

BURNISTON PARISH COUNCIL

Mrs J. Marley, Clerk to the Parish Council,
Annan, 41 Scalby Road, Burniston, Scarborough, YO13 0HN
Tel. 01723-870299

Email: clerk@burnistonparishcouncil.org.uk

PARISH COUNCIL ANNUAL MEETING

Tuesday 17th May

The Community Hub, 445b Scalby Road
(opposite Scalby Library)

at 6.40pm

or five minutes after completion of the Annual Parish Assembly if that is later

Parishioners welcome to attend

1. To elect a Parish Council Chairman for forthcoming year.
2. To receive Chairman's Declaration of Acceptance of Office.
3. Vacancies unfilled at the election by reason of insufficient nominations – to co-opt to the three Ordinary Vacancies.
4. Outstanding Declarations of Acceptance of Office – to decide the date by which any outstanding declarations shall be received.
5. To elect a Vice Chairman.
6. Election of representatives/officers:-

YLCA
Coastal Forum
Heritage Coast
Community Police Liaison Group
Burniston & Cloughton Village Hall
Friends of the Railway

CURRENTLY

Cllr. Hill
As available
As available
Cllr. Marley
Cllr. Hill
As available

7. Apologies to receive & accept.
8. To receive member's declarations of interest in items of business on this agenda.
9. Minutes of meeting of 5th April 2022 (*enclosed*) to approve and sign.
Meeting to be suspended by Chairman to allow for next item.
10. Public Open Forum.
Meeting to be re-convened to continue with business on the agenda.
11. To consider & if appropriate, agree action on matters raised in the Public Open Forum.
12. Reports/updates to receive (as available) & agree action as appropriate – Police (April and May reports emailed to councillors), County, Borough, Clerk - not to exceed 15 minutes in total.
13. Parish Councillors reports to receive [max. 5 mins/councillor please].
14. Matters from April Meeting (updates etc to receive & agree action as appropriate):-
 - a) Dedicated email addresses for councillors [*Minute 8/22d refers*] – to note 1] the Clerk has put this into effect (in the form cllr.firstname.lastname@burnistonparishcouncil.org.uk) and 2] from the date the newly elected councillors take office (9th May 2022) all council emails should be sent to/from those addresses;
 - b) Jubilee Celebration (19th June) [*Minute 9/22 refers*] – to note the sports element was part of the day's events and not a re-incarnation of Cloughton and Burniston Sports Day;
 - c) Adoption of General Power of Competence [*Minute 9/22 refers*] – to receive verbal report from Clerk & agree action as appropriate.

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

15. Correspondence:-
- a) National Park Parish Member Elections on 14/6/22 - to agree who (if anyone) is to be nominated. *[NOTE: only one councillor can be nominated].*
 - b) Correspondence received after 8/5/22 & requiring a response before next meeting.
16. Planning Matters:-
- a) Applications Received (to agree comments):- none at preparation of agenda
 - b) Decisions Received (to note):-
 - 1. 20/02098/FL Demolish existing dwelling, erect 9nop. Dwellings at Beechville, Limestone Road – granted;
 - 2. 21/02548/HS Erect two storey side extension at 1 Stone Quarry Road – granted;
 - 3. 21/02393/FL Form 2 tennis courts and a MUGA with on site fencing of existing tennis courts, Burniston & Cloughton Village Hall – granted
 - c) To agree comments/note any planning matters/decisions received after 8/5/22.
17. Finance & Regulatory Matters:-
- a) 2021/22 Accounts (*enclosed. If you have a query on them please let me know BEFORE the meeting*) – to receive, approve & authorise Chairman to sign;
 - b) 2021/22 Annual Return (*enclosed*) – 1] to receive & note the Annual Internal Audit Report; 2] to complete & approve the Annual Governance Statement (Section 1); 3] to approve the Accounting Statements (Section 2); 4] to approve the Certificate of Exemption.
 - c) Insurance – to note this falls due for renewal on 1/6/22 and agree action to be taken. *[NOTE details of the quotes received were emailed to councillors 6/5/22].*
 - d) To note the National Joint Council for Local Government Services pay award of 1.75% backdated to 1/4/21 (£74-88) plus pensions contributions less tax had been paid to the Clerk within the adjusted standing order for April (amended sum of £336-56 authorised by Cllrs. Hill and Parsons).
 - e) Standing Order to pay Clerk’s wages – to note this needed adjustment and the existing standing order has been amended to pay £300/month on the 15th day monthly commencing 15th May 2022 (amended sum authorised by Cllrs. Hill and Parsons).
18. Accounts to Authorise for online payment:-
- | | | |
|---------------------|---|-----------|
| R. Carey | Internal audit 2021/22 accounts | £30-00 |
| St. Mary’s Church | Contribution to churchyard maint. 22/23 | £553-09 |
| B&C Village Hall | Contribution to ground maint. 22/23 | £750-00 |
| WGH Garden Services | Install seats/tables Prickybeck | £308-00 |
| Countrywide | Grounds maint./verges, inst. 1of 7 | £1,422-46 |
| Newby & Scalby TC | Room hire | £15-00 |
19. Date of next meeting – 2nd June (Covid permitting), Burniston & Cloughton Village Hall. 6.30pm start.

J. Marley

J. Marley (Mrs)
Clerk to the Parish Council
 9th May 2022

MINUTES OF ORDINARY MEETING OF BURNISTON PARISH COUNCIL HELD IN THE COMMUNITY HUB, 445b SCALBY ROAD, SCALBY ON TUESDAY 5th APRIL 2022 AT 6.30PM

Present: Councillor A Hill (Chairman)
Councillor A Backhouse
Councillor P Graves (from 6.36pm)
Councillor B Marley
Councillor R Parsons
Councillor P Tidd

2 members of public, Mrs J Marley (Clerk).

Absent: Councillor P Grimwood, County Cllr. D Bastiman.

1/22 **APOLOGIES FOR ABSENCE** Cllr. Grimwood (personal commitment), County Cllr. Bastiman (prior commitment).

2/22 **DECLARATIONS OF INTEREST** Cllr. Backhouse (personal, agenda item 10a)2); Cllr. Hill (personal and prejudicial, agenda item 10a)3).

3/22 **MINUTES**

The minutes of the meeting of 1st March 2022 were **approved** as an accurate record and authorised for signature by the Chairman.

4/22 **PROCEDURAL MATTER** Standing Orders suspended at 6.32pm to allow the Public Open Forum.

5/22 **PUBLIC OPEN FORUM** No matters which the public wished to raise.

6/22 **PROCEDURAL MATTER** Standing Orders resumed at 6.32pm.

7/22 **MATTERS RAISED IN PUBLIC OPEN FORUM** None.

8/22 **REPORTS**

- a) **Police:** report (emailed to councillors 4/4/22) was **received & noted**.
- b) **County:** No report to receive.
- c) **Borough:** Cllr. Backhouse reported 1] demolition of the indoor pool on the North Bay had begun and 2] the Park and ride would be open for Easter.
- d) **Clerk:** Reported the external auditor's guidance now recommended all councillors had a dedicated council email address to be used solely for council business – this was to assist with GDPR compliance. **Agreed** Clerk to set up emails on the parish council's domain for each councillor (to be operational for when the new council comes into being on 9th May 2022).

Cllr Graves arrived during the above item.

9/22 **PARISH COUNCILLOR'S REPORTS** Cllr. Backhouse reported 1] a youth club was to be held at the village hall once or twice a month, to cover two separate age groups' 2] £38,500 had been raised so far towards the improvements with £68,000 grants pending; 3] A Jubilee Celebration day was to be held 19th June from noon to 9pm and was to include a sports day. (He was unsure if the sports element was the re-incarnation of the Cloughton and Burniston Sports Day which had not taken place during the Covid lockdowns but would let the clerk know). Cllr. Parsons reported the VAS sign on Limestone Road had now been moved – the data indicated there was a small problem with speed. Cllr. Marley reported he had seen SBC doing a litter pick of the verge of the A1781 between Burniston and the Rugby Club. He also asked if it would be possible for the Council to set up a scheme to assist with fuel/food poverty in the parish – **noted** Clerk's explanation that it was not possible under the powers the Council presently had, however it would be possible if Council was to adopt the General Power of Competence (GPC). **Agreed** adoption of the GPC to be put on the May agenda for consideration.

10/22 **MATTERS FROM MARCH MEETING**

1] Location of meetings June onwards [*Minute 133/21.2 refers*] **Noted** Clerk's report that from June onwards we could meet in the main hall of the village hall 7pm-9pm providing we changed our meeting date to the first Thursday of the month. **Agreed** with effect from 1st June Burniston Parish Council would change its regular meeting day to the first Thursday of the month.

11/22 **CORRESPONDENCE**

- a) Correspondence received after 29/3/22 & requiring a response before next meeting – none.

12/22 **PLANNING MATTERS**

a) **Applications Received:-**

1. 21/02215/FL Convert and extend store/outbuildings into holiday accommodation (C3), 15 High Street. **Agreed** object. General feeling this was an attempt to squeeze a quart into pint pot. Council consider this is a cramped site with inadequate off-street parking, overdevelopment of a very small site and a lack of amenity space.

Cllr Backhouse left the room (7.05pm-7.09pm) for the next application pursuant to his declaration of interest at Minute 2/22.

2. 21/02393/FL Form 2 tennis courts and a MUGA with on site fencing of existing tennis courts, Burniston & Cloughton Village Hall. **Agreed** fully support. [NOTE as Cllr. Backhouse was the applicant he left the room 7.05pm-7.09pm for the duration of this item].

Cllr Hill left the room (7.09pm-7.32pm) for the next application in accordance with his declaration of interest at Minute 2/22 and Cllr. Marley took the chair.

3. 22/00377/OL Outline application for residential development (up to 46 dwellings) with all matters reserved except for access, land to south of Limestone Road. Members were very careful to ensure they focussed on the access aspect of the application as opposed to the wider implications thereof. That being the case it was **agreed** while they have huge concerns about the cumulative impact of all the planning applications recently granted and in the pipeline which all have highway access onto Limestone Road which goes past the local infants school before accessing the A171, they are recognisant of the fact that their objections, concerns and local knowledge may be at odds with the view of County Highways. However it does not alter the fact that many councillors are very concerned about the impact on the local infrastructure of all the developments which could take place and need to access Limestone Road. That point was made strongly when this site was first presented for inclusion in the Local Plan at which time Council objected to the sites inclusion in the plan on the grounds of impact on infrastructure and highway problems. [NOTE as Cllr. Hill was one of the applicants he left the room 7.09pm to 7.32pm for the duration of this item and the meeting was chaired by Cllr. Marley in his capacity as Vice Chairman].
4. 22/00493/HS Erect timber single storey granny annexe for ancillary use to main dwelling, 4 Hawthorne Close. **Agreed** on balance no objections but request conditions 1] not to be sold separately, 2] not for holiday use, 3] only for use by members of family, 4] external lighting to be dark-skies compliant.

b) **Decisions received:-** none.

c) **Planning matters received after 29/3/22:** None.

13/22 **ACCOUNTS TO CERTIFY** – Having been previously notified/agreed, the following were approved for payment via online banking (Cllrs. Hill and Parsons to do the online authorisations within 24 hours):-

| | | |
|--------------------|-----------------------------|---------|
| Newby & Scalby PC | Hall hire tonight's meeting | £15-00 |
| YLCA | 22/23 membership sub | £447-00 |
| Duchy of Lancaster | Prickybeck rent to 31/3/23 | £60-00 |

13/22 **DATE OF PARISH ASSEMBLY & NEXT COUNCIL MEETING**

Agreed 17th May (Covid permitting), Community Hub, Scalby, 6.30pm start.

There being no further business, the Chairman declared the meeting closed at 7.44 pm.

BURNISTON PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31 MARCH 2022

| (Previous) Year Ended <u>31 Mar 2021</u> | <u>RECEIPTS</u> | (Current) Year Ended <u>31 Mar 2022</u> |
|--|--|---|
| £ | | £ |
| 9,100.00 | Precept | 9,050.00 |
| 10,180.62 | Agency Services: SBC | 10,251.88 |
| 1,195.33 | Agency Services: NYCC | 1,195.33 |
| 0.00 | Refund from bank (wrongly paid standing order) | 997.50 |
| 2,881.36 | Grants (for speed signs) | 0.00 |
| 114.06 | Interest | 24.63 |
| 134.38 | VAT recovered | <u>3,352.58</u> |
| <u>23,605.75</u> | Total | <u>24,871.92</u> |

| <u>PAYMENTS</u> | | |
|------------------------|---|------------------|
| £ | | £ |
| 14.31 | Printing/Stationery & office equipment | 3.14 |
| 22.50 | Training | 0.00 |
| 125.00 | Website | 120.00 |
| 352.83 | Insurance | 361.91 |
| 470.00 | Subscriptions | 476.00 |
| 3,567.68 | Clerk's salary and allowances 455.12+3121.06 | 3,576.18 |
| 892.61 | TAX/NI | 891.80 |
| 379.38 | Pension contributions (see note on page 3) | 379.32 |
| 230.00 | Audit fees (internal only) | 30.00 |
| 0.00 | Election fees | 0.00 |
| 0.00 | Petty cash expenditure | 0.00 |
| 0.00 | Hall hire | 76.00 |
| 72.00 | Bank charges | 72.00 |
| 0.00 | S. 137 payments (British Legion) | 80.00 |
| 0.00 | Wrongly paid standing order (refunded, see above) | 997.50 |
| 0.00 | Vehicle Activated Signs | 7,787.50 |
| | Agency Services: | |
| 382.00 | Public seats | 382.00 |
| 9,227.50 | Roadside verges (£1,195.33 NYCC, £6,207.75 SBC) | 7,403.08 |
| 533.76 | Churchyard | 537.50 |
| 4,464.06 | Parks | 2,370.02 |
| 108.50 | Prickybeck | 65.00 |
| 445.00 | Bus shelters | 565.00 |
| <u>183.87</u> | VAT | <u>3,378.55</u> |
| <u>21,471.00</u> | Total | <u>29,552.50</u> |

BURNISTON PARISH COUNCIL

RECEIPTS AND PAYMENTS FOR YEAR ENDED 31 MARCH 2022

| (Last) Year Ended <u>31 Mar 2021</u> | SUMMARY | (Current) Year Ended <u>31 Mar 2022</u> |
|--|---------------------------------|---|
| £ | | £ |
| 49,631.17 | Balance brought forward 1 April | 51,765.92 |
| <u>23,605.75</u> | ADD total receipts | <u>24,871.92</u> |
| 73,236.92 | | 76,637.84 |
| <u>21,471.00</u> | LESS total payments | <u>29,552.50</u> |
| <u><u>51,765.92</u></u> | Balance carried forward | <u><u>47,085.34</u></u> |

These cumulative funds are represented by:

| | | |
|-------------------------|--|-------------------------|
| 17,206.78 | Unity Trust current account | 12,511.26 |
| <u>0.00</u> | LESS unrepresented cheques at year end | <u>0.00</u> |
| 17,206.78 | | 12,511.26 |
| 10,000.00 | ADD Savings Bonds | 10,000.00 |
| 1,229.31 | Abbey Treasurer's a/c (<i>see reserves note 3</i>) | 1,230.15 |
| <u>23,329.83</u> | Unity Instant Access a/c (<i>see reserves notes 1&3</i>) | <u>23,343.93</u> |
| <u><u>51,765.92</u></u> | Total | <u><u>47,085.34</u></u> |

The above statement represents fairly the financial position of the authority as at 31 March 2022 and reflects its receipts and payments during the year.

Approved by Council: _____

(Chairman)

(Responsible Financial Officer)

BURNISTON PARISH COUNCIL

SUPPORTING STATEMENT TO THE ACCOUNTS FOR YEAR ENDING 31 MARCH 2022

ASSETS

At 31 March 2022 the following assets were held:

| | Valuation | | Valuation |
|----------------------------|------------------|---|------------------|
| | £ | | £ |
| Bus shelters (5) | 38,000.25 | Chain of office | 440.96 |
| Seats (28) | 8,748.60 | Garden (3) Christmas (1) trophies | 255.38 |
| Flagpole | 385.35 | Christmas lights and associated equipment | 1,000.00 |
| Notice/interpretive boards | 1,041.50 | Copy of Domesday book | 387.34 |
| Misc. street furniture | 416.60 | Office equipment | 686.06 |
| Two VAS signs | 7,787.50 | | |

(The basis of valuation of these assets is acquisition cost)

Approx ¼ acre land adjoining Burniston Beck to the rear of nos 22, 24a and 24b High Street, Burniston, as per conveyance dated 24 January 1995. Nominal value £1-00

PENSIONS

A pension scheme is set up with The People's Pension. Contributions are a percentage of gross salary:- Council 3.75% and Clerk 5%. In the year of account, employees contributions totalled £210-72 and employer's contributions totalled £168-60.

RESERVES

1. In December 2019 the committee of Burniston Agricultural and Horticultural Show decided to disband and the Parish Council offered to take custodianship of the show's assets and residual funds on the basis Council would try to find people prepared to set up a new show committee and re-start the show. The outgoing show committee asked that if, after three years, the Parish Council had been unsuccessful in finding people to re-start Burniston show, the remaining assets and funds were disbursed to organisations/groups within 6 miles of the parish or organisations which could demonstrate the funds would be used for the benefits or residents of Burniston Parish. The process of getting a new show management committee had begun when the Covid-19 restrictions came into force and everything had to be put on hold in March 2020. The funds are held in the Unity Trust Instant Access account and are accruing interest therein (balance £23,343-93 at 31/3/22).
2. Council is still in negotiations with a firm of house developers in respect of taking over an additional area of open space subject to satisfactory funding being given, hence the open space balancing reserve. This should reduce the level of the general reserve over time and allow for a phased increase of the precept if such was deemed necessary.
3. Accordingly funds are set aside as follows:-
 - Election cost reserve £1,000
 - Contingency reserve £3,000
 - Extra verge cutting reserve £1,200
 - Open space (balancing reserve) £8,000
 - Local history reserve (Abbey Treasurer's a/c) £1,230-15
 - Burniston Show Revival reserve (Unity Trust Instant Access a/c) £23,343-93
 - Unitary impact reserve £4,000

Remaining funds (£5,311.26 at 31/3/22) are held as a general reserve

TENANCIES

During the year the following tenancies were held:-

Council as Tenant:

| Landlord | Property | Rent p.a | Repairing/Non Repairing |
|--------------------|-----------------|-----------------|--------------------------------|
| Duchy of Lancaster | Bus Shelter | £50 | Repairing |
| Duchy of Lancaster | Quiet Area | £50 | Repairing |

BURNISTON PARISH COUNCIL

SUPPORTING STATEMENT TO THE ACCOUNTS FOR YEAR ENDING 31 MARCH 2022 (continued)

DEBTS OUTSTANDING

At the year end no monies were owing to the Parish Council.

S. 137 PAYMENTS

Section 137 of the Local Government Act 1972 (as amended) enables local councils to spend up to the product of £8-41 per elector, as at 1 April in the relevant year, for the benefit of people in the area on activities or projects not specifically authorised by other powers. The limit for spending under s137 of the Local Government Act 1972 (as amended) for this council in the year of account was £10,100-41.

| Payee | Nature of Payment | £ |
|----------------------|----------------------------|----------|
| Royal British Legion | Donation in lieu of wreath | £80-00 |

AGENCY WORK

During the year the council undertook the following agency work on behalf of other authorities:

| Principal Authority | Nature of Work | £ |
|--------------------------------|------------------------------------|----------|
| Scarborough Borough Council | Parks, playing fields, open spaces | 2,435.02 |
| | Highway verges | 6,207.75 |
| | Bus/public shelters | 565.00 |
| | Churchyards | 537.50 |
| | Seats | 382.00 |
| North Yorkshire County Council | Highway urban verges | 1,195.33 |

MISCELLANEOUS

No expenditure has been incurred, or income received, under any of the following headings:
Borrowing; Leases; Advertising and publicity.

Annual Internal Audit Report 2021/22

BURNISTON PARISH COUNCIL

<https://burnistonparishcouncil.org.uk/>

During the financial year ended 31 March 2022, 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 2021/22 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. | NOT HELD | | |
| 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered") | ✓ | | |
| L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements | ✓ | | |
| M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

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

Date(s) internal audit undertaken

20/04/2022

Name of person who carried out the internal audit

R. A. Carey

Signature of person who carried out the internal audit

R. A. Carey

Date

20/04/2022

*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 2021/22

We acknowledge as the members of:

BURNISTON 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 2022, 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:

and recorded as minute reference:

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

Chairman

Clerk

<https://burnistonparishcouncil.org.uk/>

Section 2 – Accounting Statements 2021/22 for

BURNISTON PARISH COUNCIL

| | Year ending | | Notes and guidance | |
|--|--------------------|--------------------|---|---|
| | 31 March 2021 £ | 31 March 2022 £ | | |
| 1. Balances brought forward | 49,631 | 51,766 | 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 | 9,100 | 9,050 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. | |
| 3. (+) Total other receipts | 14,506 | 15,831 | 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 ** re-stated, JPAG 21/22 para 2-16 refers | 4,384 | 4,384 | 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 ** re-stated due to Box 4 change | 17,087 | 25,178 | 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 | 51,766 | 47,085 | 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 | 51,766 | 47,085 | 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 | 51,363 | 59,150 | 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). | |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | N/A | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. |
| | | | ✓ | N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2022 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

J Marley

Date

12/04/2022

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

as recorded in minute reference:

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