

# BURNISTON PARISH COUNCIL

Mrs J. Marley, Clerk to the Parish Council,  
Annan, 41 Scalby Road, Burniston, Scarborough, YO13 0HN  
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## PARISH COUNCIL ANNUAL MEETING

Thursday 4<sup>th</sup> May 2023

Burniston & Cloughton Village Hall, 6.35pm

or on completion of the Annual Parish Assembly if that is later

### Parishioners welcome to attend

#### PARISH COUNCIL ANNUAL MEETING AGENDA

NOTE: outgoing Chairman (R. Parsons) presides over election of new Chairman.

1. To elect a Parish Council Chairman for forthcoming year.
2. To receive Chairman's Declaration of Acceptance of Office.
3. To elect a Vice Chairman.
4. Election of representatives/officers:-

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

#### CURRENTLY

Cllrs. Hill & Parsons  
As available  
As available  
Cllr. Marley  
Cllr. Grimwood  
As available

5. Apologies to receive & accept.
6. To receive member's declarations of interest in items of business on this agenda.
7. Minutes of meeting of 6<sup>th</sup> April 2023 (*enclosed*) to approve and sign.  
**Meeting to be suspended by Chairman to allow for next item.**
8. Public Open Forum.  
**Meeting to be re-convened to continue with business on the agenda.**
9. To consider & if appropriate, agree action on matters raised at the Parish Assembly or in the Public Open Forum.
10. Reports/updates to receive (as available) & agree action as appropriate – Police (no reports to hand at preparation of agenda), Unitary, Parish, Clerk - not to exceed 15 minutes in total.
11. Updates on matters from earlier meetings:-
  - a) Land to south of 4 Scalby Road [*Minute 9/23a* refers] – Clerk to update & agree action;
  - b) Burniston Show Task and Finish Group [*Minute 9/23e* refers] – to receive update and agree action as appropriate;
  - c) Fly tipping, Stone Quarry Road [*Minute 10/23* refers] – to receive update from Clerk & agree action as necessary;
12. Correspondence:-
  - a) Correspondence received after 26/4/23 & requiring a response before next meeting.
13. Planning Matters:-
  - a) Applications Received (to agree comments):- none at preparation of agenda;
  - b) Decisions Received (to note):- none at preparation of agenda;
  - c) To agree comments/note any planning matters/decisions received after 26/4/23.

14. Finance & Regulatory Matters:-
- a) 2022/23 Accounts (*enclosed. If you have a query on them please let me know BEFORE the meeting*) – to receive, approve & authorise Chairman to sign;
  - b) 2022/23 Annual Return (*enclosed*) – 1] to approve the Certificate of Exemption; 2] to receive & note the Annual Internal Audit Report; 3] to complete & approve the Annual Governance Statement (Section 1); 4] to approve the Accounting Statements (Section2).
  - c) Standing Order to pay Clerk’s wages – to note this needed adjustment and the existing standing order has been amended to pay £318/month on the 15<sup>th</sup> day monthly commencing 15<sup>th</sup> May 2023 – for authorisation by Council.
  - d) Standing Order to Countrywide – to authorise a new standing order in payment for the current year’s grass cutting etc (set up as £1,493.58 payable 20<sup>th</sup> day monthly from 20<sup>th</sup> May 2023 to 20<sup>th</sup> November 2023 inclusive
  - e) Parish Council website – to consider if there is a need to continue to maintain the planning page & agree action as appropriate.
  - f) To agree the dates of Council meetings till May 2024 (*list enclosed*).
15. Accounts to Authorise for online payment:-
- |                   |   |         |
|-------------------|---|---------|
| R. Carey          | Internal audit 2022/23 accounts         | £30-00  |
| St. Mary’s Church | Contribution to churchyard maint. 23/24 | £601-76 |
| B&C Village Hall  | Contribution to ground maint. 23/24     | £750-00 |
| Zurich            | 23/24 insurance                         | £300-00 |
| B&C Village Hall  | Room hire (show)                        | £9-00   |
16. (Subject to the outcome of agenda item 14f) To confirm the date of the next meeting as 1<sup>st</sup> June 2023.

*J. Marley*

J. Marley (Mrs)  
Clerk to the Parish Council  
 26<sup>th</sup> April 2023

**MINUTES OF ORDINARY MEETING OF BURNISTON PARISH COUNCIL HELD IN THE  
VILLAGE HALL ON THURSDAY 6<sup>th</sup> APRIL 2023 AT 6.30PM**

**Present:** Councillor R Parsons (Chairman)  
Councillor Mrs P Grimwood  
Councillor A Hill  
Councillor B Marley  
Councillor C Murray  
Councillor P Tidd  
Councillor Mrs C Topham

No members of public, Mrs J Marley (Clerk).

**Absent:** County Cllr. D Bastiman

The meeting was called to order at 6.40pm.

**1/23**      **APOLOGIES FOR ABSENCE** None.

**2/23**      **DECLARATIONS OF INTEREST** None.

**3/23**      **MINUTES**

Having been previously circulated, the minutes of the meeting of 2<sup>nd</sup> March 2023 were **approved** as an accurate record and authorised for signature by the Chairman.

**4/23**      **PROCEDURAL MATTER** No suspension of Standing Orders.

**5/23**      **PUBLIC OPEN FORUM** No public present.

**6/23**      **MATTERS RAISED IN PUBLIC OPEN FORUM** None.

**7/23**      **REPORTS**

- a) **Police:** The March report (emailed to councillors 2<sup>nd</sup> March) and the April report (tabled with agenda) were **received & noted**.
- b) **Unitary:** No report to receive.
- c) **Clerk:** No matters raised.

**8/23**      **VACANCIES UNFILLED AT ELECTION BY REASON OF INSUFFICIENT NOMINATIONS:-** **Noted** no applications received.

**9/23**      **UPDATES ON ITEMS FROM EARLIER MEETINGS**

- a) Land to south of 4 Scalby Road [*Minute 144/22c* refers] – **noted** SBC Planning had confirmed no action could be taken on the trees since they were not protected, however Council's questions regarding the container, gate and hardstanding had not been answered and Clerk to press for a response.
- b) Land to rear of Thorny Beck Cottage [*Minute 170/22* refers] – **noted** it had not been possible to get alternative contractors but original contractor was now well enough and had made a good start on clearing the undergrowth. **Agreed** to wait until contractor had finished the clearance work and take photographs then consider action to be taken at a future meeting. Councillors **noted** that some of the householders bordering Mary Leefe Walk appeared to be disposing of their garden rubbish by throwing it over their boundary fence onto the path, which was totally unacceptable as it was tantamount to fly tipping.
- c) Social Media Policy [*Minute 174/22* refers] – Cllr. Topham had emailed the draft policy to all councillors. Admin rights held by Cllr. Parson and Topham and the Clerk. **Agreed** the policy be adopted with immediate effect.
- d) Rocket station [*Minute 175/22a* refers] – Cllr. Parsons reported he had prepared an outline business report for SBC but the issue of Community Asset Transfer would almost certainly have to be restarted with North Yorkshire Unitary Council since they took over ownership of the building on 1<sup>st</sup> April.
- e) Burniston Show Task & Finish Group [*Minute 175/22c* refers] – **agreed** the Terms of Reference (circulated with agenda) be **approved**. Further **agreed** first meeting to be held in village hall supper room on Friday 14<sup>th</sup> April 7-8.30pm, Clerk to do booking.

**10/23**      **PARISH COUNCILLOR'S REPORTS.** Cllr. Murray reported it was quite a challenge to get out of his drive at the moment due to the building works taking place to the rear of 35 High Street; Cllr. Hill reported a resident of Stone Quarry Road was putting their grass cuttings into the hedge bottom of the field opposite – **agreed**

this was an eyesore and could be dangerous to animals in the field, Clerk to report to NYC as fly tipping. Several councillors reported erosion of the wearing course of the road surface on Scalby Road and Coastal Road and **agreed** Clerk to inform Highways. Cllr. Marley reported the first cut of the year been done by the ground maintenance contractors and the village looked very neat and tidy. Cllr. Parson reported the VAS signs had now been moved to Scalby Road and Coastal Road – the data from Limestone Road did not show a regular problem with high speeds.

**11/23** **CORRESPONDENCE**

- a) Correspondence received after 30/3/23 & requiring a response before next meeting – none.

**12/23** **PLANNING MATTERS**

a) **Applications Received:-**

1. 23/00034/HS Erect detached garage, Crossways, Cross Lane - **agreed** no objections.

b) **Decisions received:-**

1. 21/02412/FL Erect 50 dwellings with associated open space, car parking and vehicular access to rear, land to rear of The Grange, High Street – **granted** with conditions no objections. [*INFORMATIVE – the Clerk pointed out that within the S106 agreement for this development there was provision for payment of the sums of 1] £29,296-80 for the provision/upgrading of outdoor sports facilities in the vicinity of the development; 2] £48,216-40 towards the provision of and/or upgrading of children’s play facilities within the parishes of Burniston and Cloughton and 3] £23,165-03 towards the provision of and/or upgrading of parks, gardens and/or green spaces within the parishes of Burniston and Cloughton].*
2. 22/00260/FL Erect three detached dwellings 35 High Street, - **granted** with conditions;
3. 22/01359/FL Erect two detached dwellings, associated garaging and amended parking arrangements for 53 Limestone Grove, land west of Limestone Grove – **refused**;
4. 22/02175/LB Install internal wall insulation, rainwater goods alteration and install external vent flue, 4 High Street – **granted** with conditions;
5. 22/02348/HS Erect garage/workshop to side and new vehicular access, 18 Overgreen View – **refused**.

c) **Planning matters received after 30/3/23:-** none.

**13/23** **BANK SIGNATORIES** – Council **noted** Cllr. Murray’s agreement to become a signatory on Council’s bank accounts and **agreed** he be added with “view and authorise” privileges and instructed the Clerk to do the necessary paperwork.

**14/23** **ACCOUNTS TO CERTIFY** – Having been previously notified/agreed, the following was approved for payment via online banking (Cllrs. Hill and Parsons to do the online authorisation within 24 hours):-

Duchy of Lancaster Prickybeck rent £60-00

**15/23** **DATE OF NEXT COUNCIL MEETING**

**Agreed** 4<sup>th</sup> May 2023, Village Hall Supper Room. The Annual Parish Assembly is to start at 6.30pm followed by the Annual Council Meeting (not before 6.35pm). (Refreshments Cllr. Hill).

There being no further business, the Chairman declared the meeting closed at 7.58 pm.

# BURNISTON PARISH COUNCIL

## RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31 MARCH 2023

(Previous) Year Ended <u>31 Mar 2022</u>	<b><u>RECEIPTS</u></b>	(Current) Year Ended <u>31 Mar 2023</u>
£		£
9,050.00	Precept	9,160.00
10,251.88	Agency Services: SBC	10,549.18
1,195.33	Agency Services: NYCC	1,195.33
997.50	Refund from bank (wrongly paid standing order)	0.00
0.00	Grants	0.00
24.63	Interest	373.25
<u>3,352.58</u>	VAT recovered	<u>1,824.56</u>
<u>24,871.92</u>	<b>Total</b>	<u>23,102.32</u>

### **PAYMENTS**

£		£
3.14	Printing/Stationery & office equipment	13.22
0.00	Training	91.80
120.00	Website	120.00
361.91	Insurance	264.00
476.00	Subscriptions	482.00
3,576.18	Clerk's salary and allowances (£3,462-04 and £455-12)	3,917.16
891.80	TAX/NI	965.59
379.32	Pension contributions (see note on page 3)	420.98
30.00	Audit fees	230.00
0.00	Election fees	0.00
0.00	Petty cash expenditure	0.00
76.00	Hall hire	114.00
72.00	Bank charges	72.00
0.00	Contribution to repairs B&CVH Under 10's playground	500.00
0.00	Grant to Scarborough Citizen's Advice	150.00
0.00	Re-starting Burniston Show	31.00
80.00	S. 137 payments (British Legion)	80.00
997.50	Wrongly paid standing order (refunded)	0.00
7,787.50	Vehicle Activated Signs	0.00
	Agency Services:	
382.00	Public seats	436.58
7,403.08	Roadside verges (£250-00 NYCC, £8,297.70 SBC)	8,547.70
537.50	Churchyard	553.09
2,370.02	Parks	889.80
65.00	Prickybeck	390.00
565.00	Bus shelters	573.62
<u>3,378.55</u>	VAT	<u>1,793.56</u>
<u>29,552.50</u>	<b>Total</b>	<u>20,636.10</u>

# BURNISTON PARISH COUNCIL

## RECEIPTS AND PAYMENTS FOR YEAR ENDED 31 MARCH 2023

(Last) Year Ended <u>31 Mar 2022</u> £	<b>SUMMARY</b>	(Current) Year Ended <u>31 Mar 2023</u> £
51,765.92	Balance brought forward 1 April	47,085.34
<u>24,871.92</u>	ADD total receipts	<u>23,102.32</u>
76,637.84		70,187.66
<u>29,552.50</u>	LESS total payments	<u>20,636.10</u>
<u><u>47,085.34</u></u>	Balance carried forward	<u><u>49,551.56</u></u>

These cumulative funds are represented by:

12,511.26	Unity Trust current account	14,735.13
<u>0.00</u>	LESS unrepresented cheques at year end	<u>0.00</u>
12,511.26		14,735.13
10,000.00	ADD Savings Bonds	10,000.00
1,230.15	Abbey / Skipton BS a/c ( <i>see reserves note 3</i> )	1,231.01
<u>23,343.93</u>	Unity Instant Access a/c ( <i>see reserves notes 1&amp;3</i> )	<u>23,585.42</u>
<u><u>47,085.34</u></u>	Total	<u><u>49,551.56</u></u>

The above statement represents fairly the financial position of the authority as at 31 March 2023 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 2023**

### **ASSETS**

At 31 March 2022 the following assets were held:

	<b>Valuation</b>		<b>Valuation</b>
	£		£
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 £233-90 and employer's contributions totalled £187-08.

### **RESERVES**

1. In December 2019 Burniston Agricultural and Horticultural Show Committee disbanded and the Parish Council took custodianship of the show's assets and residual funds on the basis it 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. From September 2022 to February 2023 attempts were made to form a committee to take forward some form of show but it proved impossible to get people to agree what was needed or where the show was to be held. Council is therefore setting up a Task and finish Group whose remit will be to create an inventory of show assets, assess their value and means of disposal and report to the Council during the 2023/24 financial year. The show's funds are held in the Unity Trust Instant Access account and accruing interest therein (balance £23,585.42 at 31/3/23).
2. There has been no progress with the 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 (Skipton BS a/c) £1,231.01
  - Burniston Show Revival reserve (Unity Trust Instant Access a/c) £23,585.42
  - Unitary impact reserve £6,000Remaining funds (£5,535.15 at 31/3/23) are held as a general reserve

### **TENANCIES**

During the year the following tenancies were held:-

#### Council as Tenant:

<b>Landlord</b>	<b>Property</b>	<b>Rent p.a (ex VAT)</b>	<b>Repairing/Non Repairing</b>
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 2023** (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 £8-82 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 £10,442-88.

<b>Payee</b>	<b>Nature of Payment</b>	<b>£</b>
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:

<b>Principal Authority</b>	<b>Nature of Work</b>	<b>£</b>
Scarborough Borough Council	Parks, playing fields, open spaces	1,279.80
	Highway verges	8,297.70
	Bus/public shelters	573.62
	Churchyards	553.09
	Seats	436.58
North Yorkshire County Council	Highway urban verges	250.00

### **MISCELLANEOUS**

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

## Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

### BURNISTON PARISH COUNCIL

certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2022/23: £23,102 R AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23: £20,636 R AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2023.

**Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	
<b>SIGNATURE REQUIRED</b>	DD/MM/YYYY		<b>DD/MM/YYYY</b>
Signed by Chairman	Date	as recorded in minute reference:	
<b>SIGNATURE REQUIRED</b>	DD/MM/YYYY	<b>MINUTE REFERENCE</b>	
Generic email address of Authority	Telephone number		
clerk@burnistonparishcouncil.org.uk	<b>GENERIC EMAIL ADDRESS</b>	01723870299	<b>NUMBER</b>

\*Published web address

<https://burnistonparishcouncil.org.uk/> **ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS**

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.**

# Annual Internal Audit Report 2022/23

## BURNISTON PARISH COUNCIL

<https://burnistonparishcouncil.org.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
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 <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
<b>O. (For local councils only)</b> 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

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

13/04/2023

R. A. Carey

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

13/04/2023

\*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 2022/23

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 2023, 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>			

\*For any statement to which the response is 'no', an explanation must be published

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 Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

### Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

<https://burnistonparishcouncil.org.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2022/23 for

### BURNISTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
<b>1.</b> Balances brought forward	51,766	47,085	<i>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.</i>
<b>2.</b> (+) Precept or Rates and Levies	9,050	9,160	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts	15,831	13,942	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs	4,384	4,868	<i>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.</i>
<b>5.</b> (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments	25,178	15,768	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward	47,085	49,551	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments	47,085	49,551	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets	59,150	59,150	<i>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.</i>
<b>10.</b> Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 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**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

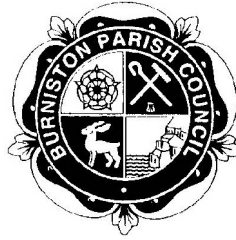
Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# Burniston Parish Council

Tel: Scarborough 870299

EMAIL:  
[clerk@burnistonparishcouncil.org.uk](mailto:clerk@burnistonparishcouncil.org.uk)



Clerk to the Council:  
Mrs J Marley  
Annan  
41 Scalby Road  
Burniston  
Scarborough  
YO13 0HN

**4/5/23 meeting, AGENDA ITEM 14e)**

## **Dates for Ordinary Meetings of Burniston Parish Council June 2023 to May 2024**

To agree the dates of Ordinary Meetings of Burniston Parish Council from June 2023 to May 2024. Meetings to be held in Burniston & Cloughton Village Hall on the following dates, commencing at 6.30pm unless otherwise stated:-

1st June 2023	6th July 2023	No meeting August 2023	7th September 2023
5th October 2023	2nd November 2023	7 <sup>th</sup> December 2023	4 <sup>th</sup> January 2024
1st February 2024	7 <sup>th</sup> March 2024	4th April 2024	2nd May 2024 (start not before 6.35pm)