



To: The Chairman and Members of Hightown Parish Council.

You are hereby summoned to attend the Annual Meeting of the Council which will be held on Monday 20th May 2024 at 7.00 pm at the Alt Centre for the following purposes:

AGENDA

- 1. To elect the Chairman of the Council and receive the Chairman's declaration of acceptance of office.**
- 2. To elect the Deputy Chairman of the Council.**
- 3. Apologies for absence.**
- 4. Declarations of interest.**
Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Hightown Parish Council Code of Conduct and by the Localism Act 2011.
- 5. Minutes.**
Members are asked to consider and approve:
 1. The Minutes of the Ordinary Meeting held on 18th March 2024; and
 2. The Minutes of the Extraordinary Meeting held on 26th March 2024.
- 6. To adjourn the meeting to receive public comments on items on the agenda.**
- 7. Casual Vacancy.**
Members are asked to note the casual vacancy and consider any applications received for the vacancy.
- 8. Annual Governance and Accountability Returns 2023/24.**
Members are asked to:
 1. Receive the Annual Internal Audit Report 2023/24;
 2. Approve Section 1 - Annual Governance Statement 2023/24;
 3. Approve Section 2 - Accounting Statements 2023/24.
- 9. To appoint an internal auditor.**
Members are asked to confirm the appointment of Batten Hughes as internal auditor to complete the Annual Internal Audit Report for the financial year 2023/24.
- 10. To review and approve policies.**
Members are asked to review and approve the following policies:
 1. Standing Orders;
 2. Financial Regulations;
 3. Scheme of Delegation;
 4. Grant awarding policy;
 5. Grant application form;
 6. Habitual or Vexatious Complaints, Correspondence and Data Request Policy;
 7. Hall hire terms.

- 11. Working Groups.**
Members are asked to form and appoint members to the Alt Centre Working Group.
- 12. Alt Centre alarms.**
Members are asked to consider the position regarding alarms at the Alt Centre.
- 13. Quote for gardening work.**
Members are asked to review and approve the quotes received of £1,200 for maintenance of the roundabout and £360 for the maintenance of the Alt Centre garden for the current financial year.
- 14. Friends of Hightown Group.**
Members are asked to consider what steps are required to progress the formation of a Friends of Hightown group.
- 15. Update on speed monitors and traffic issues.**
Members will receive an update on progress made in respect of obtaining a speed monitor for Thornbeck Avenue and other traffic safety issues.
- 16. Beach walks.**
Members are asked to:
 1. Approve the cost of £50 each for up to two walks payable to Sefton subject to confirmation from Sefton Rangers of the required fee and their availability to provide a walk leader; and
 2. Approve a budget of up to £50 on each occasion for the provision of refreshments to walkers on their return.
- 17. To Receive Reports of Meetings.**
(For information purposes only - No decisions may be made under this item.)
- 18. Correspondence.**
Members are asked to consider any correspondence which may have been received and respond.
(For information purposes only - No decisions may be made under this item.)
- 19. Planning Applications.**
Members are asked to consider the planning applications set out in the schedule of planning applications circulated and also available on Sefton Council's website.
- 20. Accounts paid and for payment.**
Members are asked to agree the payments set out in the schedule of payments circulated and the payments listed below.

J Farrar

Miss J Farrar
Clerk to Hightown Parish Council
14/05/2024



MINUTES OF THE ORDINARY MEETING OF

HIGHTOWN PARISH COUNCIL

HELD ON 18th MARCH 2024 AT THE ALT CENTRE

Present: Cllrs: Munro (in the chair), Barlow, Magill, Shacklady, Stobie and Williams.

2024/16. **Apologies for absence.**

None.

2024/17. **Minutes of the Ordinary Meeting held on 21st January 2024.**

RESOLVED that the Minutes of the Ordinary Meeting held on 21st January 2024 be approved as a correct record.

2024/18. **Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.

None.

2024/19. **To adjourn the meeting to receive public comments.**

Residents attended to discuss speeding issues and a pending licensing application.

A resident attended to provide an update regarding amenity land at Thirlmere Drive.

2024/20. **Casual vacancy.**

RESOLVED that casual vacancy be noted.

2024/21. **Sefton Communities.**

The new area co-ordinator from Sefton Communities department attended to introduce themselves and discuss how they may be able to assist with various matters, such as grant funding and xmas arrangements.

2024/22. **Reports of meetings.**

None.

2024/23. **Correspondence.**

The clerk reported on correspondence from a resident relating to speeding and coastal erosion.

2024/24. **Planning applications.**

RESOLVED that the applications be noted.

2024/25. Accounts paid and for payment.

RESOLVED that the amounts listed on the schedule circulated be approved.

2024/26. Exclusion of the press and public.

RESOLVED that the press and public be excluded.

2024/27. Staff pension.

RESOLVED that:

1. This item be deferred to an extra ordinary meeting to be held on Tuesday 26th March 2024 at the Alt Centre starting at 6pm; and
2. The clerk is not required to attend the extra ordinary meeting.

DRAFT



MINUTES OF THE ORDINARY MEETING OF

HIGHTOWN PARISH COUNCIL

HELD ON 26th MARCH 2024 AT THE ALT CENTRE

Present: Cllrs: Munro (in the chair), Magill, Shacklady, Stobie and Williams.

2024/28. **Apologies for absence.**
Cllr Barlow.

2024/29. **Declarations of interest** - Members are requested to give notice of any interest relating to any item on the agenda.
None.

2024/30. **To adjourn the meeting to receive public comments.**
None.

2024/31. **Exclusion of the press and public.**
RESOLVED that the press and public be excluded.

2024/32. **Staff pension.**
RESOLVED that the Initial Contribution Rate Summary Paper relating to staff pensions be agreed and the clerk to be joined in the Local Government Pension Scheme from 1st April 2024.

Annual Internal Audit Report 2023/24

Item 8.

HIGHTOWN PARISH COUNCIL

WWW. HIGHTOWN PARISH COUNCIL - UK

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

29 04 2024

Name of person who carried out the internal audit

ADRIAN FRANCIS HUGHES

Signature of person who carried out the internal audit

Adrian Hughes

Date

29 04 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:

HIGHTOWN PARISH COUNCIL

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

	Agreed		Yes means that this authority
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*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 Chair and Clerk of the meeting where approval was given:

Chair

Clerk

WWW. HIGHTOWNPARISHCOUNCIL.UK

Section 2 – Accounting Statements 2023/24 for

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	27190	23079	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	25000	25000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	19233	9512	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	10103	10602	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	38241	12641	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	23079	34348	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	23079	34348	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	NIL	NIL	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	NIL	NIL	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

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

as recorded in minute reference:

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

Item 19

20th May 2024

Planning Applications

[Erection of a detached dwellinghouse with associated access and landscaping.](#)

Land Adjacent To 16 Moorhouses Hightown L38 9ER

Ref. No: DC/2024/00516 | Validated: Tue 19 Mar 2024 | Status: Registered

[Erection of a first floor extension to the side, single storey to the rear, a single storey garden store in the rear garden and installation of a new shop front.](#)

5 School Road Hightown L38 0BN

Ref. No: DC/2024/00421 | Validated: Tue 12 Mar 2024 | Status: Registered