Art Gallery & Museum Mainte	£90,984.49	£1,152.47	£0.00	£0.00	£0.00	£92,136.96	£55,336.42	66.50%	£36,800.54
<u>Expenditure</u>									
5000/1/10 Website	£150.00	£0.00	£0.00	£0.00	£0.00	£150.00	£400.00		6 Payments
5000/1/11 Computer Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5000/1/12 Insurance	£15,598.50	£0.00	£0.00	£0.00	£0.00	£15,598.50	£12,279.44		6 Payments
5000/1/1 Stationery	£194.73	£0.00	£0.00	£0.00	£0.00	£194.73	£171.94		6 Payments
5000/1/13 Bank Charges	£164.43	£0.00	£0.00	£18.63	£0.00	£145.80	£182.95		6 Payments
5000/1/14 Professional Fees	£50.00	£991.00	£0.00	£0.00	£0.00	£1,041.00	£2,225.36		6 Payments
5000/1/15 Legal Costs	£525.00	£0.00	£0.00	£0.00	£0.00	£525.00	£6.00		6 Payments
5000/1/16 Data Protection Annual Fee	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£35.00		6 Payments
5000/1/17 HR Advisory Service	£2,119.67	£0.00	£0.00	£0.00	£0.00	£2,119.67	£0.00		6 Payments
5000/1/18 Staff Training	£685.84	£0.00	£0.00	£0.00	£0.00	£685.84	£886.50		6 Payments
5000/1/19 Staff Travel Expenses	£74.35	£0.00	£0.00	£0.00	£0.00	£74.35	£425.94		6 Payments
5000/1/20/1 YLCA/NALC	£1,520.00	£0.00	£0.00	£0.00	£0.00	£1,520.00	£1,496.00		6 Payments
5000/1/20/2 SLCC	£546.67	£0.00	£0.00	£0.00	£0.00	£546.67	£652.00		6 Payments
5000/1/20/3 Yorkshire Society	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£125.00		6 Payments
5000/1/20/4 Rural Services Network	£133.00	£0.00	£0.00	£0.00	£0.00	£133.00	£130.00		6 Payments
5000/1/20 Subscriptions	£2,199.67	£0.00	£0.00	£0.00	£0.00	£2,199.67	£2,403.00		6 Payments
5000/1/21 Room Hire	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£245.01		6 Payments
5000/1/2 Photocopying	£1,238.61	£112.51	£0.00	£0.00	£0.00	£1,351.12	£953.11		6 Payments
5000/1/22 Health & Safety	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£35.95		6 Payments
5000/1/23 Publications	£28.21	£0.00	£0.00	£0.00	£0.00	£28.21	£207.00		6 Payments
5000/1/3 Adverts	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5000/1/4 Postage	£1,167.43	£0.00	£0.00	£0.00	£0.00	£1,167.43	£1,399.49		6 Payments
5000/1/5 Telephones/broadband/emai	£3,305.23	£0.00	£0.00	£310.30	£0.00	£2,994.93	£3,492.64		6 Payments
5000/1/6/1 Computing	£14.83	£0.00	£0.00	£0.00	£0.00	£14.83	£0.00		6 Payments
5000/1/6/2 Furniture	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£322.26		6 Payments
5000/1/6/3 Consumables	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£562.02		6 Payments

Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
5000/1/6/4 Operational Equipment	£644.36	£0.00	£0.00	£0.00	£0.00	£644.36	£0.00		6 Payments
5000/1/6 Office Equipment	£659.19	£0.00	£0.00	£0.00	£0.00	£659.19	£884.28		6 Payments
5000/1/7 Audit	£600.00	£0.00	£0.00	£0.00	£0.00	£600.00	£1,600.00		6 Payments
5000/1/8 Rechargeable Pannett	£533.30	£0.00	£0.00	£0.00	£0.00	£533.30	£0.00		6 Payments
5000/1/9 IT Hosted Applications	£4,584.27	£0.00	£0.00	£0.00	£0.00	£4,584.27	£4,508.12		6 Payments
5000/1 Administration	£31,678.76	£1,103.51	£0.00	£328.93	£0.00	£32,453.34	£29,938.73		6 Payments
5000/2/10 Contingencies	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5000/2/11 Section 137	£30.00	£0.00	£0.00	£0.00	£0.00	£30.00	£883.90		6 Payments
5000/2/12 Civic Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£430.17		6 Payments
5000/2/1 Mayor's Allowance	£333.45	£0.00	£0.00	£0.00	£0.00	£333.45	£2,981.17		6 Payments
5000/2/13 Twinning	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£528.38		6 Payments
5000/2/14 Councillors' Travel & Subsi	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£244.58		6 Payments
5000/2/15 Parish Meeting	£150.00	£0.00	£0.00	£0.00	£0.00	£150.00	£65.00		6 Payments
5000/2/2 Councillors' Training	£187.36	£0.00	£0.00	£0.00	£0.00	£187.36	£169.94		6 Payments
5000/2/3 Civic Regalia	£16.67	£0.00	£0.00	£0.00	£0.00	£16.67	£0.00		6 Payments
5000/2/4 Election/Polls	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,231.07		6 Payments
5000/2/5 Mayoral Board	£325.00	£0.00	£0.00	£0.00	£0.00	£325.00	£60.00		6 Payments
5000/2/6 Honorary Freeman	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5000/2/7 Annual Report	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5000/2/8 Plaques and Pennant Gifts	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5000/2/9 Hospitality	£108.85	£0.00	£0.00	£0.00	£0.00	£108.85	£571.97		6 Payments
5000/2 Civic & Councillors	£3,351.00	£0.00	£0.00	£0.00	£0.00	£3,351.00	£13,569.18		6 Payments
5000 Core & Democratic Expenditure	£35,029.76	£1,103.51	£0.00	£328.93	£0.00	£35,804.34	£43,507.91		6 Payments
5002/1/1 Infrastructure	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,255.00		6 Payments
5002/1/2 Grounds Maintenance	£200.00	£0.00	£0.00	£0.00	£0.00	£200.00	£0.00		6 Payments
5002/1/3 Clearance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,050.00		6 Payments
5002/1/4 Water Charges	£735.88	£0.00	£0.00	£0.00	£0.00	£735.88	£343.24		6 Payments
5002/10 Abbey / Caedmon Footpath	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5002/11 Twinning	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5002/12 Old Town Hall Survey	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments

Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
5002/1 Allotments	£935.88	£0.00	£0.00	£0.00	£0.00	£935.88	£3,648.24		6 Payments
5002/13 War Memorial	£23.99	£0.00	£0.00	£0.00	£0.00	£23.99	£0.00		6 Payments
5002/14 Harbour Story Boards (R&M)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5002/15 Welcome to Whitby Sign (R&M)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5002/16 Climate Emergency Engage	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5002/17 Victoria Spa Well (R&M)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,565.00		6 Payments
5002/18 East Pier Footbridge	£6,000.00	£0.00	£0.00	£0.00	£0.00	£6,000.00	£6,000.00		6 Payments
5002/19 Christmas Festival	£21,772.02	£0.00	£0.00	£0.00	£0.00	£21,772.02	£21,515.95		6 Payments
5002/2/1 Water Charges	£32,734.22	-£5,055.05	£0.00	£0.00	£0.00	£27,679.17	£0.00		6 Payments
5002/2/2 Additional Works	£13,795.11	£10,529.41	£0.00	£0.00	£0.00	£24,324.52	£0.00		6 Payments
5002/20/1 Armed Forces	£1,248.00	£0.00	£0.00	£0.00	£0.00	£1,248.00	£877.81		6 Payments
5002/20/2 Coronation	£173.10	£0.00	£0.00	£0.00	£0.00	£173.10	£0.00		6 Payments
5002/20/3 Fossil Festival	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5002/20 Other Events	£1,421.10	£0.00	£0.00	£0.00	£0.00	£1,421.10	£877.81		6 Payments
5002/21 Armistice Day/Remembrance	£34.98	£0.00	£0.00	£0.00	£0.00	£34.98	£12.65		6 Payments
5002/2 Public Conveniences	£46,529.33	£5,474.36	£0.00	£0.00	£0.00	£52,003.69	£0.00		6 Payments
5002/30 Modern Apprentice Contributi	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5002/40 Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5002/41 Pannett Extension	£34,736.91	£0.00	£0.00	£34,078.74	£0.00	£658.17	£131,585.62		6 Payments
5002/42 Neighbourhood Plan	£490.00	£0.00	£0.00	£0.00	£0.00	£490.00	£0.00		6 Payments
5002/4 Christmas Lights	£23,930.86	£0.00	£0.00	£0.00	£0.00	£23,930.86	£26,900.86		6 Payments
5002/43 Unitary Engagement	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5002/5 Notice Board	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5002/8 Spital Bridge - Residents Parki	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
5002 Services	£135,875.07	£5,474.36	£0.00	£34,078.74	£0.00	£107,270.69	£193,106.13		6 Payments
Total Expenditure	£170,904.83	£6,577.87	£0.00	£34,407.67	£0.00	£143,075.03	£277,661.24	-48.47%	£-134,586.21
<u>Town Council Staff & Admin Costs</u>									
6000/1 Nett Salaries	£146,394.11	£0.00	£0.00	£0.00	£0.00	£146,394.11	£128,548.84		4 Staff
6000/2 Tax	£20,324.00	£1,706.27	£0.00	£0.00	£0.00	£22,030.27	£18,523.40		4 Staff

Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
6000/3/1 Employees' NIC	£11,668.13	£878.92	£0.00	£0.00	£0.00	£12,547.05	£12,882.76		4 Staff
6000/3/2 Employer's NIC	£17,678.02	£1,538.63	£0.00	£0.00	£0.00	£19,216.65	£17,666.56		4 Staff
6000/3 National Insurance	£29,346.15	£2,417.55	£0.00	£0.00	£0.00	£31,763.70	£30,549.32		4 Staff
6000/4/1 Employees' Contribution	£14,433.68	£0.00	£0.00	£1,041.25	£0.00	£13,392.43	£12,253.19		4 Staff
6000/4/2 Employer's Contribution (19.	£40,791.83	£0.00	£0.00	£2,995.40	£0.00	£37,796.43	£34,626.74		4 Staff
6000/4 Pension Contributions	£55,225.51	£0.00	£0.00	£4,036.65	£0.00	£51,188.86	£46,879.93		4 Staff
6000 Staffing	£251,289.77	£4,123.82	£0.00	£4,036.65	£0.00	£251,376.94	£224,501.49		4 Staff
Total Town Council Staff & Admin C	£251,289.77	£4,123.82	£0.00	£4,036.65	£0.00	£251,376.94	£224,501.49	11.97%	£26,875.45

WHITBY TOWN COUNCIL INTERNAL AUDIT REPORT 2023/2024 Annual Return

1. Background

- 1.1. Following the abolition of the Audit Commission a new organisation has been established which is responsible for issuing proper practices in relation to the accounts of smaller authorities. It is called the Smaller Authorities Proper Practices Board (SAPPB), and is made up of members of the SLCC, NALC, CIPFA, the Department of Housing, Communities and Local Government (DHCLG), the Department of Environment, Food and Rural Affairs (DEFRA), the National Audit Office and a representative of the external audit firms appointed to smaller authorities
- 1.2. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year. The AGAR is made of 3 sections along with an annual internal audit report. which is to be completed by the Parish Council's independent internal auditor, who is to give an opinion of the Parish Council's internal controls
- 1.3. YALC have provided Councils with a checklist to be used, this annual audit uses this list as the minimum of the tests to be carried out.

2. Objectives of the Audit

- 2.1. To examine the system of internal controls to ensure that the Town Council may obtain an adequate level of assurance for its activities for the year.

3. Scope of the Work and the areas of Audit Work examined.

- 3.1 The Scope of Work covers the key control tests identified in the internal audit section of the AGAR, and these were examined.
- 3.2. To properly complete the audit the following areas of activity have been examined and tested by the Internal Auditor:
 - Payroll
 - Creditors
 - Risk Management
 - Income collection and Banking arrangements
 - Petty Cash
 - Assets
 - Debtors
 - Budgetary Control (including year end procedures)
 - Exercise of Public Rights for 2022/23
- 3.3. The audit findings of this report have been discussed with the Town Clerk and any audit recommendations have been agreed with him.
- 3.4. The Council uses EDGE financial systems and the Council have given me read only access to the system to download reports and examine information and therefore carry out this audit. Further information is included in the minutes of the Council.
- 3.5. An interim audit was carried out in November 2023 (Report dated 28th November 2023) with detailed testing carried out on the Creditors system and the Income collection and banking system, this covered April to September 2023. This current audit involves compliance and sample testing from October 2023 to March 2024 on these systems.
- 3.6. The Pannett Art Gallery (PAG) is run by a charitable trust for which the town council acts as the trustee body. An independent examiner's report was completed in January 2024.

4. Findings

4.1. Payroll

- 4.1.1 During 2023/24 the Town Council had 6 staff, Town Clerk, Deputy Town Clerk, Pannett Art Gallery staff and Facility Managements Team members.

4.1.2. The Council payroll is completed by SAGE who provide all the payroll information which gives a good internal control for the Council.

4.1.3. This current audit examined the payroll records for the financial year in EDGE and were found to be properly paid and processed, and properly recorded in the Council's accounts.

4.2. Creditors (Accounts Payable)

4.2.1. Every cycle the Finance Policy and General Purposes committee receive expenditure transactions payments approval list for Whitby Town Council which shows transaction numbers and details of invoices to be approved (Income transactions approval list is also reported).

4.2.2. A detailed audit was carried out in November 2023 which covered payments between April to September 2023 and a report issued (dated 28th November 2023) with no issues. This audit carried out compliance testing for payments from October to March 2024 with sample testing carried out.

A transaction list and a Paid Expenditure Transaction report were produced from EDGE, and the invoices examined from the EDGE system to confirm all payments.

4.2.3. All payments had been properly approved and found on the EDGE system.

4.2.4. All donations (section 137) paid had been properly recorded in the expenditure records and checked to a report from EDGE.

4.2.5. Any tenders/quotes are reported to the Town Council and contracts are made in accordance with the Council's Standing Orders.

4.3. Petty Cash

4.3.1. The Council does not have any petty cash, as small purchases are reimbursed by staff through the payments system.

4.4. Corporate Governance arrangements

4.4.1. The Governance arrangements for the Council are discussed and agreed at the Councils AGM after recommendation by the Finance, Policy and General Purposes Committee. This includes:

- Review of Standing Orders which includes financial regulations
- Review of Inventory of Land and Assets (including buildings and office equipment)
- Arrangements for insurance cover
- Review of the Council's and/or staff subscriptions to other bodies
- Review of the Council's policies and Procedures

4.4.2. A Review of the Councils Governance arrangements was also carried out on 5th December 2023 for a review of the council's constitution, which comprises documents describing its governance arrangements

A report on the statement of Internal Controls for 2023/24 which includes the Risk and Asset Registers was carried out on the 5th March 2024 by the Council.

4.4.3. The Exercise of Public Rights was announced on 23rd June 2023 with the inspection dates between 26th June and 4th August 2023 and placed on the Councils website.

4.5. Income collection and Banking arrangements

4.5.1. Income is received mainly from the precept, toilets, allotment rents, stall holders, and vat claim and any grants received, the Council also has an agreement whereby they receive 60% of Museum admission income.

4.5.2. A detailed audit was carried in November (reported 28th November 2023). This audit carried out compliance testing for all income collected and banked from October to March 2024 with sample testing carried out.

4.5.3. A transaction list was produced from EDGE which enabled me to verify that all income received as shown on the associated records were correctly recorded in the accounts and in the Councils bank

account. A check of transactions was carried out from the received income transaction report in EDGE which showed details of the income transaction which confirmed that the income had been properly received and recorded.

4.5.4. VAT is recorded within the finance system (vat control a/c), and claims have been completed every quarter from the finance system, and income was confirmed in the bank accounts.

4.5.5. During the year the Council had 2 bank accounts, a current account and a base rate tracker account, which reconciled as at 31st March 2024.

4.6. Accounting records

4.6.1. The Council uses the EDGE finance system, which records all financial information and produces satisfactory reports during the year and for the end of year account, and enables satisfactory reports to be produced for the audits

4.6.2. An end of year bank reconciliation was completed, which reconciled to the annual return.

4.7. Security/Assets

4.7.1. There is an Inventory held of all assets and recorded in the EDGE finance system and is reported with the statement of accounts and agreed at the Council's Annual Meeting.

4.8. Debtors

4.8.1. There are no accounts raised for debts as Debtors usually pay direct to bank.

4.9. Budgetary Control

4.9.1. The budget process commences during the year with a discussion on a timetable to discuss the budget and precept. After various committees have considered their budgets including growth requirements, the whole budget is then considered by the Finance Policy and General Purposes Committee (on 5th December 2023) and reported to the Full Council in January (9th January 2024) The annual budget was prepared to support the precept.

4.9.2. Fees and charges are reviewed during the budget setting process.

4.9.3. Budgetary Control is overseen by the Finance Policy and General Purposes Committee where budget monitoring reports are scrutinised quarterly.

4.9.4. A medium term financial plan and general reserves were reviewed by the Finance, Policy and General Purposes committee, and agreed by Council on 5th March 2024.

5. Conclusions

5.1. The Internal Controls were satisfactory for the Council which were confirmed by the checks carried out.

5.2. Recommendations

5.2.1. There are no recommendations, although a detailed interim audit is recommended on Accounts Payable and income collection and banking arrangements to give further assurance to the Town Clerk and Councillors.

Gordon Fletcher (C.M.I.I.A.)
Internal Auditor,
Date: 28th May 2024

Annual Internal Audit Report 2023/24

ENTER NAME OF AUTHORITY
Whitby Town Council

www.whitbytowncouncil.gov.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority’s internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority’s needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick “not covered”)			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 28/11/2023, 25/05/2024 DD/MM/YYYY
Name of person who carried out the internal audit: Gordon Fletcher (CMIIA) INTERNAL AUDITOR

Signature of person who carried out the internal audit: [Redacted] Date: 29/05/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENT Whitby Town 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
	✓		

*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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.whitbytowncouncil.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Explanations for 'No' response

The external auditor's final opinion on the 2022-23 accounts was submitted to the council on 4 April 2024, after the completion of the financial year to which the 2023-34 accounts relate.

The auditor's view was that,

"The Council has a power to raise funds by submitting a Council Tax precept to the Borough Council. This is an important power and legislation specifies how the precept is to be set, including by determining the reserves that it would be appropriate to raise or prudent to use, having regard to the estimated level of reserves at the end of the financial year.

"Although the Council considered estimated income and expenditure in setting its Council Tax precept, it did not explicitly consider the level of reserves and reasonableness of that level as it was required to do. In our view, the Council should have responded 'No' to Assertion 1 as a result.

"We recommend that the Council adopts a more structured approach to setting its Council Tax precept, including setting out in the report to the Council proposing the Council Tax precept and/or minutes of the Council meeting setting the precept, the estimated reserves that it would be appropriate to raise or prudent to use, having regard to the estimated level of reserves at the end of the financial year."

The council set its budget for 2024-25 in January 2024, during the year under review. As the auditor's report had not been received at that time, the process followed was similar to one on which the opinion was provided. Consequently the Council should respond 'No' to Assertion 1 for the reasons given in the auditor's report on 2022-23.

This issue will be addressed in consideration of a draft budget for 2025-26 by the Finance Policy and General Purposes Committee in December 2024 and by Council in January 2025.

For the same reason, and pending the action proposed, the Council should respond 'No' to Assertion 7.

Section 2 – Accounting Statements 2023/24 for

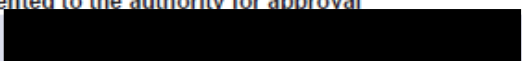
ENT Whitby Town Council RITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	105,996	86,599	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	233,385	283,560	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	305,622	148,834	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	224,501	251,377	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	333,903	235,212	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	86,599	32,404	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	48,550	9,433	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	36,623	36,623	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 20/06/2024

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED